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How to Forward Emails with Full Headers.

If you want to report a case of email harassment, abuse, unsolicited commercial email, chain-letters, phishing or other potential harmful communication, you will need to send a complete copy of the message with full email headers to *itdns@utrgv.edu* in order to track and investigate the source of these emails. When you send your email be sure to include a description of the problem or behavior you're seeing, and any background information that you think may be relevant.

This instructions provide assistance on how to forward full headers emails according to your email service provider.

Outlook 2013,2010,2007 or Outlook Web Access (OWA)

1. Double-click on the e-mail message to open it in its own window.
2. In outlook 2013, select the **File** tab. Click **Properties** button. To the right of **Internet headers**, the headers information will be listed.
   - In outlook 2010, in the **Tags** group, click the dialog box launcher (small square with an arrow).
   - In outlook 2007, in the **Options** group, click the dialog box launcher (small square with an arrow).
   - In OWA, click the **Message Details** button (the icon is an envelope with a small document over it).The message headers are at the bottom of the window, in a box labeled **Headers** or **Internet headers**.
3. Click anywhere in the Internet headers box.
4. Press Ctrl-A to select all. and press Ctrl-C to copy.
5. Open a new message window.
6. Click your mouse in the body of the new message and press Ctrl-V to paste.
7. Send the message to itdns@utrgv.edu

Mac OSX mail

1. Select the message you want the full headers for.
2. In the menu bar click **View**
3. Go down the list and select **Message**, **Long Headers**.
4. Click on the message to highlight it, and then click on the **Forward** button.
5. Send it to itdns@utrgv.edu

Gmail

1. Open the message you would like to view headers for.
2. Click the down arrow next to **Reply**, at the top-right of the message pane.
3. Select **Show original**
4. Copy the entire content and paste into a new message

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5. Send it to itdns@utrgv.edu

Hotmail and Yahoo

1. Highlight the message you would like to view headers for.
2. Right click the message in the message list.
3. Select **View** message source.
4. Copy the entire content and paste into a new message.
5. Send it to itdns@utrgv.edu