

Outlook Express FORWARD EMAIL

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Have you ever gotten a Forwarded email which had other emails included within it? And, you had to open each one to get to the last message which contains the actual message.

If you receive an email from “Bob” ... which contains an email forwarded by “Joan” ... which contains an email forwarded by “Sam” ... which contains an email forwarded by “Martha” ... and you have to open all of these emails to get to the original message sent by Beverly.

Here’s how to Forward an email without all that extra, personal data exposed to everyone who sees the email you send.

1. Double, left-click on the message to open it (Figure 1).

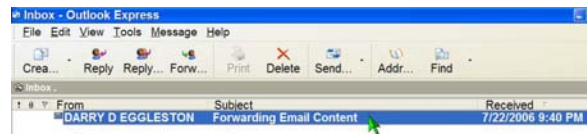


Figure 1

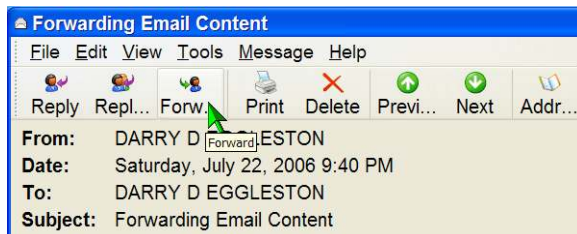


Figure 2

2. Left-click on the “Forward” button, above the “From” line (Figure 2)

3. Left-click, hold, and drag over all the addresses and information that you do not want the recipient to view (Figure 3).

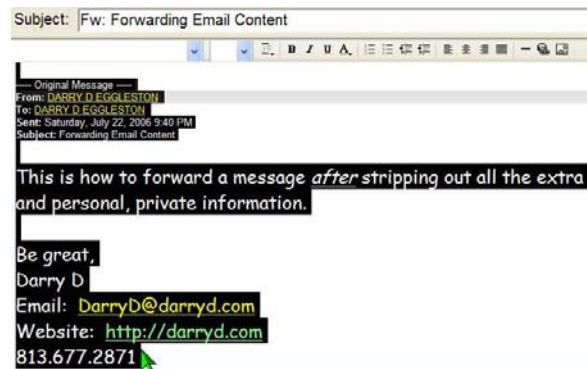


Figure 3

4. Send the message (Figure 4) after:
- ① You select the recipient.
 - ② Type the message you want to add to the information you are forwarding.
 - ③ Left-click on the “Send” button.

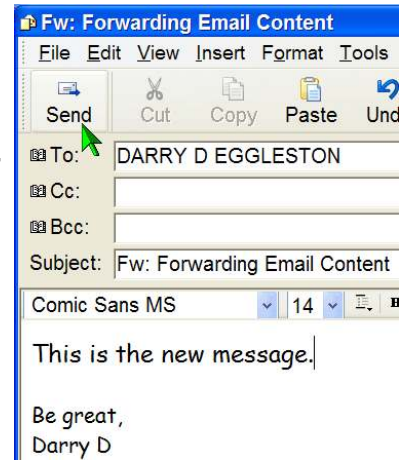


Figure 4