

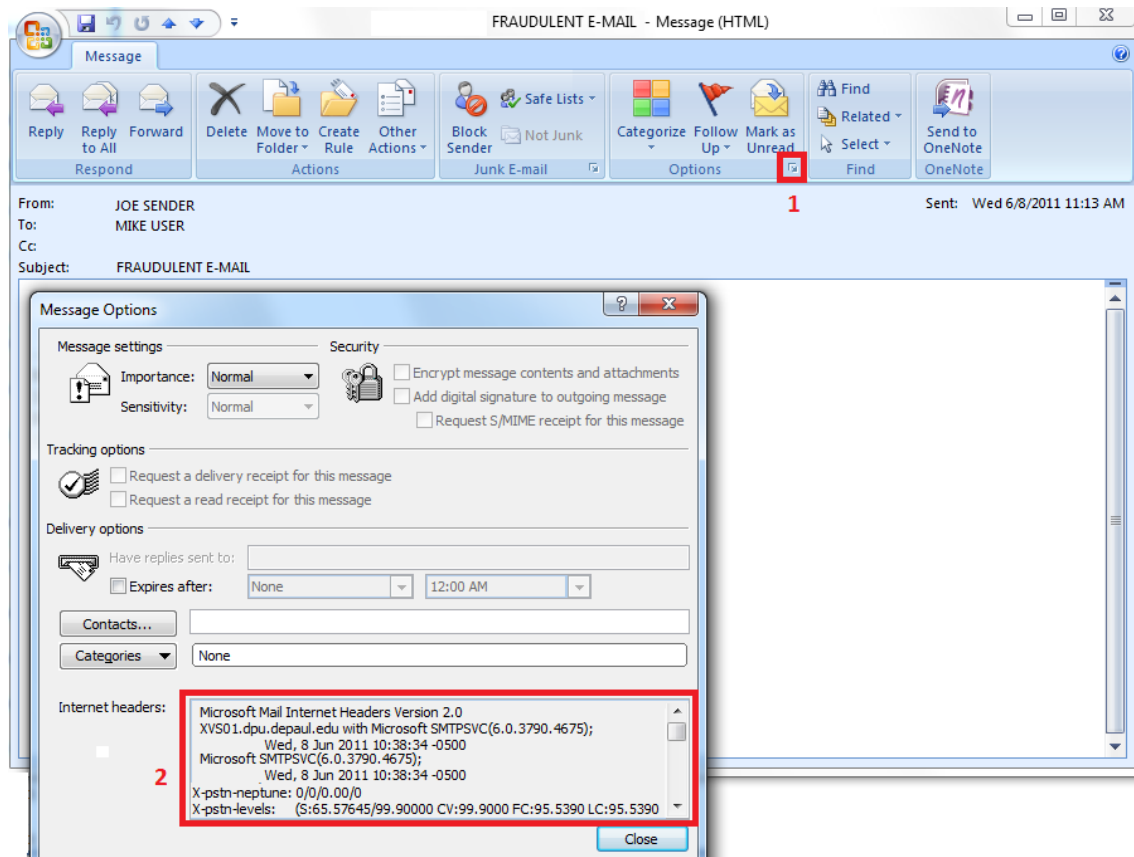
Locating and Sending Email Headers

In order to properly investigate cases with spam, phishing, and fraudulent emails, DePaul University Security Team requires that email headers be provided when reporting any of the aforementioned issues. These email headers contain critical information in determining the legitimacy of emails and can be extracted from by the user and sent to the security team for further analysis.

Microsoft Outlook

Method 1 (Works in all Outlook versions): Open the email. Hold down the ctrl and alt key and press “F”. A new window will open with the email headers attached automatically. Send this email to Security@depaul.edu

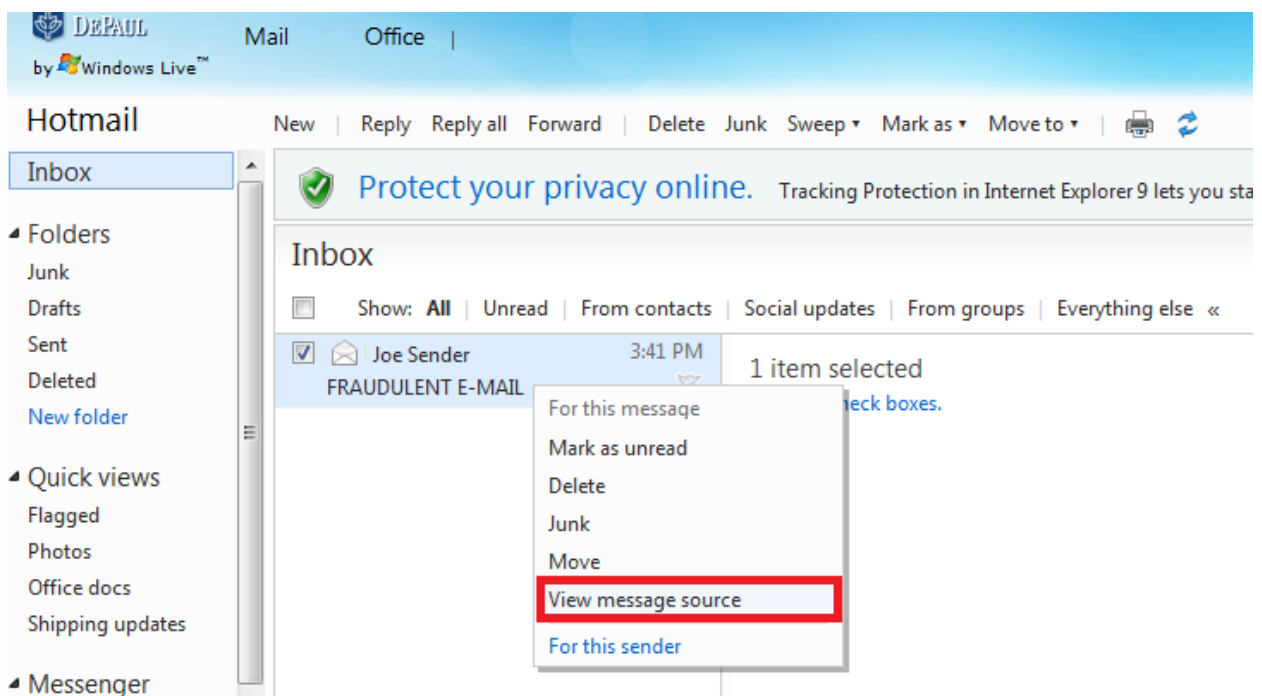
Method 2 (Works in Outlook 2007/2010): Open the email message, click on the **Options** panel up at the top [1]. A new window will open with the email headers at the bottom [2]. Copy all of the text, paste it in an email and send it to Security@depaul.edu



Method 3 (Outlook 2003 Only): Open the email message, click **View** and then **Options**. The email headers are located at the bottom of the window. Copy all of the text, paste it in an email and send it to Security@depaul.edu

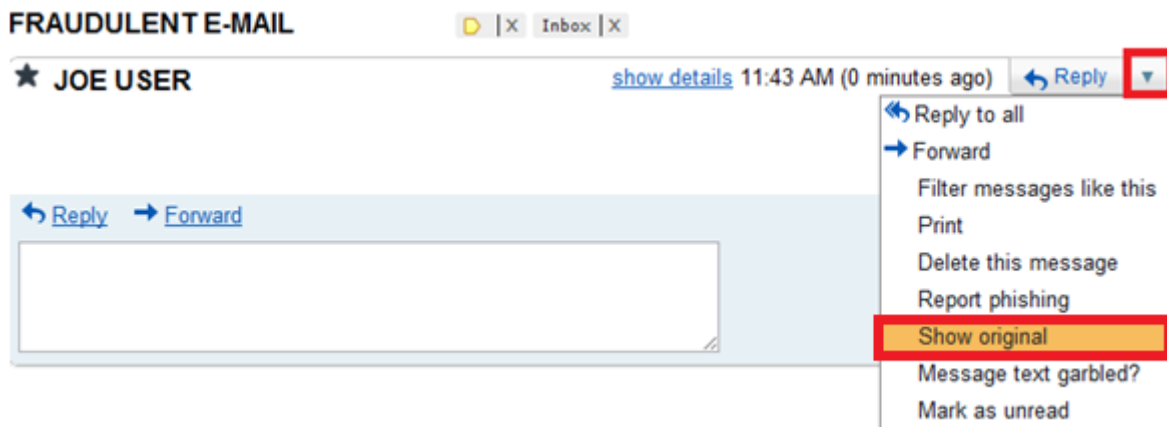
Mail.Depaul.edu (Hotmail)

Right click on the e-mail and then click on “View Message Source”. A new tab or window will be opened with the e-mail headers. Copy all of the text, paste it in an email and send it to Security@depaul.edu



Gmail

Open the e-mail and click the drop down arrow. Then click **Show Original**. A new window will open with the e-mail headers. Copy all of the text, paste it in an email and send it to Security@depaul.edu



Yahoo

Open the e-mail and click the **Actions** drop down menu. Then click **View Full Header**. A window will appear with e-mail headers. Copy all of the text, paste it in an email and send it to Security@depaul.edu

