

July 22, 2013

## ***How to add an email message you received as an attachment***

---

In many email programs you can send an email message you received as an attachment to a new message, rather than just forwarding the message. When you send the email message as an attachment instead of forwarding the message, this preserves certain message attributes such as the message header.

This document contains instructions on how to add a message you received as an attachment for the following email programs:

- Outlook 2003
  - Outlook 2007
  - Outlook 2010
  - Outlook Express 6
  - Groupwise 7
  - Apple Mail
  - Entourage
  - Mozilla Thunderbird
  - Netscape Mail
  - myUM mail
  - GoogleApps@UMaryland
- 

### Outlook 2003

1. On the **File** menu, click **New**, and then click **Mail Message** to start a new email message.
2. If Microsoft Word is your e-mail editor, click the down arrow  next to the paper clip icon , and then click **Insert Item**.  
  
If that option is not available in the new message window, select the **Insert** menu, click **Item**.
3. Search for and select the message or other Outlook item that you want to attach, and then click **OK** to add that email message as an attachment.

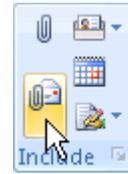
### Outlook 2007

1. On the **File** menu, click **New**, and then click **Mail Message** to start a new email message.
2. On the **Message** tab, in the **Include** group, click **Attach Item**.
3. In the **Look in** list, click the folder that contains the item that you want to attach.
4. Click the item that you want, and then click **OK** to add that email message as an attachment.



## Outlook 2010

1. On the **Home** tab, in the **New** group, click **New E-Mail** to start a new email message.
2. On the **Message** tab, in the **Include** group, click **Attach Item** and click on **Outlook Item**.
3. In the top half of the **Insert Item** dialog box, locate and click the folder that contains the item that you want to attach.
4. In the bottom half of the **Insert Item** dialog box, locate and click the item you want to attach. Then click **OK** to add that email message as an attachment.



## Outlook Express 6

1. Right click on the message you want to send as an attachment and select **Forward as Attachment**.

## Groupwise 7

1. Open the item you want to forward.
2. Click **Actions** then **Forward**.

If that option is not available, click **Actions** then **Forward as Attachment**.

## Apple Mail

1. Select the email message you want to send as an attachment.
2. Click on **File** then **Save As** and select the format **Raw Message Source**.
3. Open a new email message and add the raw source file as an attachment.

## Entourage

1. Right click on the message you want to send as an attachment and select **Forward as Attachment**.

## Mozilla Thunderbird

1. Select the email message you want to send as an attachment.
2. Click on **Message** then **Forward As** then select **Attachment**.

## Netscape Mail

1. Right click on the message you want to send as an attachment and select **Forward as Attachment**.

## myUM Mail

1. Open the email message you want to attach as an attachment.
2. Click on the option **Forward as Attachment** in the message tool bar.



## Google Apps@UMaryland

1. Open the email message you want to send as an attachment.
2. On the row beginning with the Reply link, click the Show original link.
3. On the File menu, click Save As.
4. Give the file a name.
5. Save as type: (\*.htm\*.html).
6. Click on Save button.
7. Close the window.
8. Compose a new email and add that email message as an attachment.

## Questions?

For questions on **how to add an email you received as an attachment**, call the IT Help Desk at 410-706-HELP (4357) (weekdays 8:00 a.m. - 5:00 p.m.) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu).