Forward as Attachment

This tutorial explains how to forward an email as an attached item in the Outlook Web Application (OWA). This can be helpful if you need to preserve the header information of the email. This can also be done in various desktop clients, though not necessarily in the same way.

1. Sign into OWA by going to [https://exchange.jmu.edu](https://exchange.jmu.edu).

2. Find the message you want to forward in the list of messages.

3. Click “New” above your inbox. Select “Email Message” from the drop down menu.

4. A new message will appear to the right of the inbox. Select the message you wish to forward, and drag it into the body of the new message.
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5. A new message window will appear with the email message in the attachment field.