

Forward Mails as Attachment

This document contains instructions for the following mail clients:

- Outlook for Windows 2013/2016 •
- Outlook for Mac 2016 •
- **OWA 2010** •
- OWA 2016 •
- Windows Mail (Windows 10 App)
- Apple Mail •
- Thunderbird

Outlook for Windows 2013/2016

- 1. Open the email you want to forward.



- 3. Add Recipient, Subject and Text.
- 4. Click "Send".

Outlook for Mac 2016

- 1. Open the email you want to forward.
- 2. Click on "Attachment".



- 3. Add Recipient, Subject and Text.
- 4. Click "send".

OWA 2010

- 1. Right click on the email you want to forward
- 2. Select "Forward as Attachment".

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Today	
3	10
	12
<u>/</u>	1
	Reply
3	🙈 Reply All
	😂 Forward
3	🖓 Chat
à	Forward as Attachment
-	Mark as Unread
/esterdav	Create Rule
	🧔 Junk E-Mail 🔸
	× Delete
2	Ignore Conversation
3	Cancel Ignore Conversation
	Move to Folder
	Copy to Folder
	Copen Delivery Report

- 3. Add Recipient, Subject and Text.
- 4. Click "Send Message".

OWA 2016

Access you inbox with OWA (https://mail.ethz.ch/owa/).

- 1. Log in with your ETH user name
- 2. Click "New" at the top of the inbox. Either it will generate a new message right away or you have to select "Email message" from the pull-down menu to generate the message:

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3. Add the recipient address & subject.

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4. Select the message(s) from your Inbox:



- 5. Drag-and-drop the selected messages from your Inbox window to the new window and click "Send".
- 6. This "drag-and-drop" operation preserves all X-headers in the selected messages.



Windows Mail (Windows 10 App)

- 1. Open the email you want to forward.
- 2. Click on the three dots in the top right corner and select "Save As".
- 3. Save the email as .eml file.
- 4. Open a new mail and attach the previously saved .eml file.
- 5. Add Recipient, Subject and Text.
- 6. Click "Send Message".

Apple Mail

- 1. Open the email you want to forward.
- 2. Click on "Message" and pick "Forward as Attachment".

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- 3. Add Recipient, Subject and Text.
- 4. Click "Send Message".

Thunderbird

- 1. Right click on the email you want to forward.
- 2. Click on "Forward as" and select "Attachment".

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✓ 🖳 Local Folders Trash ▲ Outbox		Forward As Edit As New Message	Inline <u>Attachment</u>

- 3. Add Recipient, Subject and Text.
- 4. Click "Send"

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