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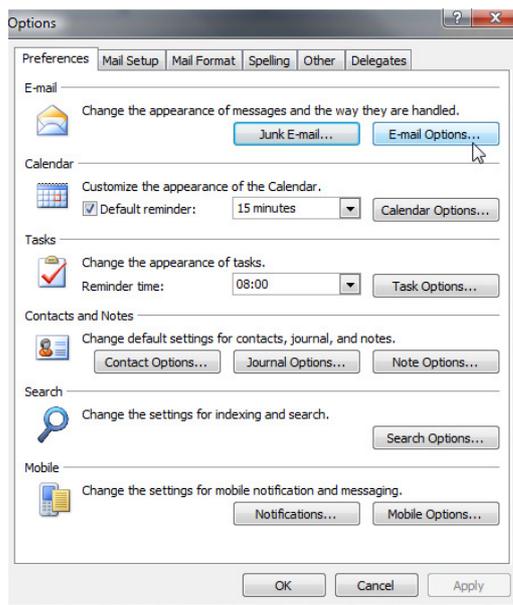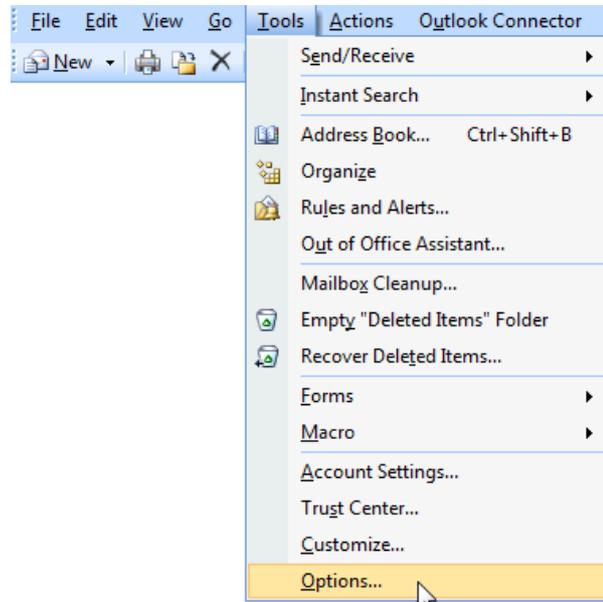
2. With the Options window open, choose **E-mail Options**.

3. 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.