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.