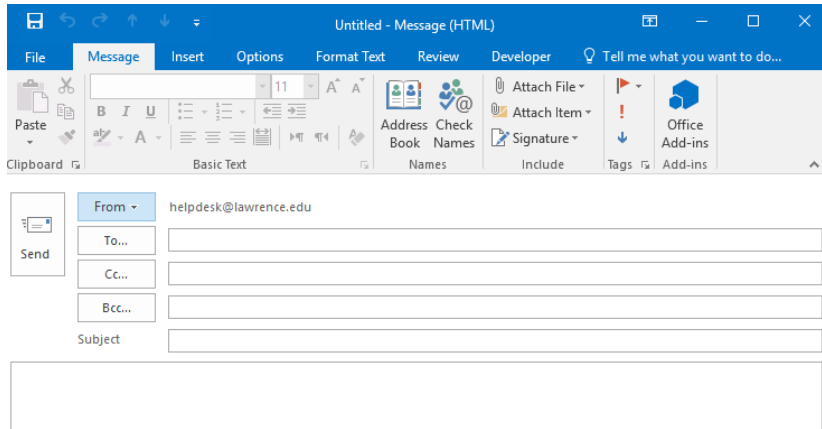
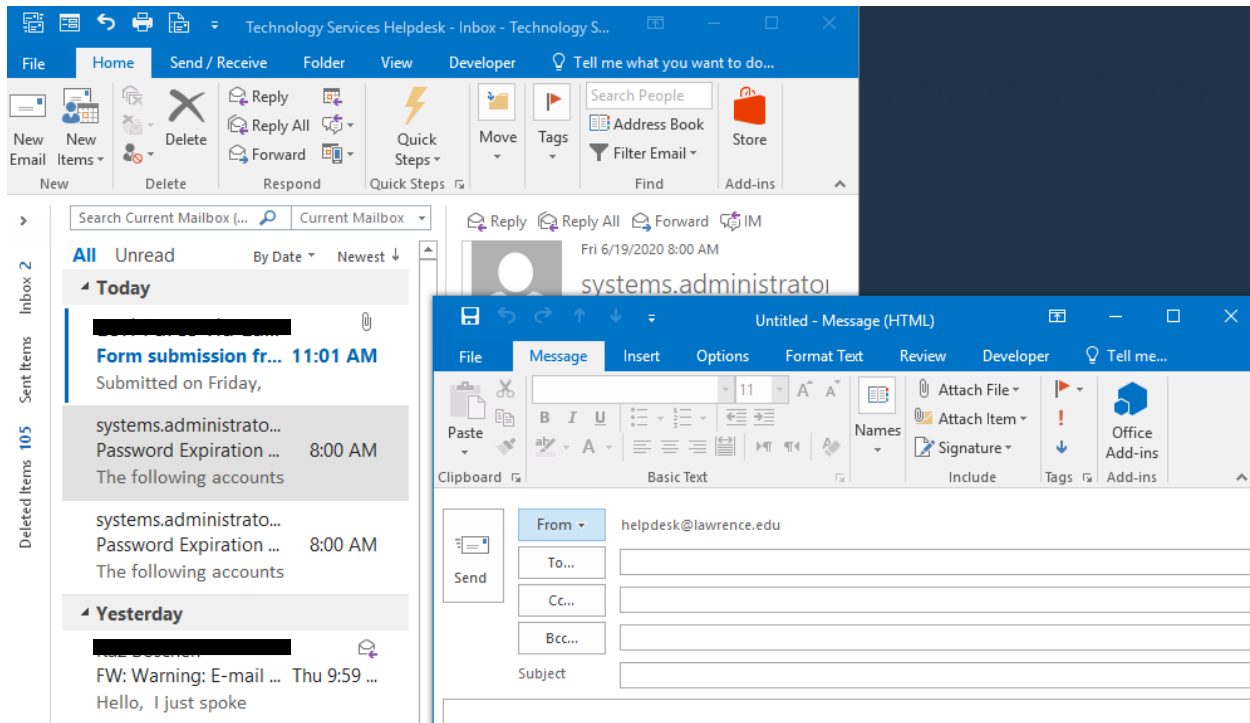


# Attach a Message to a Message in Outlook

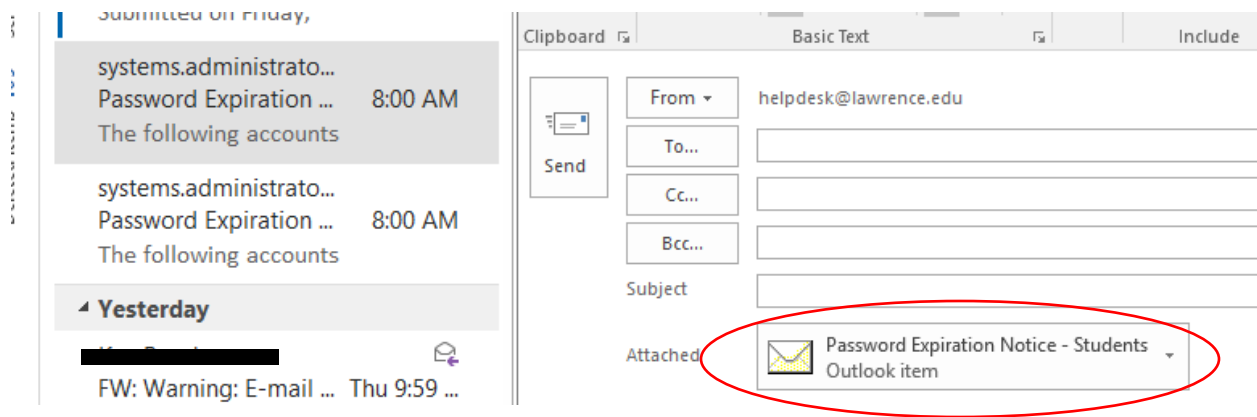
1. Open a new, blank message



2. Arrange the windows so you can see both the message list and your new message.



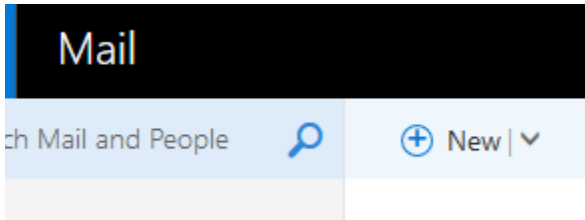
3. Select and drag the message you want to attach from the message list to your new message. It will then appear as an attachment.



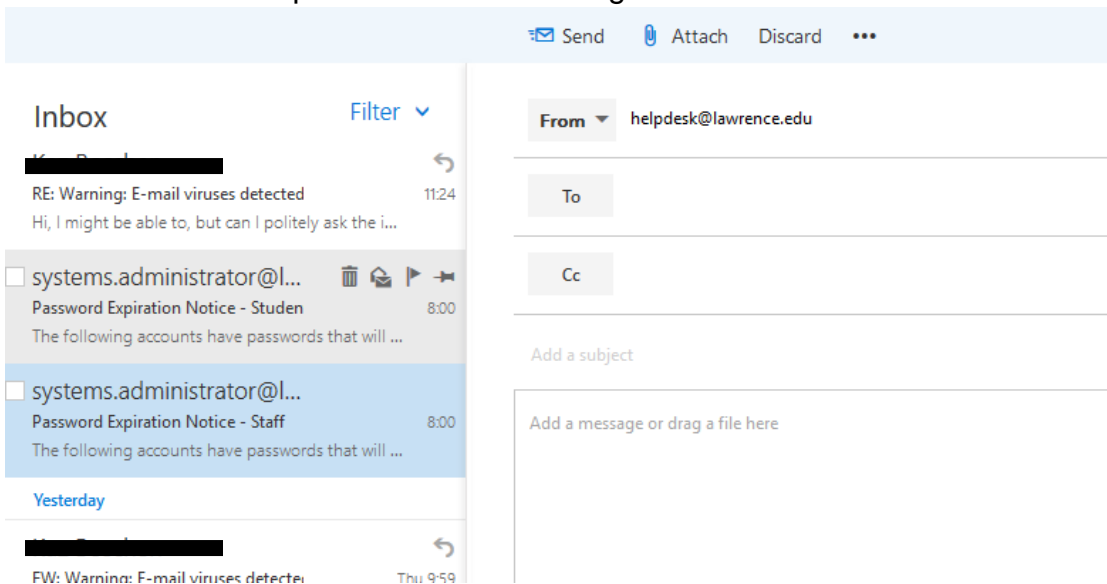
4. Address email to [helpdesk@lawrence.edu](mailto:helpdesk@lawrence.edu) and click send

## Attach a Message to a Message in Webmail

1. Log in to webmail using [username@lawrence.edu](mailto:username@lawrence.edu) format
2. Click on New to open a new email



3. The new email will open next to the message list



4. Select and drag the message you want to attach from the message list to your new message. It will then appear as an attachment.

Send Attach Discard

### Inbox Filter

**[Redacted]** 11:24  
RE: Warning: E-mail viruses detected  
Hi, I might be able to, but can I politely ask the i...

**systems.administrator@l...** 8:00  
Password Expiration Notice - Studen  
The following accounts have passwords that will ...

**systems.administrator@l...** 8:00  
Password Expiration Notice - Staff  
The following accounts have passwords that will ...

**Yesterday**

**[Redacted]** Thu 9:59  
FW: Warning: E-mail viruses detecte  
Hello, I just spoke with Shelby on the phone and...


**Thursday**

**From** helpdesk@lawrence.edu

**To** |

**Cc**

Add a subject

 Password Expiration Not...  
28 KB

Add a message or drag a file here

5. Address email to [helpdesk@lawrence.edu](mailto:helpdesk@lawrence.edu) and click send