ETH

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Forward Mails as Attachment

This document contains instructions for the following mail clients:

- Outlook for Windows 2013/ 2016
- Outlook for Mac 2016
- OWA 2010
- OWA 2016
- Windows Mail (Windows 10 App)
- Apple Mail
- Thunderbird

Outlook for Windows 2013/ 2016

1. Open the email you want to forward.
2. Click on "more" and select "Forward as Attachment".

3. Add Recipient, Subject and Text.
4. Click "Send".

Outlook for Mac 2016

1. Open the email you want to forward.
2. Click on "Attachment".

3. Add Recipient, Subject and Text.
4. Click "send".

OWA 2010

1. Right click on the email you want to forward
2. Select "Forward as Attachment".
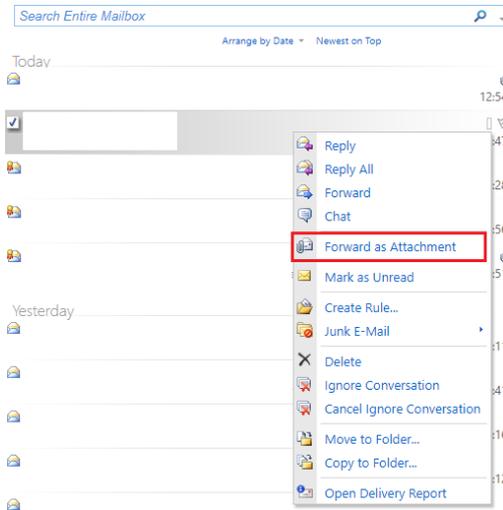
3. Add Recipient, Subject and Text.
4. Click "Send Message".

OWA 2016

Access you inbox with OWA (https://mail.ethz.ch/owa/).
1. Log in with your ETH user name
2. Click "New" at the top of the inbox. Either it will generate a new message right away or you have to select "Email message" from the pull-down menu to generate the message:

3. Add the recipient address & subject.

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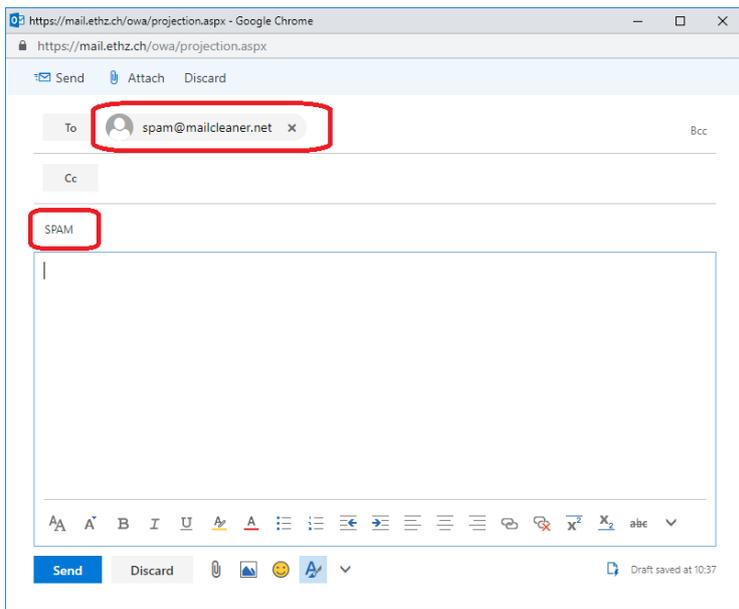
4. Select the message(s) from your Inbox:
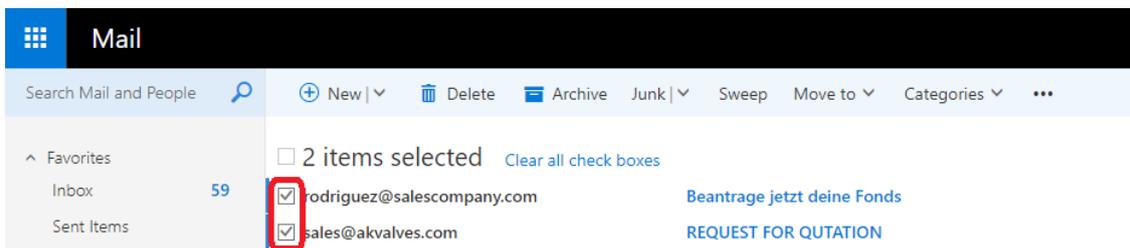
5. Drag-and-drop the selected messages from your Inbox window to the new window and click "Send".
6. This "drag-and-drop" operation preserves all X-headers in the selected messages.
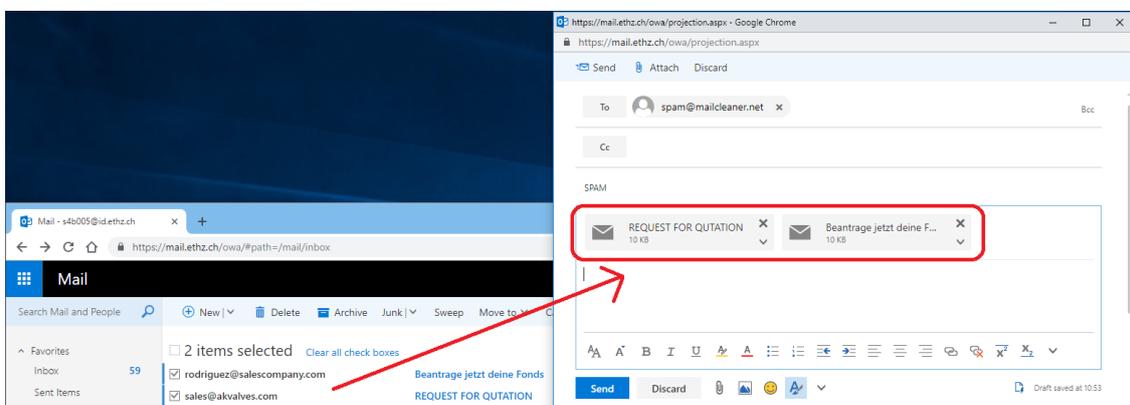
Windows Mail (Windows 10 App)

1. Open the email you want to forward.
2. Click on the three dots in the top right corner and select "Save As".
3. Save the email as .eml file.
4. Open a new mail and attach the previously saved .eml file.
5. Add Recipient, Subject and Text.
6. Click "Send Message".

Apple Mail

1. Open the email you want to forward.
2. Click on "Message" and pick "Forward as Attachment".
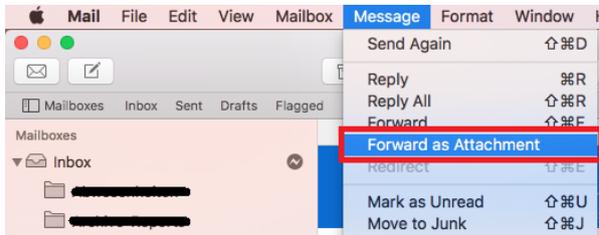
3. Add Recipient, Subject and Text.
4. Click "Send Message".

Thunderbird

1. Right click on the email you want to forward.
2. Click on "Forward as" and select "Attachment".
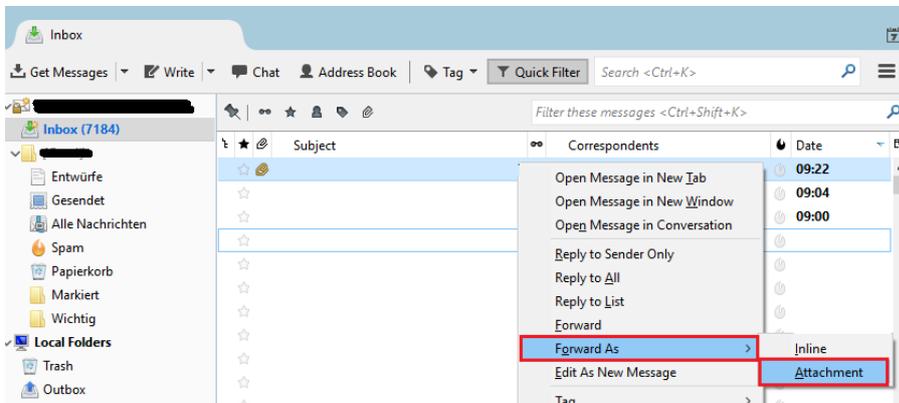
3. Add Recipient, Subject and Text.
4. Click "Send"

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