

# ABUSE MAILBOX GUIDELINES

v 3.0

Steps to forward an email as an attachment for common email clients are listed below:

## Forward an email message as an attachment in Outlook

Microsoft Outlook's **Forward as Attachment** feature can help us forward a single email message as an attachment easily.

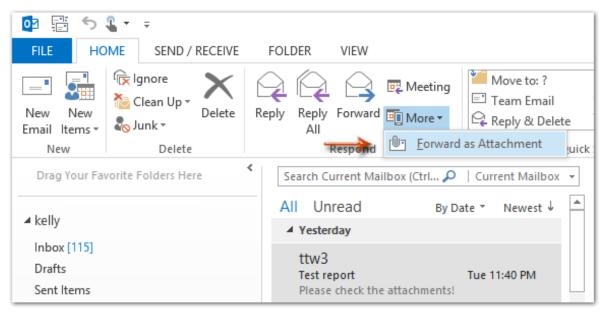
#### **STEP 1:**

Open a mail folder in the Navigation Pane, and click to select the email message that you will forward later.

#### **STEP 2:**

Forward it as an attachment:

- In Outlook 2016 and 2013, select the email and then in the Respond group, click More and then click Forward as Attachment. There's also a keyboard shortcut you can use instead. Just select the message you want to forward and press Ctrl+Alt+F.
- In Outlook 2010 and 2007, select the email and then right click More > Actions > Forward > as Attachment.



3. Compose the forwarding message to <u>Abuse@PacificLife.com</u>, and click the **Send** button.

## Forwarding Messages as an attachment from Apple Mail

To forward a message as an attachment, select the email and then select **Message Forward as Attachment** from the menu bar.

### Forwarding Messages as an attachment from Outlook.com

To forward an email as a complete copy by attachment, first **save it as an EML File** to your computer or device:

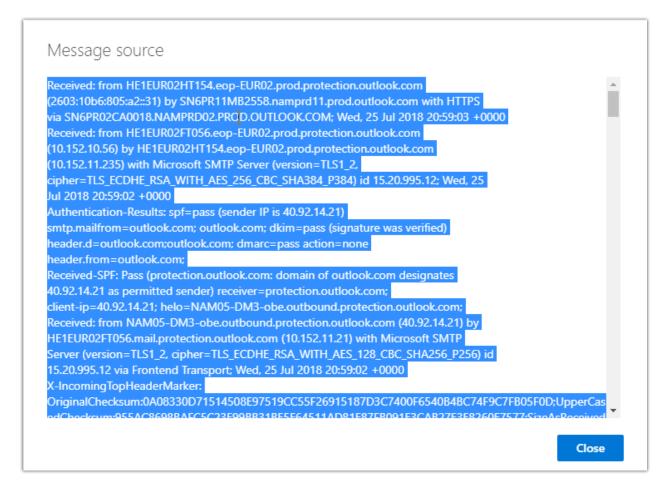
1. Open, in **Outlook.com** on the web, the message you want to forward in full as an attachment.

Test Email Message	
Jimmy Who Wed 7/25/2018, 1:59 PM You ⊗	$5 \ll \rightarrow \lor$
Sent from <u>Outlook</u>	

- 2. Highlight the email's subject with the mouse.
- 3. Press Ctrl-C (Windows and Linux).
- 4. Click **Actions** in the email's header area.
- 5. Select **View message source** from the menu that shows.

Jimmy Who Wed 7/25/2018, 1:59 PM	$5 \Leftrightarrow \rightarrow 2$
You ⊗	Delete
Sent from <u>Outlook</u>	Mark as unread
	Flag
W Reply	Mark as junk
	Create rule
	Print
	Show in immersive reade
	View message source

- 6. Click in the message source tab or window in your browser.
- 7. Press **Ctrl-A** (Windows and Linux) and verify the whole message source is highlighted.



- 8. Now press **Ctrl-C** (Windows and Linux)).
- 9. Open a Text Editor (Notepad).
- 10. Create a new plain text document.
- 11.Press Ctrl-V.

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Edit Format View Help	
crosoft-Exchange-Diagnostics: GMIDUB2553;27:0;58:0;78:0;74:0;74:0;74:0;74:0;74:0;74:0;74:0;75:0;74:0;75:0;75:0;75:0;75:0;75:0;75:0;75:0;75	:dWxp89gb163oUTCgeTBM
0;nui0;uuf:0;jm:0;sx:0;suth:1;dest:1;OFR:SpamFilterPass;ENG:(3062000261)(3061607266)(5061608174)(1004385)(4000095)(4920089)(6220004)(4550130)(4990090)(9110004); same-Info:	
yqx%x4fax2pzmrU18W63885a1ZzcCRxGPe9aQuLC1E3Bth9lxKoxXXqVQkl2pPPUNVVrj6g2sm73R82kf4922jgvf8055kXts/N1666aQY8jQa807z7X1o7fEQH0/kBcmA03tLx119MuH1D9h47y152kHejhqY4a195f4k6zfHyoHa6c8kGP ssage-De11very: Vi9x14F2x09MP0x4PTa778xx000MTtH8Dex310DTD0H0	BcxizLZA2jE7U4J58E86jYLM
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00_SMGPR11M225S31C6080AA1E246905C716C35405H6PR11M825S8namp_ ent-Type: text/plain; charset="iso-8859-1" ent-Transfer-Encoding: quoted-printable	
from Outlookchttp://aka.ms/weboutlook>	
00_SM6PR11H025583C60080A41E246909C716C35405N6PR11H02580namp_ ent-Type: text/html; charset-1so-8859-1* ent-Transfer-forcoding: quoted-printable	
l>chead) a http:equiv=30"Content-Type" content=30"text/html; charset=3Diso-8859.=	
le type=10"text/css" style=30"display:none;"> P {mangin-top:8;mangin-bo= :8;}	
að) y dír-30°ltr"> syle-30°ltr">	
τ; color: rgb(θ, θ, θ);">	
style=3D*font-family: Calibri, Arial, Helwetica, sans-serif; font-size= pt; color: rgb(0, 0, 0); >>	
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oyo Bi	
00 SNGPR11N825583C6D80AA1E2A6000C716C3540SNGPR11N82558namp	

- 12. Verify the document now contains all of and only the message source you copied.
- 13. Save the document as **.eml file** using "Save As" and changing the type to "All Files".

Save As				×
← → • ↑ 📙	« Desktop » Email Forward	ٽ ~	Search Email Forward	٩
Organize 🔻 New	v folder		1	≣ <b>• (</b> )
💻 This PC	^ Name ^		Date modified	Туре
📃 Desktop		No items match y	our search.	
🖶 Downloads				
🚆 Jimmy.Liou				
b Music				
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F				
-	emailforward.eml			~
Save as type:	All Files (*.*)			~
<ul> <li>Hide Folders</li> </ul>	Encoding: ANSI	~	Save	Cancel

14. Create a new email in Outlook.com and attach the .eml file you just created.

15.Click Send.

# Forwarding Messages as an attachment from Gmail

To attach an email in Gmail you must first save each message you want to forward as an EML file.

- 1. Open the message.
- 2. Click the **More button** (▼) next to Reply near the email's top.

Test email forwarding	- D
Jimmy Who <jimmystest@outlook.com></jimmystest@outlook.com>	3:05 PM (1 minute ago) 🏠 🔺 🔽
	♠ Reply
Coursels Manager	Forward
Sample Message	Filter messages like this
Sent from Outlook	Print
	Add Jimmy Who to Contacts list
	Delete this message
Click here to Reply or Forward	Block "Jimmy Who"
	Report spam
	Report phishing
12.17 GB (81%) of 15 GB used Terms - Privacy - Program Policies	Show original
Manage	Translate message
	Mark as unread

- 3. Select **Show original** from the menu that has appeared.
- 4. Now save the file linked from **Download Original**.

Message ID Created at:	<sn6pr11mb25580c1d291ba8d8b87d991fc3540@sn6pr11mb2558.namprd11.prod.outle< th=""></sn6pr11mb25580c1d291ba8d8b87d991fc3540@sn6pr11mb2558.namprd11.prod.outle<>
Created at:	
	Wed, Jul 25, 2018 at 3:05 PM (Delivered after 1 second)
From:	Jimmy Who <jimmystest@outlook.com></jimmystest@outlook.com>
To:	
Subject:	Test email forwarding
SPF:	PASS with IP 104.47.46.201 Learn more
DKIM:	'PASS' with domain outlook.com Learn more
DMARC:	'PASS' Learn more
Delivered-To: onetiny	r@gmail.com :d45:0:0:0:0:0 with SMTP id 66-v6csp1338659jax;
Dessived, by 2002.002	
	018 15:05:08 -0700 (PDT)
Wed, 25 Jul 2 X-Google-Smtp-Source:	018 15:05:08 -0700 (EDT) AAOMgpf1/QhA9eDyJJ57c2Zvs5xbIg3+/VxxNEkmi7yMRq/lzG090PqiDiZ7mzTkPAYAsFwbOaOA
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2	018 15:05:08 -0700 (PDT) AROMgpf1/ghA9eDyJJ57c22vsSxbIg3+/VxxNEkmi7yMRq/lzG090PqiDi27mzTkPAYAsPwb0aOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT)
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa-	018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22vs5xbIg3+/VxxNEkmi7yMRq/lzG090FqiDi27mzTkFAYAsPwbOaOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none;
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com;	018 15:05:08 -0700 (PDT) AROMgpf1/QhA9eDyJJ57c2ZvsSxbIg3+/VxxNEkmi7yMRg/lzGO9OPqiDi27mzTkPAYAsPwbOaOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816;
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002;a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com; b=oG7Q+5uy5MG heTxAvmtaOKO	018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22vs5xb1g3+/VxxNEkmi7yMRq/lzGO90PqiDi27mzTkPAYAsPwbOaOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816; QdR1U6mcMazOd8UveXgAHG04f0Egivae4PDHZiAqL4dm7aoTh+zmXi+ XVEGrn2BdTPPMoSJR9WY72A7h8MnnpW+fscX7M4XOrLVK1CYCxd1XU0i
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com; b=oG7Q+5uy5MG heTxAvmta0KO 72m4Bavml1j1	018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22xs5xbIg3+/VxxNEkmi7yMRq/lzGO9OFqiDi27mzTkFAYAsPwbOaOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816; QdR1U6mGmaZ0d8UveXgAHG04f0Egivae4PDHZ1AqL4dm7aoTh+ZmXi+ XYEGrn2BdTPPMoSJR9WY7ZA7h8MnnpW+fscX7M4XOrLVK1CYCXdiXU0i ScSjlp10/seXpg2144j/gcfC5B+tImLRQP3dcz+dXjIcT5hOCTndHbs1
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com; b=oG7Qt5uy5MG heTxAvmta0RO 72m4Bavmlj1 y2P3qzk4dnmj	<pre>018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22v5xb1g3+/VxxNEkmi7yMRq/lzGO9OFq1Di27mzTkFAYAsPwbOaOA 37:12d2:: with SMTP id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816; QdR1U6mcma20d8UvexgAHG04f0Egivae4PDHZ1AqL4dm7aoTh+2mXi+ XYEGrn2BdTPFMosJR9WY72A7h8MnpW+fscx7M4X0rLVK1CYCxd1xU01 Sc8j1p10/seXpg2144j/gcfc5B+tImLRQP3dCz+dxj1cT5h0CTndHbs1 3etL+1xoTXnT/je6DkmUQkGdY871wCe7wiaFzX5WtkjBbopDNCEFWF</pre>
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002:a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com; b=G7Q+5uy5MG heTxAvmtaOKO 72m4Bavm11j1 y2P3qzK4dnmj EovWC11yw3c8 Lzcw==	018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22vs5xbIg3+/VxxNEkmi7yMRq/lzGO90PqiDi27mzTkPAYAsPwbOaOA 37:12d2:: with SMTF id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816; QdR1U6mGma20d8UveXgAHG04f0Egivae4PDHZiAqL4dm7aoTh+ZmXi+ XYEGrn2BdTPPMoSJR9WY7ZA7h8MnnpW+fscX7M4X0rLVK1CYCxdiXU0i SC8j1p10/seXpg2i44j/gcfc5B+tImLRQP3dcz+dXjIcT5hoCTndHbs1 3etL+1xoTXnT/jeBDkmUQkGdY877lwCe7wiaFzX5WtkjBbopDNCeFWF pEl30JGtWJionbf2YKEGL0b1+X+xxunb1q27AyVlousaG15E3gdtvAC5
Wed, 25 Jul 2 X-Google-Smtp-Source: X-Received: by 2002;a Wed, 25 Jul 2 ARC-Seal: i=1; a=rsa- d=google.com; b=ofQ+5uy5MG heTxAvmtaORO 72m4Bavml1j1 y2F3qzk4dnmj EovWC11yw3C8, Lzcw= ARC-Message-Signature	<pre>018 15:05:08 -0700 (PDT) AAOMgpf1/QhA9eDyJJ57c22v5xb1g3+/VxxNEkmi7yMRq/lzGO9OFq1Di27mzTkFAYAsPwbOaOA 37:12d2:: with SMTP id 79-v6mr21161348qks.299.1532556308945; 018 15:05:08 -0700 (PDT) sha256; t=1532556308; cv=none; s=arc-20160816; QdR1U6mcma20d8UvexgAHG04f0Egivae4PDHZ1AqL4dm7aoTh+2mXi+ XYEGrn2BdTPFMosJR9WY72A7h8MnpW+fscx7M4X0rLVK1CYCxd1xU01 Sc8j1p10/seXpg2144j/gcfc5B+tImLRQP3dCz+dxj1cT5h0CTndHbs1 3etL+1xoTXnT/je6DkmUQkGdY871wCe7wiaFzX5WtkjBbopDNCEFWF</pre>

**Note:** Make sure the saved file ends in .eml. Rename it if necessary.

Once you've saved the message as an EML file, then you can attach it to a Gmail message:

- 1. Start a **new message** in Gmail.
- 2. Type the message you want to send, then click the **paperclip** (Attach files) icon.
- 3. Navigate to and select the desired .eml file you saved before.
- 4. Click Send.