How to Find Full Email Headers

Answer

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**MS Outlook 2011**

1. Right-click on an email and click *View Source*.  
2. The full headers should pop up in a box.

**MS Outlook 2010.**

1. Start MS Outlook 2010 and double-click the message to get it in its own window.
2. There are two ways to open the Properties window:
   a. Click *File* to access the *Backstage view*, select the *Info* section, and click the *Properties* button. OR:
   b. Go to the *Message* tab, find the *Tags* group (which is the fifth block over) and click the *Dialog Box Launcher* (a little button with an arrow on it).

   *Result:* The full header information appears in the *Internet headers* box

**MS Outlook 2007.**

1. Start MS Outlook 2007 and double-click the message to get it in its own window.
2. Go to the *Message* tab, and in the *Options* group (which is the fourth block over) click the *Dialog Box Launcher* (a little button with an arrow on it).

   *Result:* The full header information appears in the *Internet headers* box

**Apple Mail.**

1. Start Apple Mail.
2. Open the individual message.
3. Go to the *View* menu and select *Message* and then *Long Headers* or *All Headers*.

   *Result:* The full header information appears in place of the normal header.

**MIT Webmail.**

1. Log into MIT Webmail.
2. Open message by clicking on *Subject*.
3. Click *Message Source*.

   *Result:* The full header information opens in a separate browser window.

**Mozilla Thunderbird.**

1. Start Mozilla Thunderbird.
2. Go to the *View* menu and select *Headers* and then *All*.
3. Select the individual message.
Result: The full header information appears in place of the normal header.

**Google Mail (Gmail).**

1. Open the individual message.
2. At the top-right corner of the message window, click the down arrow next to **Reply**, or select **More options**.
3. Click **Show original**.
   Result: A new browser window will open showing full header information.

**Exchange with Outlook Web App (OWA, owa.mit.edu)**

1. Open up a web browser (Internet Explorer, Firefox, Safari, etc.)
2. Log into **Outlook Web Access**.
3. Find the message and **double click** the subject in the message list.
   * The message will open in a new window.
4. Click icon to view **Message Details**.

Result: The full header information appears in the **Internet Mail Headers** box.