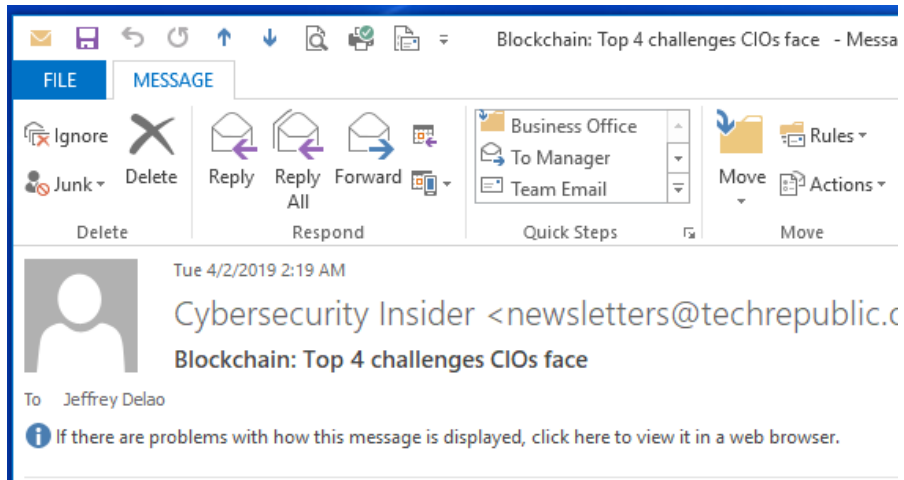
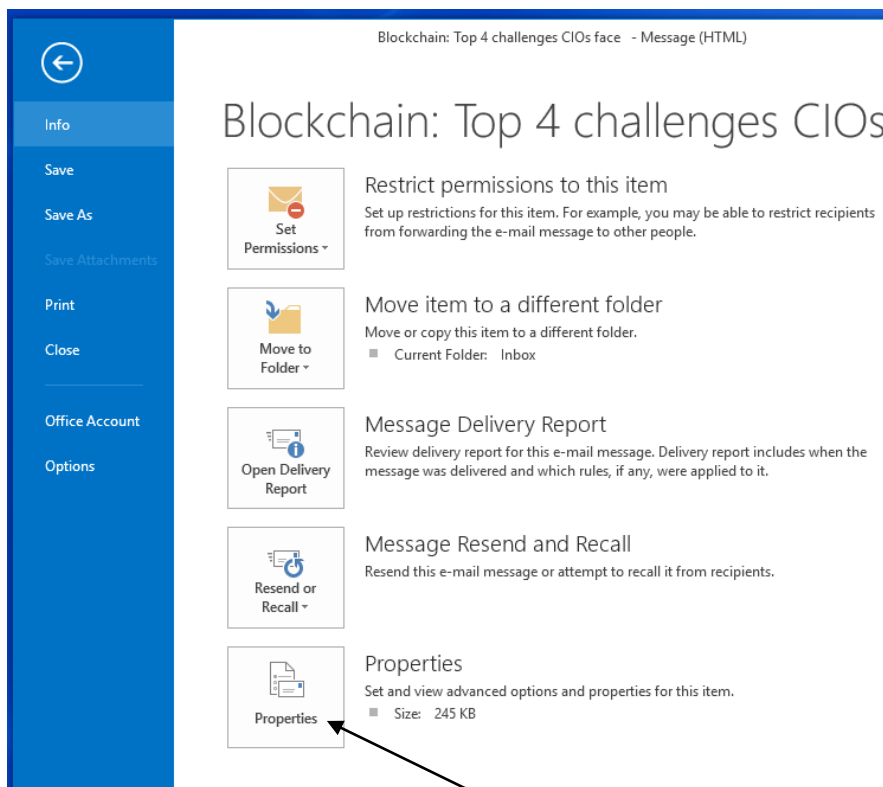


Outlook Email: How to check the “Internet Header” properties of a suspicious Email and submit to the ITHelpdesk.

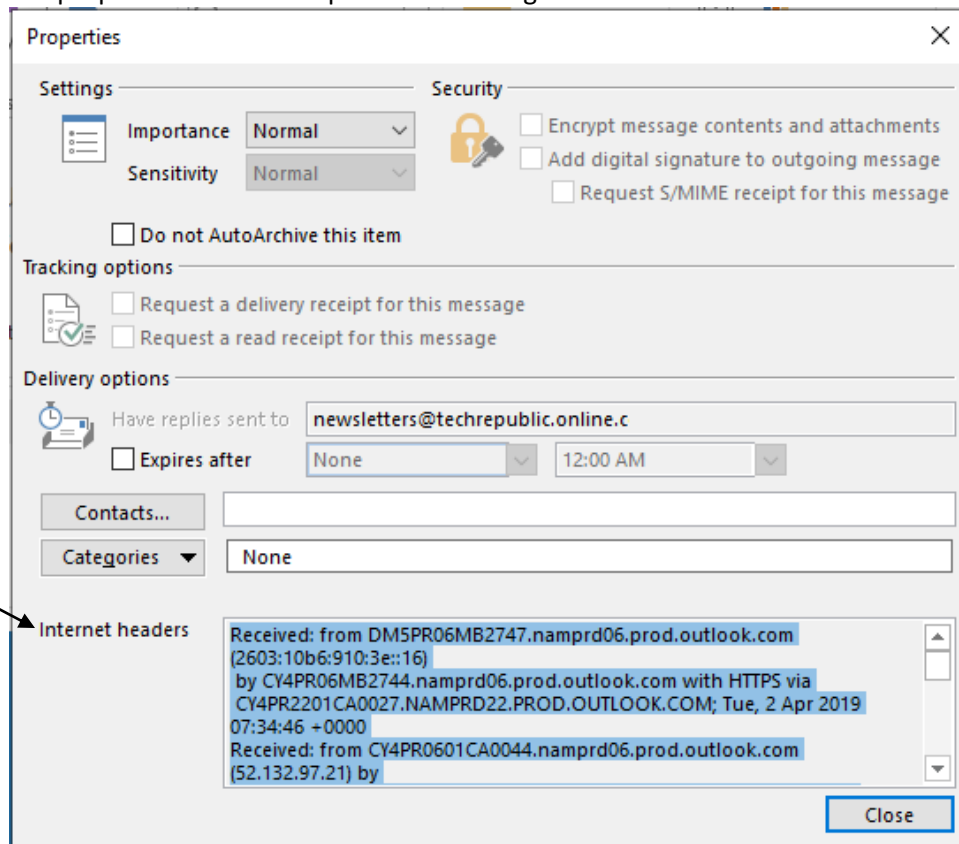
1. Open the suspicious Email. Do not select any web links or open any attachments.
2. Select the “File” tab.



3. Select the “Properties” button at the bottom.



4. Place the Cursor inside the **"Internet Header"** window and press the **"Ctrl"** and **"A"** keys at the same time to select all of the text content in the Internet Header window. Copy and paste the Internet Header content into an Email or Word document and submit the Email with the Internet Header properties to the ITHelpdesk for investigation.



If the Email is determined to be **SPAM** or another type of **malicious Email**, the IT Department will inform the staff that received the Email and instruct them to **delete the Email immediately**.

In addition, the IT Department will use the **Internet Header** information to determine the source of the malicious Email and use that information **to block the source**.

NOTE: The Internet Header Properties may be more than one page long.

If assistance is need to complete this process, please contact the ITHelpdesk.