## Forwarding emails in Outlook 2003 (under email options)

The steps to set up Outlook 2003 to forward emails as attachments by default are shown below.

1. With Outlook open click on **Tools** in the top menu and choose **Options**.



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	Change the appearance	of messages and the v	vay they are handled.
		Junk E-mail	E-mail Options
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8=	Change default settings for contacts, journal, and notes.		
	Contact Options	Journal Options	. Note Options
Search -			
0	Change the settings for	indexing and search.	
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1obile -	unange the settings for	mobile notification and	messaging.
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 Use the dropdown picklist under When forwarding a message to select Attach original message. Then click OK to close that window,

and **OK** to close the Options window.

Now when you forward any emails they will be forwarded as attachments.

2. With the Options window open, choose **E-mail Options**.

