

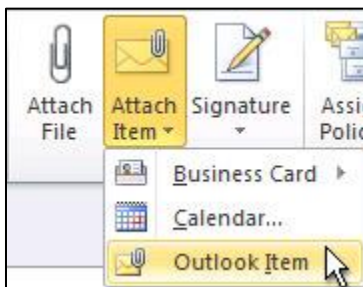
## How to Attach and Email item to [SecuringInfo@sdcoe.net](mailto:SecuringInfo@sdcoe.net) to Investigate Phishing attempts

### OUTLOOK

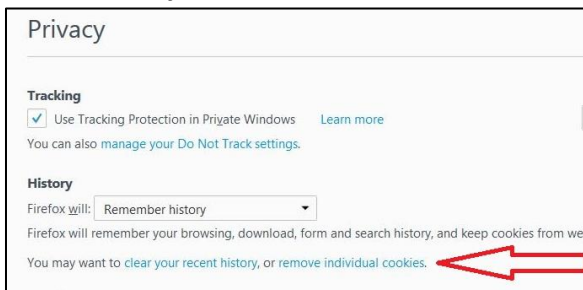
1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, on the **Message** tab, in the **Include** group, click **Attach Item**.



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**:

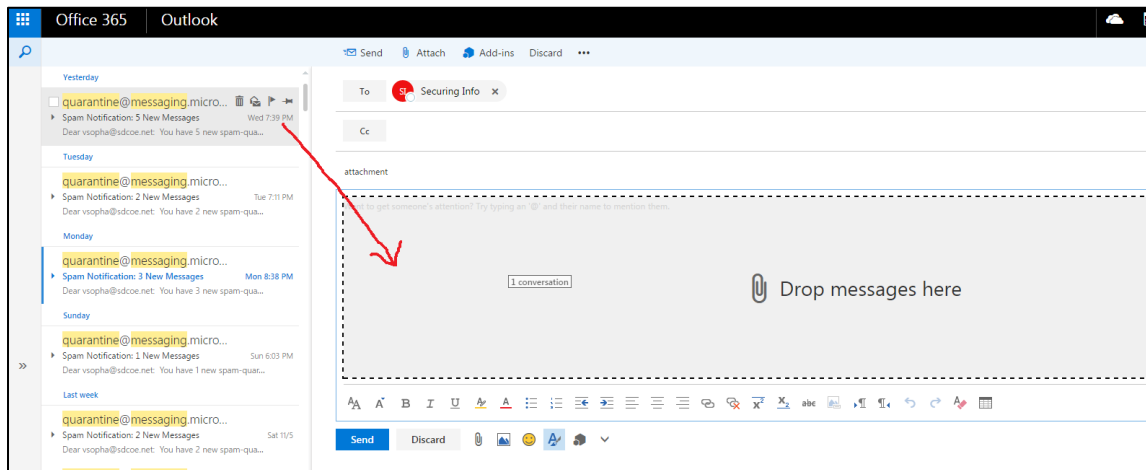


8. On the **Cookies** page, click **Remove All**

*Security is everyone's responsibility.*

## 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](mailto:SecuringInfo@sdcoe.net) for the "to" field and any other relative information and click **Send** button.

*Security is everyone's responsibility.*