



MS Office

Outlook

Email: Forward

You may want to forward an email to another person.

There are simple ways to do this task. **Give it a try and see how this option works for you.**

1. Open an email you want to forward to someone else.
2. Select the **Forward** button under the **Respond** group in the ribbon at the top of the window. You can also use the keyboard shortcut of **Control + F**.
3. When the new email opens, type in the email address of the receiver.
4. You see the subject line has the original subject of the email, preceded by **FW:**. This tells the person receiving this new email that it has been forwarded.

5. After you write your message, select the **Send** button at the ribbon at the top of your window.
6. When you receive a forwarded email, you can scroll down through the email to see the original message.

You may be surprised at how easy it is to forward an email. Other workshops in this series explore more ways to effectively use email. Try them out!

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