HOW TO RECOVER A FULL INTERNET HEADER

Outlook

If you or your organization use Outlook, please follow the instructions below in order to recover the full Internet header from the original email sent to you:

PC

1. Double-click the email message, so it displays in its own window.
2. Select "File" -> "Properties".
3. The Properties window will display. The message header can be viewed in the "Internet Headers" field at the bottom of the window.
4. Copy and paste the header into a new email or separate document.

Mac

1. Right-click, or control-click, the email message (do not open the message).
2. Select "View Source" from the menu that appears.
3. Copy and paste the header into a new email or separate document.

Gmail

If you or your organization use a Gmail-based service, please follow the instructions below in order to recover the full Internet header from the original email sent to you:

1. Open the email.
2. Click the "More" icon (three vertical dots), which appears next to "Reply."
3. Click "Show Original"
4. Copy and paste the second half of the page (the header) into a new email or separate document.