How to attach an email and send to SecuringInfo@sdcoe.net to Investigate suspicious emails

OUTLOOK

1. Create a message, or for an existing message, click Reply, Reply All, or Forward.
2. In the message window, on the Message tab, in the Include group, click Attach Item.

3. Click Outlook Item.

4. Browse through your folder list to find the folder that contains the item that you want to attach.
5. Under Items, click the item, and then click OK

6. Within the Options menu, select Privacy from the menu on the left side:
7. On the Privacy tab, select remove individual cookies:

8. On the Cookies page, click Remove All
OUTLOOK WEB VIA GOOGLE CHROME, FIREFOX AND INTERNET EXPLORER

1. Log into Outlook on the web.
2. Click +new mail.
3. Organize your browser windows so that you can view both your mail folder listing and the new created email.
4. Drag the email, from your mail folder list, that you want to include in the message you are composing. It will be included as an attachment. Make sure the email is the original and not a forward or reply message.
5. Enter SecuringInfo@sdcoe.net for the “to” field and any other relative information and click Send button.