Forwarding an Email as an Attachment

When reporting a fraudulent email, we will ask for the **original email as an attachment**. Sending the email as an attachment allows for the ability to see full email headers[1], providing all the information needed to investigate the email.

When an email is forwarded, the headers of the original email will be changed to the email of the user who is forwarding email, at which point the original email cannot be investigated. A screen shot or PDF attachment does not contain the original email header information.
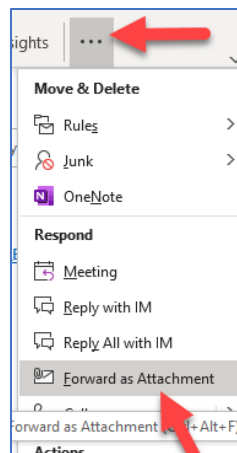
However, when you forward an email as an attachment, the email will be sent as is. This will include the **header information which is critical when investigating the fraudulent email.**
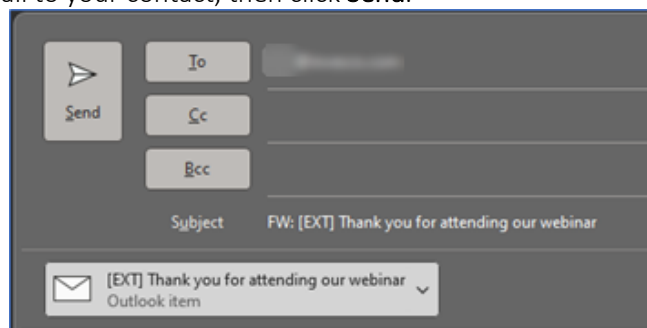
Microsoft Outlook
- Select the message you wish to forward.
- Click on **More** or **three horizontal dots**, then select **Forward as Attachment**.


OR

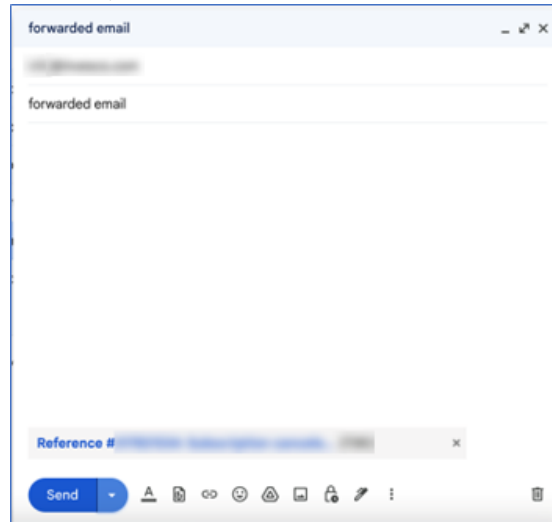- Address the new email to your contact, then click **Send**.

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[1] The email header is a code snippet in an email that contains information about the sender, recipient, email's route to get to the inbox and various authentication details. The email header always precedes the email body.

Gmail (Google Mail)

- Select the message you wish to forward.
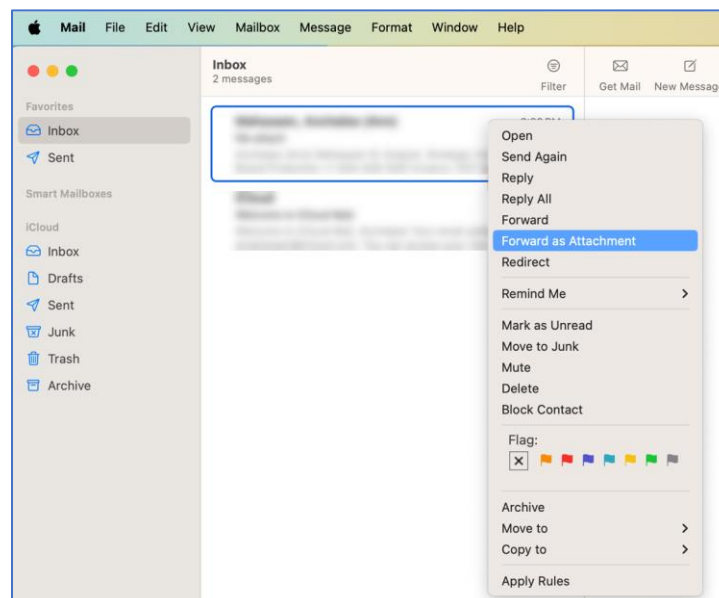- Click on **More** or **three vertical dots**, then select **Forward as attachment**.
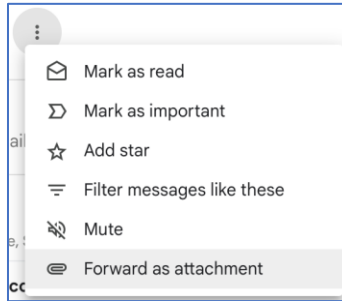
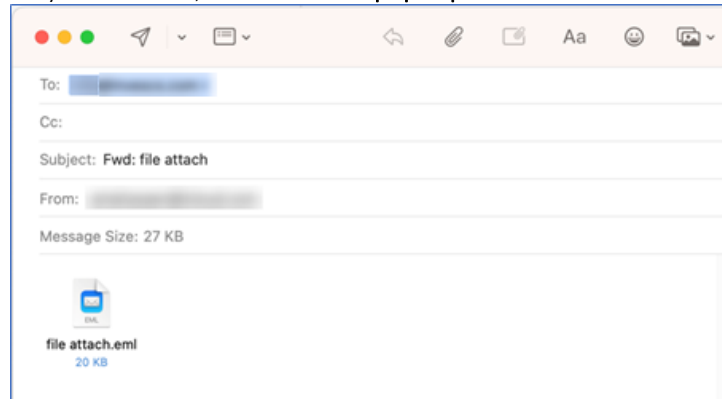- Address the email to your contact, then click **Send**.

Apple Mail (macOS)

- Select the message you wish to forward.
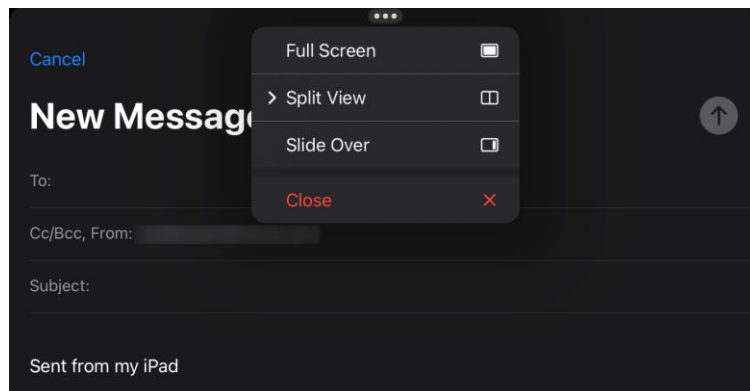- Right-click and select **Forward as Attachment**.

- Address the email to your contact, then click the **paper plane** icon to send.
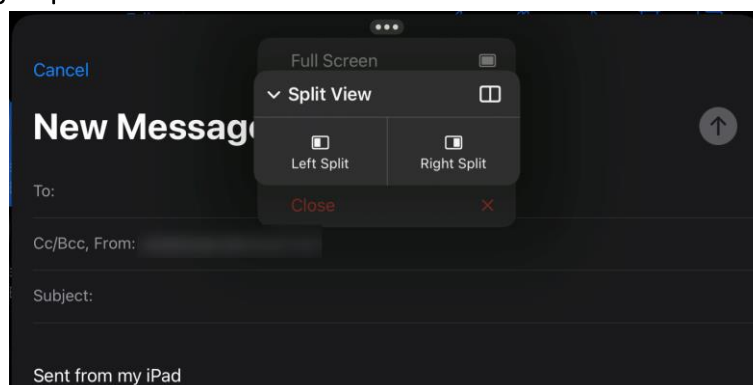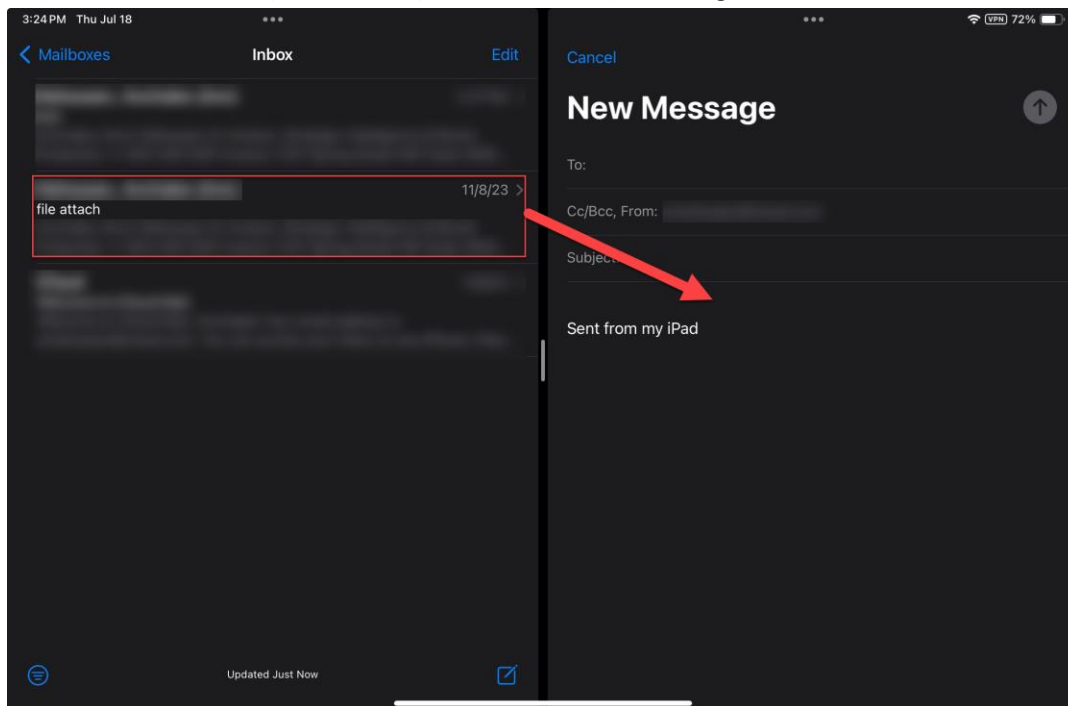

Mail (iPad)

- Open a new message. This will be the message to which you attach the other email.
- Hit the **…** at the top of the new message.
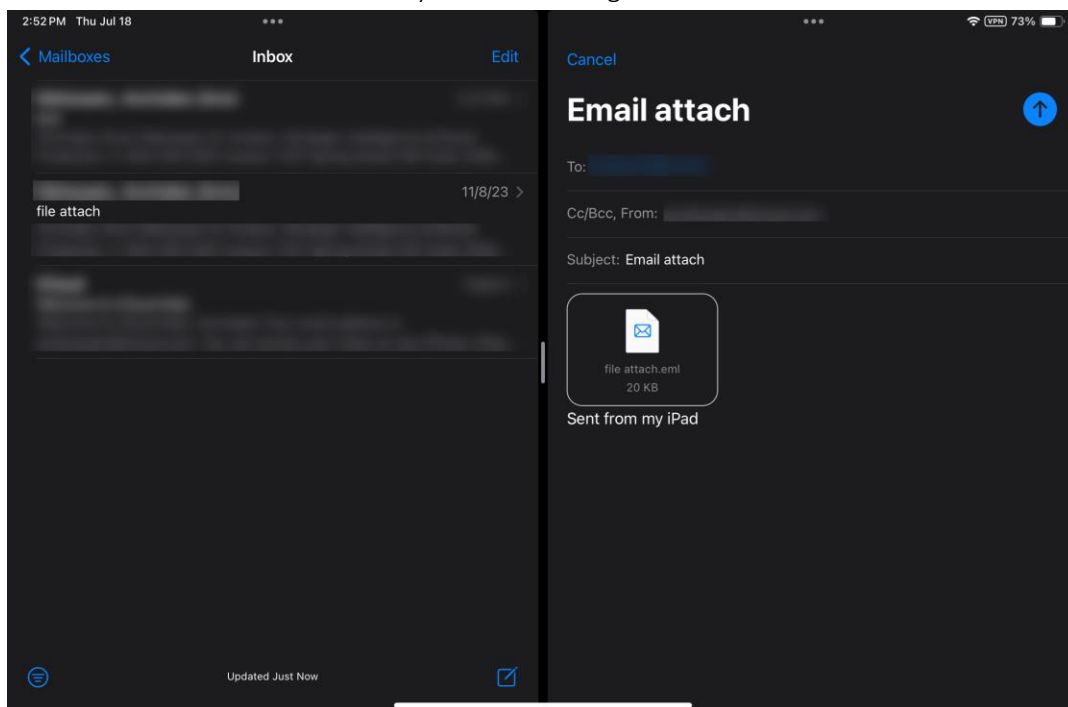- Choose **Split View**.

- Then choose **Right Split**.

- Once you have your new message on one side and your list of emails on the other, **press and hold** the email you want to attach (in this example, "file attach") and **drag it across** into the new message.


- You should now see an attachment in your new message with a **.eml** extension.

- Address the new message to your contact, create a subject (in this example "Email attach"), then click the **blue up arrow** icon to send.

Yahoo!Mail (webmail)

- Open the message you wish to forward.
- Click on the **three horizontal dots** in the upper right and select **View raw message**. This will open a new tab in your browser.
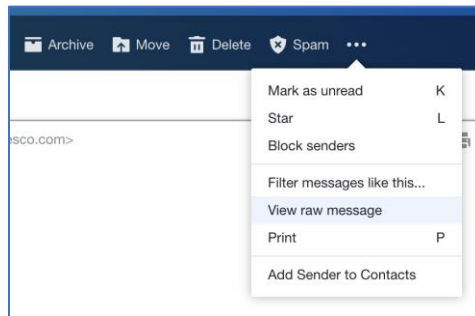
- Select the entire raw message content (use keyboard shortcut **Ctrl+A** or **Command+A**), copy then paste it into an empty text editor or Notepad, and save the file with a **.eml** file extension.
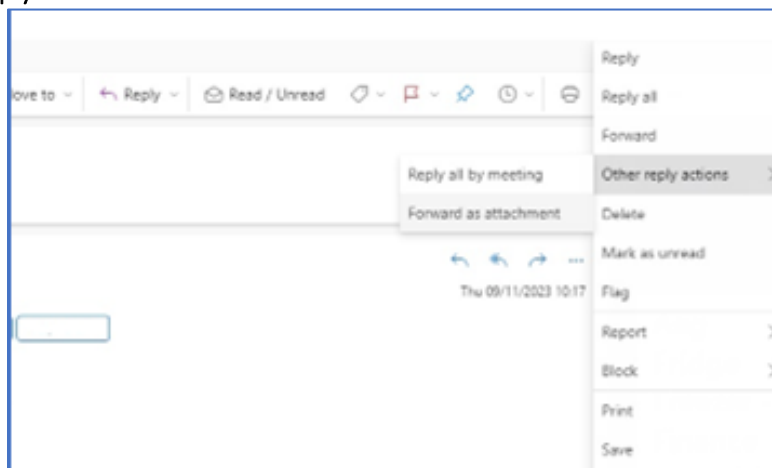
- Compose a new email, addressing it to your contact.
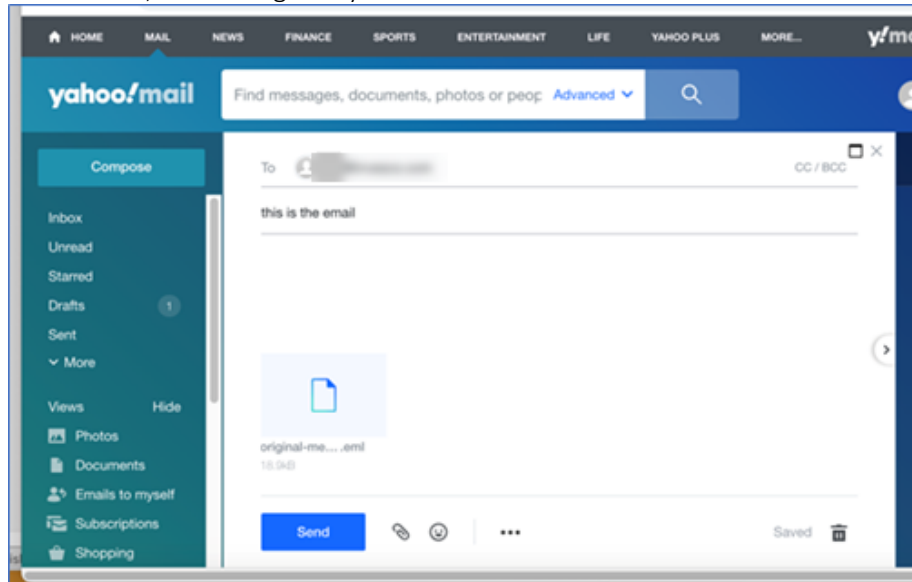
- Click on the **paperclip** to attach the **.eml** file, then click **Send.**

Hotmail

- Open the message you wish to forward.
- Click on the **three horizontal dots** above the date and time.
- Select **Other reply actions** > **Forward as attachment**.

- Address the email to your contact, then click **Send**.