



EMAIL HEADERS THROUGH OWA

INTRODUCTION: If you have a suspicious email and can't access Outlook, you can use OWA to get the headers we need.

SYSTEM REQUIREMENTS: NA

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- NA

STEP ONE

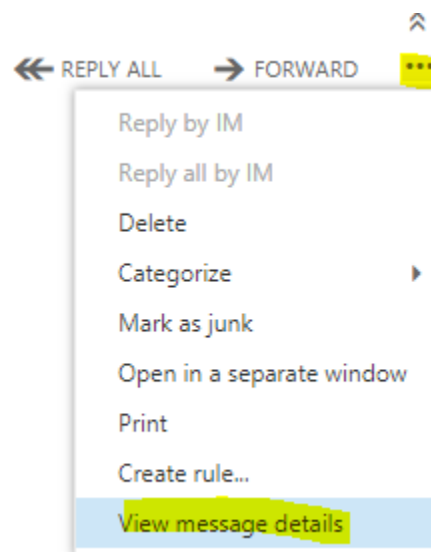
Sign into owa.it-logik.com using your email address and mailbox password.

STEP TWO

Click on the email in question.

STEP THREE

Click on the three dots on the right and select “View message details”.



STEP FOUR

You will get a pop-up box that's titled “Message details”. Copy and paste the contents of this into any email correspondence you have with us.

Message details



Close

STEP FIVE

Leave the rest with us! We can use this to identify who sent the email.