PRODUCTIVITY

Forwarding emails with attachments is as easy as 1-2-3

Forwarding an email you received will not include the attached file/s in it. If you need to forward your email including its attached file, forward the email itself as attachment.
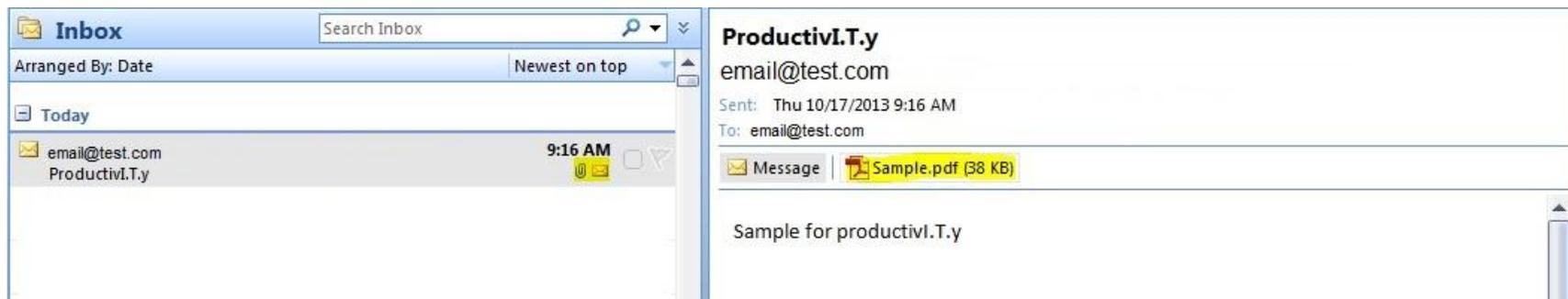
Click here to know how to forward email as attachment.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

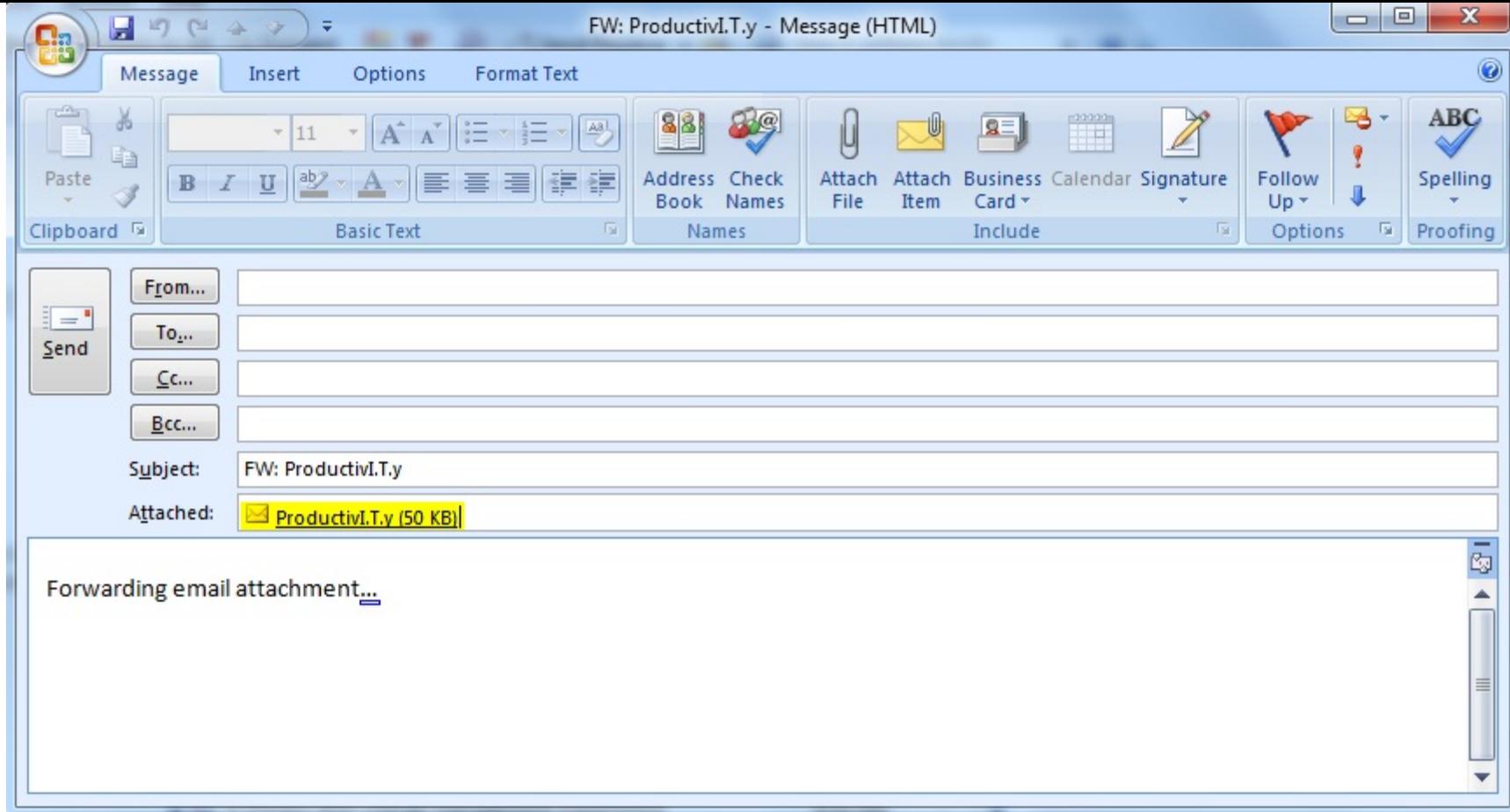# Forwarding Email as Attachment

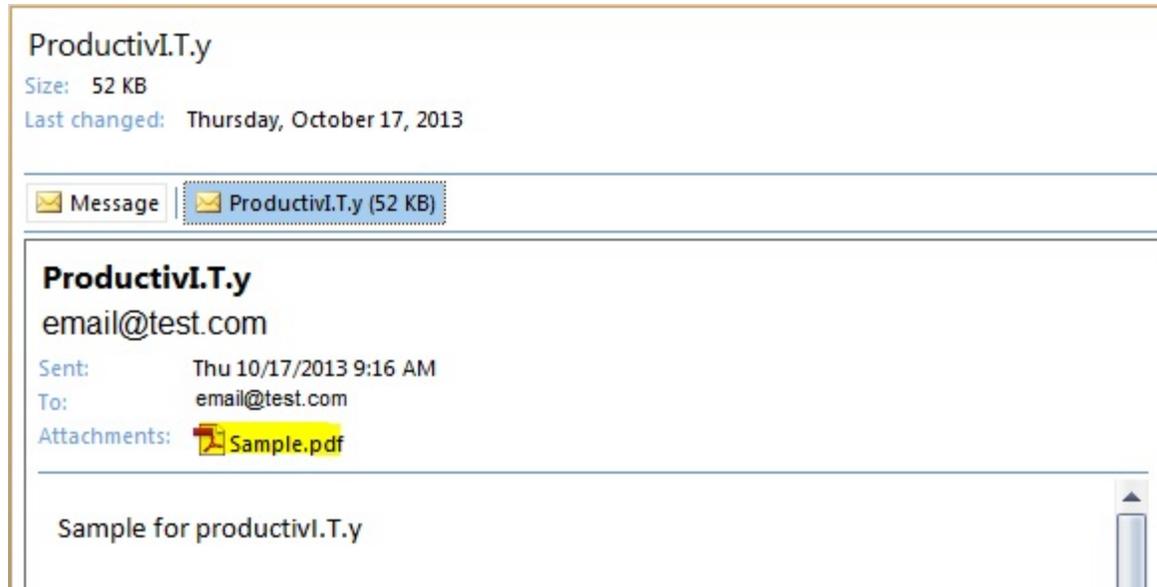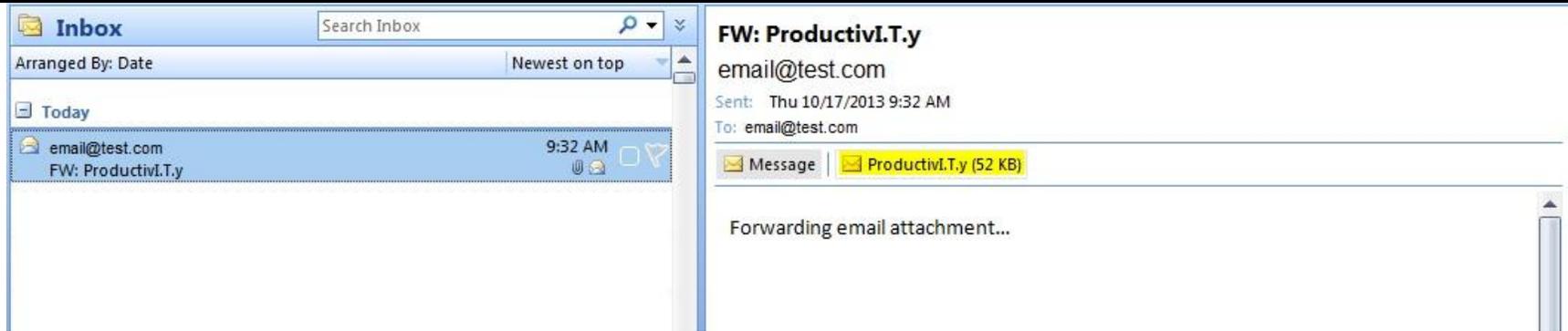1. Go to the desired email in outlook and Open the selected email.

2. On the *Menu Bar*, click **Actions** and then click **Forward as Attachment** or use the shortcut key (**CTRL+ALT+F**)

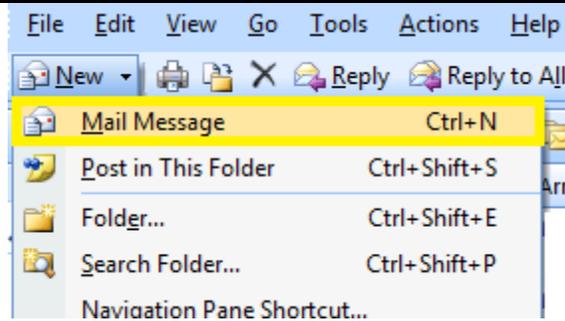3. Compose your email and send it to the recipient you wish to send it to

4. When your recipient receives your email, the attached email including the attached files on the original email will be seen once it is opened or previewed.
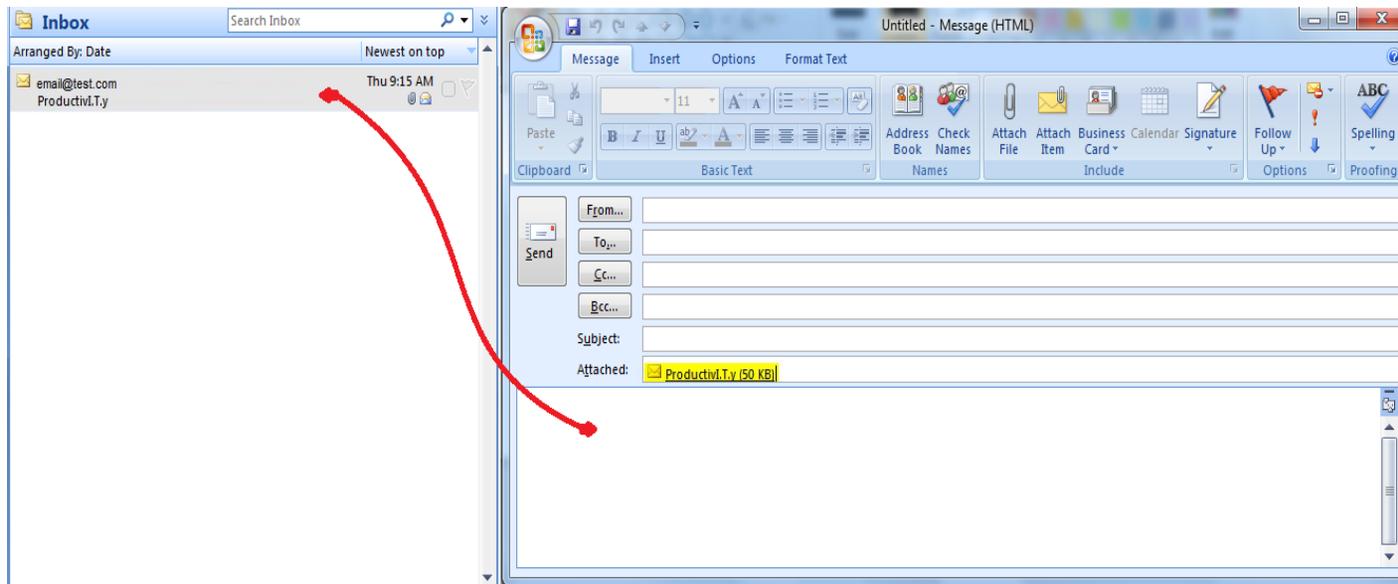
Inbox

Search Inbox

Arranged By: Date   Newest on top

Today

email@test.com   9:32 AM
FW: ProductivI.T.y

FW: ProductivI.T.y

email@test.com

Sent: Thu 10/17/2013 9:32 AM

To: email@test.com

✉ Message | ✉ ProductivI.T.y (52 KB)

Forwarding email attachment...

ProductivI.T.y

Size: 52 KB

Last changed: Thursday, October 17, 2013

✉ Message | ✉ ProductivI.T.y (52 KB)

ProductivI.T.y

email@test.com

Sent: Thu 10/17/2013 9:16 AM

To: email@test.com

Attachments: 📄 Sample.pdf

Sample for productivI.T.y

-OR-

1. Create a new Mail Message

2. From your Inbox, drag the email you want to forward and drop it to the new Mail Message you created and it will be placed on the attachment link

3. Compose your email and send it to the recipient you wish to send it to

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