



Title: How to Forward Email as an Attachment

Task:

By following the instructions, you'll be able to forward an email message to another person as an attachment.

Instructions:

Outlook in Office 365

1. Select the message to forward
2. Right-click the message
3. Click View message details
4. In the popup, select all
5. Copy and paste into a new message
6. Send to the desired recipient

Outlook desktop application

1. Select the message to forward
2. On the Home tab and Respond section, click the arrow beside More
3. Select Forward as attachment
4. Send to the desired recipient