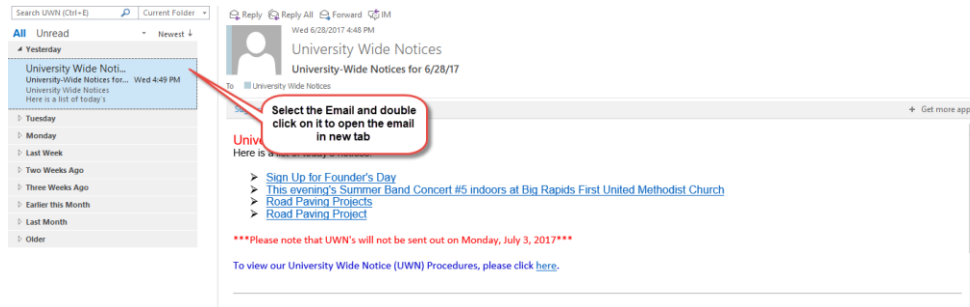


How to view internet header

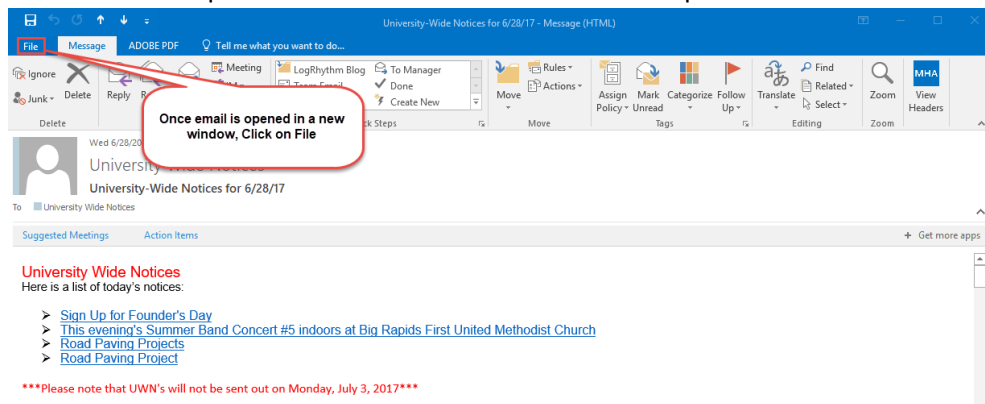
You can find Internet/Email Header as follows.

1. For Office 365 users

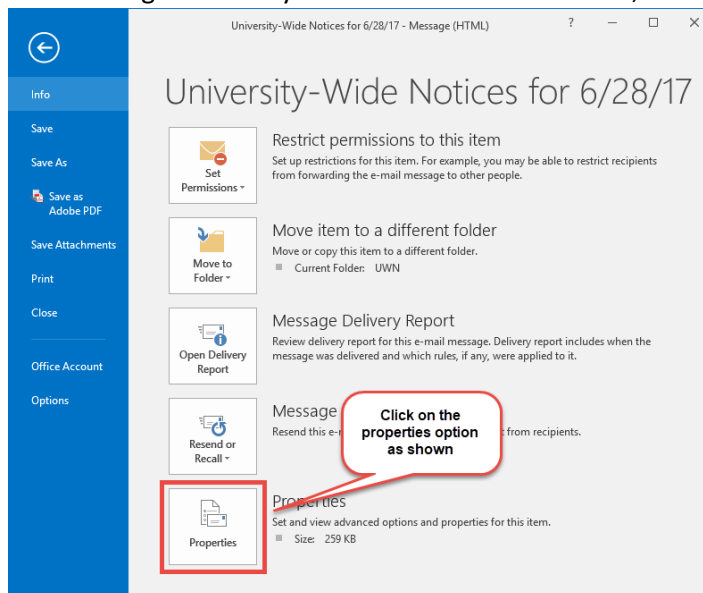
a. Double click on the email you received to open it in a new window



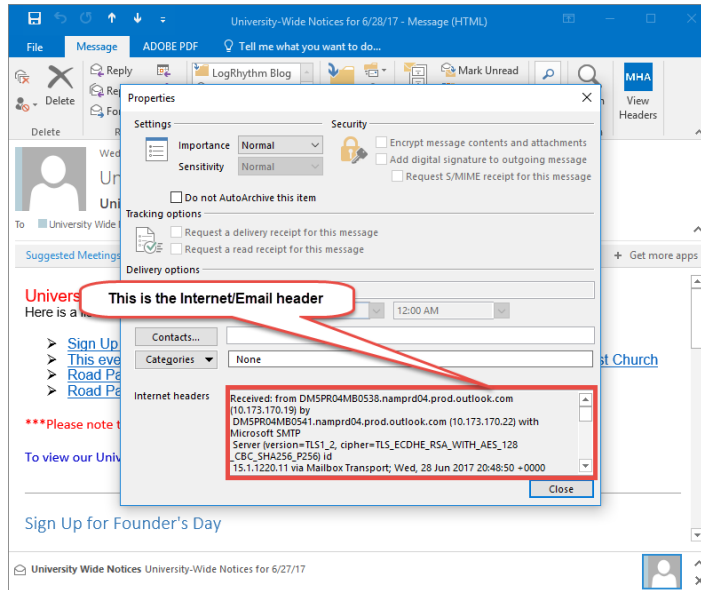
b. Once the file is opened in a new window click on “File” option marked in Red



c. On selecting file menu you will see the below screen, click on “Properties” option



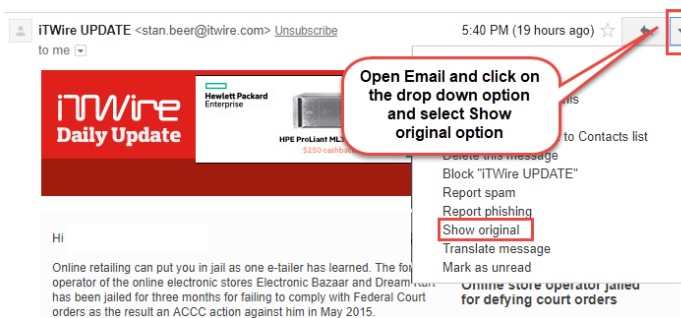
d. When we click on Properties option in the previous screen, a new properties window opens which looks like below. The “Internet/Email Header” is marked in Red.



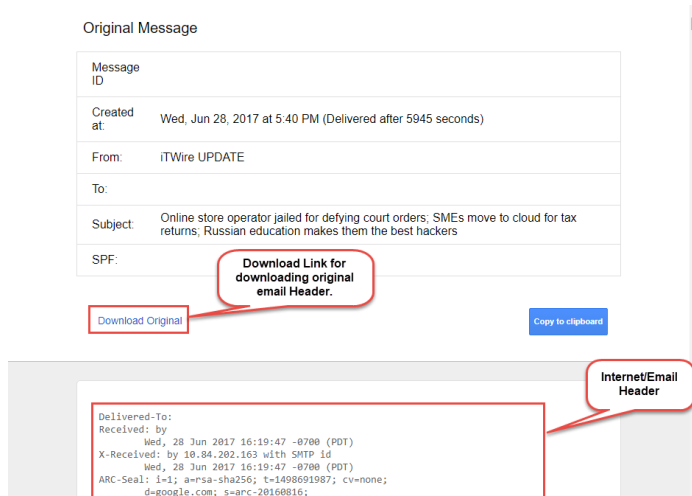
2. For Gmail users

- a. Open email and select the drop down option on the **top right corner**, from the options displayed select **“Show original”** as marked in red. This option opens up a new window

Online store operator jailed for defying court orders; SMEs move to cloud for tax returns; Russian education makes them the best hackers

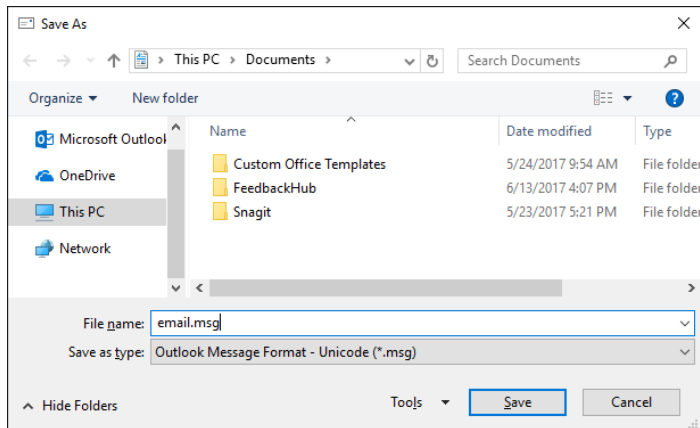


- b. The new window displays the Internet/Email Header.



3. Send the suspicious email as an attachment to TAC for further validation(Office365/outlook users only)

Select the email> go to file on the top left corner of the email> select save as option a popup window as follow opens. Save the email and send it as an attachment to TAC.



4. If using outlook through a browser click on the email you received, click on the drop down menu beside reply all button then click on **“view message details”** which will give you the internet header, copy the internet header and send it to TAC for further validation.

