

## How to view an email header in Outlook 2010

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» Open the specific email message of interest in a new window by double-clicking its line in the email summary pane.

» Go to the "File" tab in the new window and click on the "Properties" button.

» Note

that if you go to the "File" tab in your main Outlook window (as opposed to the window that you popped up with a single email message), it will not have a "Properties" button, because these are specific to a single message rather than the whole application.

» When you click the "Properties" button, a new Properties window should pop up:

» The headers are in the bottom portion of the window. Copy and paste to an editor in order to view them in a more convenient manner.