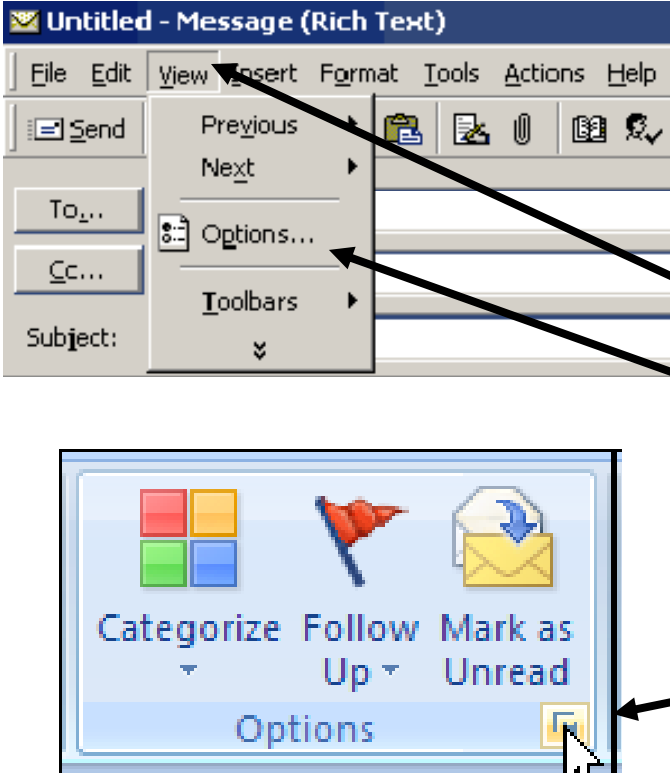
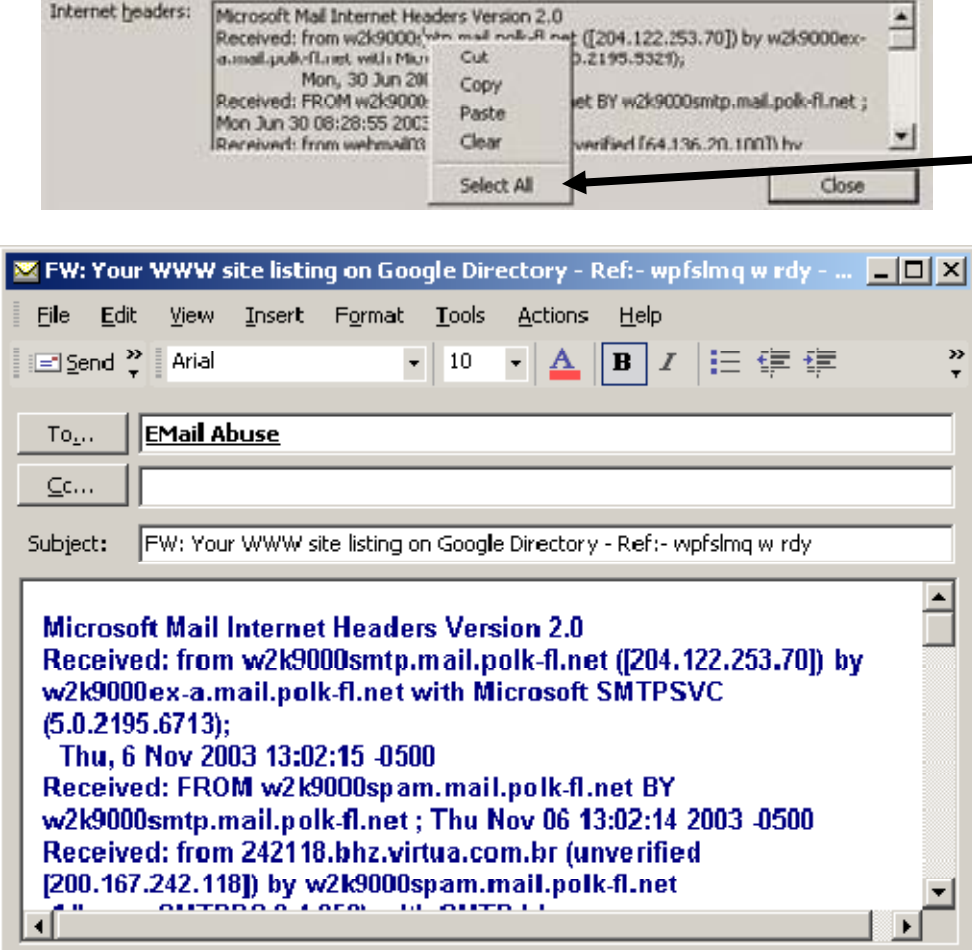


Submitting an E-Mail Message to E-Mail Abuse: Internet Headers

Steps	Screen Displayed	Procedures
1	 <p>The screenshot shows the 'View' menu of Microsoft Mail. The 'Options...' option is highlighted. Below it, a dialog box titled 'Options' is shown with a 'Small Arrow' button highlighted in the bottom right corner.</p>	<p><u>Instructions for Office 2003</u></p> <p><u>If you receive a message that you believe to be a virus or is an unwanted email, follow these instructions:</u></p> <ul style="list-style-type: none"> • Open the Email • <i>Left Click</i> on View to pull down the menu • <i>Left Click</i> on Options <p><u>Instructions for Office 2007</u></p> <ul style="list-style-type: none"> • <i>Left Click</i> on the Small Arrow to the right of the OPTIONS box
2	 <p>The screenshot shows two windows. The top window is the 'Internet Headers' dialog box with a context menu open over the text area, and 'Select All' is highlighted. The bottom window is the email composition window with the subject 'FW: Your WWW site listing on Google Directory - Ref: - wpfslmq w rdy' and the body containing the internet headers text.</p>	<p><u>A dialog box will appear. At the bottom you will see information for "Internet Headers"</u></p> <ul style="list-style-type: none"> • <i>Right Click</i> in the box and chose Select All • <i>Right Click</i> again and chose Copy • <i>Left Click</i> the Close button <p><u>Forward this E-Mail Message</u></p> <ul style="list-style-type: none"> • <i>Forward</i> the email to: EMAIL ABUSE • <i>Right Click</i> in the body of the email message • <i>Left Click</i> Paste • <i>Left Click</i> the Send button