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.