

# Forwarding emails

If you forward an email, some of the email's input fields are pre-filled:

- The subject of the email will be entered as the subject of the forwarded email. The subject will be preceded with the text "Fwd: ".
- The email text will be entered in the forwarded email. The text is preceded with the following details:
  - The header "Original message"
  - Sender, recipient, date, and subject of the original message

If you forward multiple emails, the selected emails are sent as attachments in eml format.

## How to forward an email:

1. Select one or several emails



2. Click the **Forward** icon in the toolbar.

You can also use one of the following methods:

- Click on the **Forward** button in the detail view.
  - Use the context menu in the email list.
3. Select one or more recipients.
  4. Fill in the details for sending the email.

---

Revision #1

Created 5 November 2023 00:53:01 by Ed Teach

Updated 5 November 2023 00:53:55 by Ed Teach