

## Forwarding an Email as an Attachment in Outlook

1. Select the email you want to forward, then go to the Home tab.
  - a. To forward multiple emails as attachments in a single message, press and hold Ctrl, then select each email you want to attach.
2. In the Respond group, select More Respond Actions. In Outlook 2010, select More.
3. Select Forward as Attachment.
  - a. Or use the Ctrl+Alt+F keyboard shortcut to forward an email as an attachment.
4. In the To text box, enter the email address of the recipient. In the body of the email, explain why you are forwarding the email as an attachment.
5. Select Send.