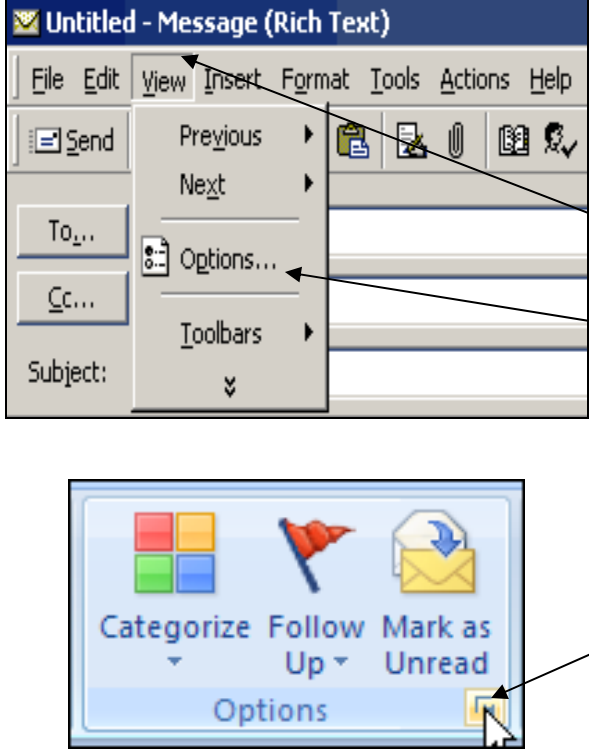
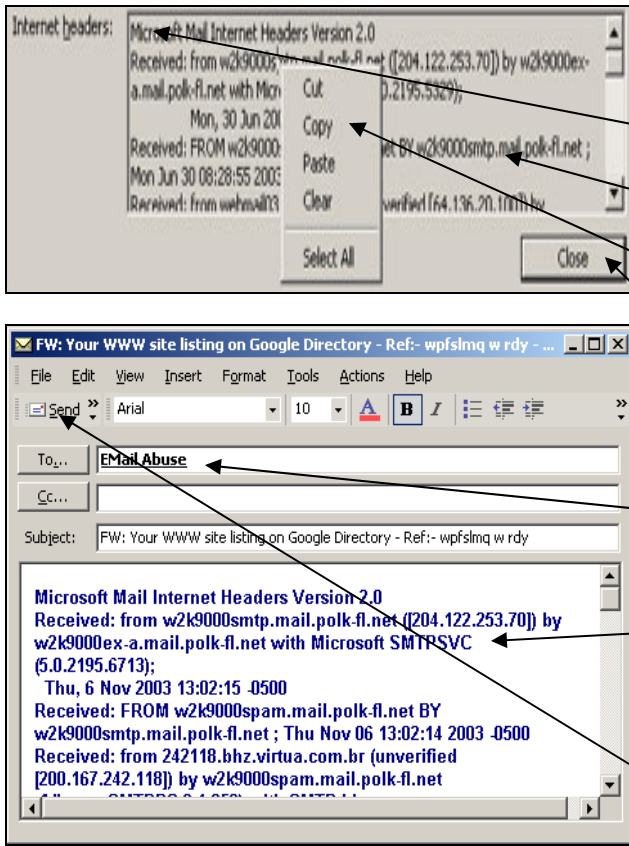


Submitting an Email Message to Email Abuse: Internet Headers

Steps	Screen Displayed	Procedures
1		<p style="text-align: center;"><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 • Click on View to pull down the menu • Click on Options <p style="text-align: center;"><u>Instructions for Office 2007</u></p> <ul style="list-style-type: none"> • Click on the Small Arrow to the right of the OPTIONS box
2		<p>A dialog box will appear. At the bottom you will see information for "Internet Headers"</p> <ul style="list-style-type: none"> • Left Click at top and <i>Select</i> all text in this box • Right Click in the space to the right of Internet Headers • Left Click on Copy • Click the Close button <p><u>Open a new Email message</u></p> <ul style="list-style-type: none"> • Forward the new email to: EMAIL ABUSE • Right Click in the body of the email message • Click Paste • Click Send button