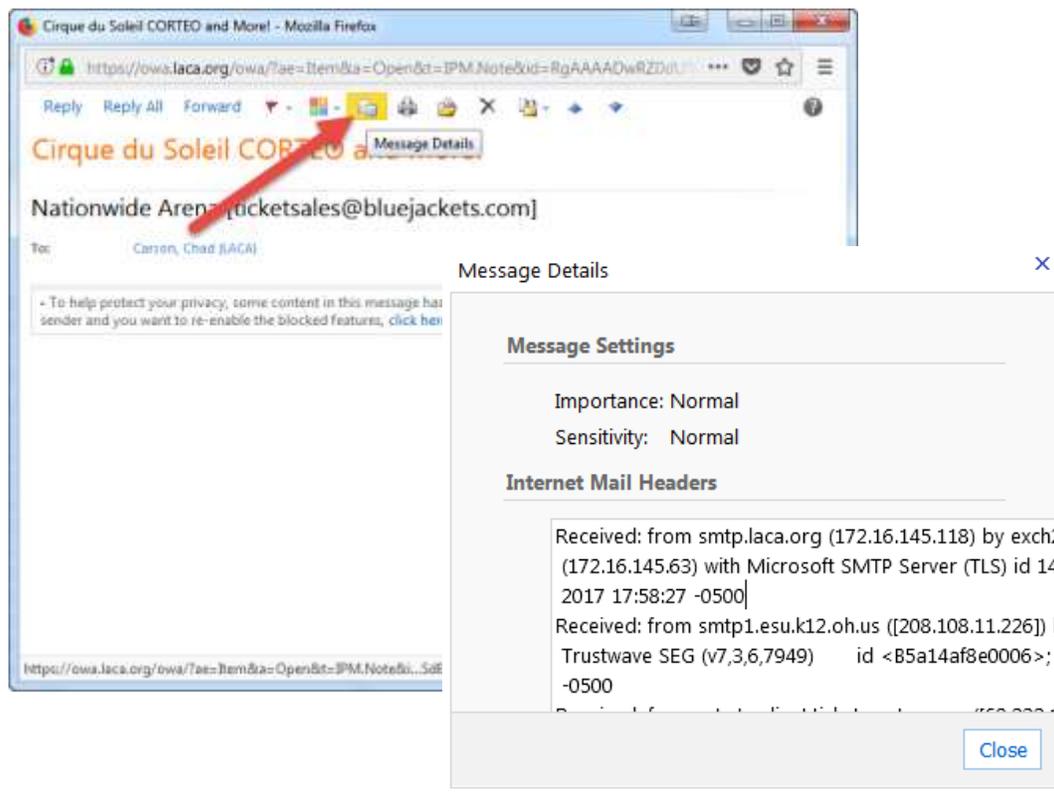


Checking Email Header Information

Outlook Web App (OWA)

1. Double click the message to open in its own window.
2. Click this icon “Message Details”.

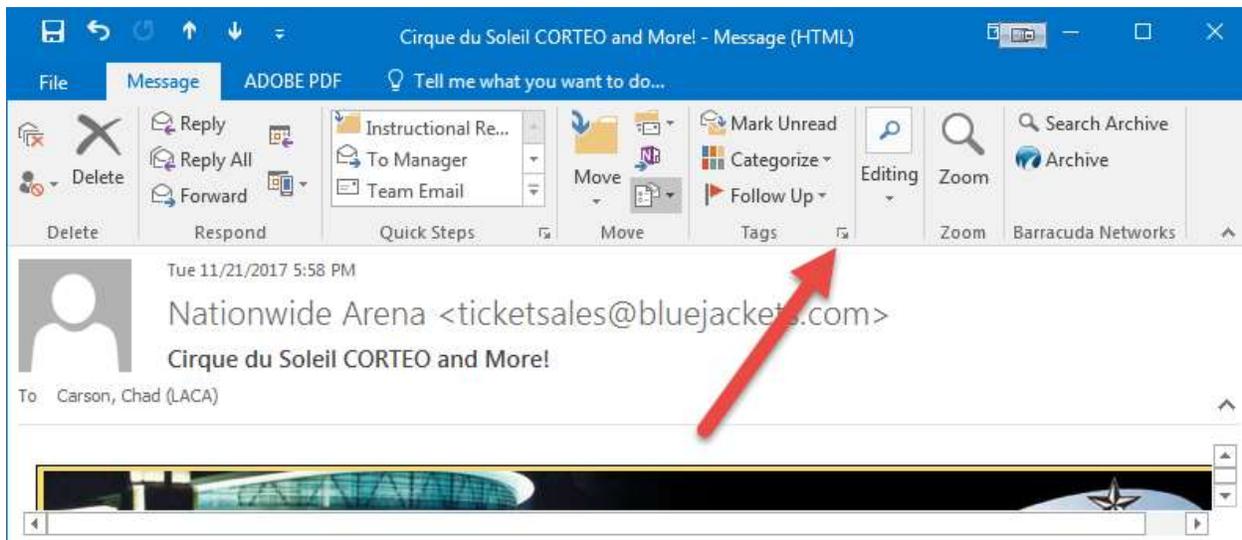


3. The window that pops up is very hard to read since it cannot be resized. Your best bet is to “Select All” and cut-paste to Notepad so you can easily examine the headers.

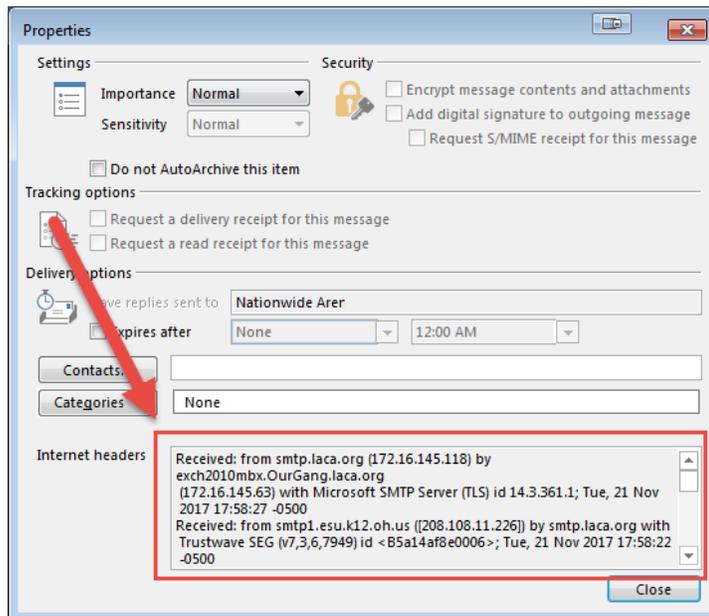


Outlook 2016 (2013 and 2010 are similar)

1. Double-click your message to open it up in its own window.
2. Click this tiny little arrow in the corner of the “Tags” header.



3. It will open up a window that contains the headers.



It may be easier to “Select All” and cut-paste to Notepad to view the headers more easily.