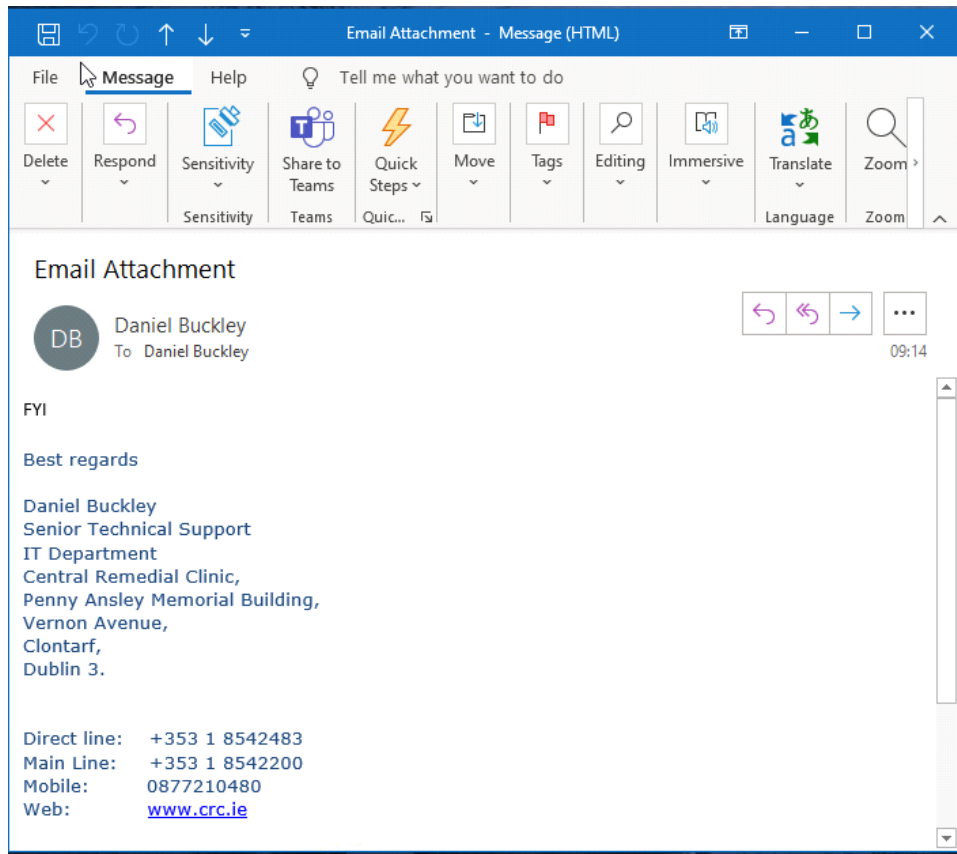
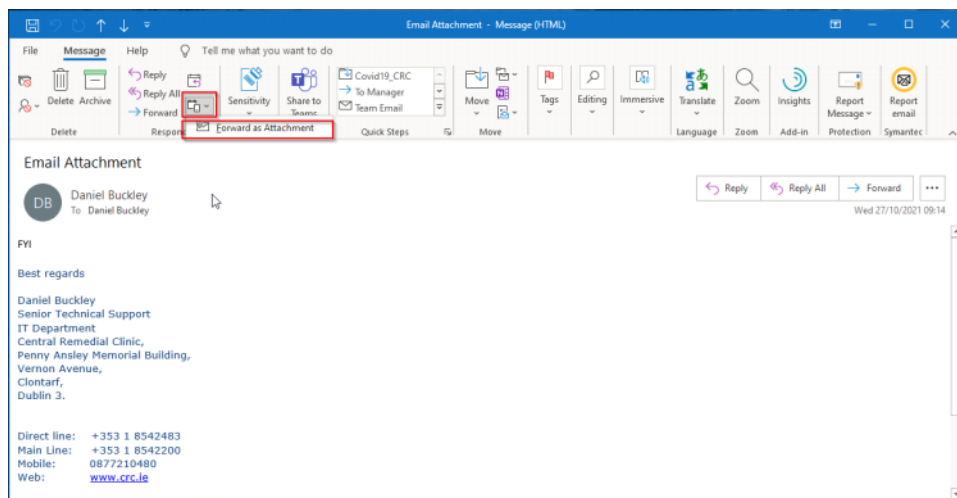


1: Double click the email you want to send to IT and it will open up in its own window



2: Send the email as an attachment outlined below.



3: An new window will open up with the attached email. Here you can forward it to the IT department.

