PRODUCTIV Y

For Internal Use Only

Forwarding emails with attachments is as easy as 1-2-3

Forwarding an email you received will not include the attached file/s in it. If you need to forward your email including its attached file, forward the email itself as attachment.

Click here to know how to forward email as attachment.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

Forwarding Email as Attachment

1. Go to the desired email in outlook and Open the selected email.

🔄 Inbox	Search Inbox 🔎 👻	ProductivI.T.y	
Arranged By: Date	Newest on top	email@test.com	
🖃 Today		Sent: Thu 10/17/2013 9:16 AM	
email@test.com ProductivI.T.y	9:16 AM	Message Sample, pdf (38 KB)	
		Sample for productivI.T.y	Î

2. On the *Menu Bar*, click **Actions** and then click **Forward as Attachment** or use the shortcut key (**CTRL+ALT+F**)

🔂 New 🔸 🚔 🎦 🗙 🙈 Reply	Ð	New Mail Message Ctrl+N	Send/Receive - 🍅
Mail	*	Follow Up	Search Inbox
All Mail Items		Categor <u>i</u> ze	
		Junk E-mail	
Deleted Items Drafts Inbox (1)		<u>Reply</u> Ctrl+R Reply to All Ctrl+Shift+R	
🧓 Junk E-mail		For <u>w</u> ard Ctrl+F	
G Outbox	03	Forward as Attachment Ctrl+Alt+F	
Sent Items		Copy Shor <u>t</u> cut	

3. Compose your email and send it to the recipient you wish to send it to

	Message	Insert Options	Format Text	(6			1	0
Ē	*	* 11 * A A		🏭 🌌	Q E	<u> </u>		1	ABC
Paste	J B 2	(<u>u</u>)[ab2 - <u>A</u> -][=		Address Check Book Names	Attach A File 1	ttach Business Item Card ▼	Calendar Signature	Follow Up +	Spelling
lipboar	d 😡	Basic Text	Γ ₉	Names		Include	l⊊.	Options 🖻	Proofing
	From								
-	Tour								
Send									
	<u>D</u> CC								
	S <u>u</u> bject:	FW: ProductivI.T.y							
	Attached:	ProductivI.T.y (50 KE	31						
-									63
Forwa	arding email	attachment							^
									=
									•

🔄 Inbox	Search Inbox 🔎 👻	FW: ProductivI.T.y	
Arranged By: Date	Newest on top	email@test.com	
🖃 Today		Sent: Thu 10/17/2013 9:32 AM	
email@test.com FW: ProductivI.T.y	9:32 AM @ ⊴ ○ \	Message ProductivI.T.y (52 KB)	_
		Forwarding email attachment	
	ProductivI.T.y Size: 52 KB Last changed: Thursday, October 17, 201	3	
	Message ProductivI.T.y (52 KB)		
	ProductivI.T.y		
	email@test.com		
	Sent: Thu 10/17/2013 9:16 AM		
	Attachments: Attachments:		
	Sample for productivI.T.y		
		-OR-	
	1. C	reate a new Mail Message	

<u>F</u> ile	<u>E</u> dit <u>V</u>	iew	<u>G</u> o	<u>T</u> ools	<u>A</u> ctions	<u>H</u> elp
s N	lew ᠇ 🖨	1	×	🙈 <u>R</u> eply	🙈 Reply	y to A <u>l</u> l
P	<u>M</u> ail Mes	sage			Ctrl+N	
*	<u>P</u> ost in Th	nis Folo	der	Ct	rl+Shift+S	Arra
	Fold <u>e</u> r			Ct	rl+Shift+E	
	Search Fo	lder		Ct	rl+Shift+P	
	Navigatio	n Pan	e Sh	ortcut		

2. From your Inbox, drag the email you want to forward and drop it to the new Mail Message you created and it will be placed on the attachment link

Arranged By: Date		Newest on top		Message	Insert Options	Format Text						C
email@test.com Productivil.T.y	•	Thu 9:15 AM	Paste Clipboa	B Z B Z F <u>fom</u> To <u></u> <u>Cc</u> <u>Subject</u> : Aţtached:	• 11 • A × Basic Text Productivi.T.y [50 K]		Address Check Book Names Names	Attach Att File Ite	business m Card * Include	Calendar Signature	Follow Up + Options	Spelling Proofing
		Ţ		>								

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.