

8e Email – Office 365 Technical Information WARWICK

Gathering Message headers

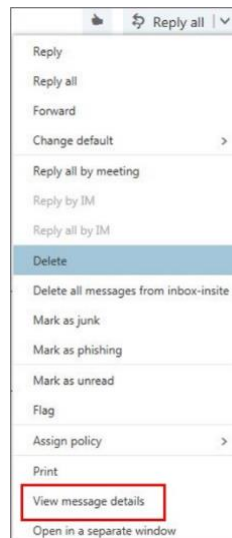
If you receive a spam or phishing email which you are concerned about, we may ask you to find the message header information so that we can investigate where the message came from.

From webmail

In Office 365 on the web, open the message, then click the **arrow on the right by Reply all** and choose **View message details**.



Copy the message details information into an email to helpdesk@warwick.ac.uk



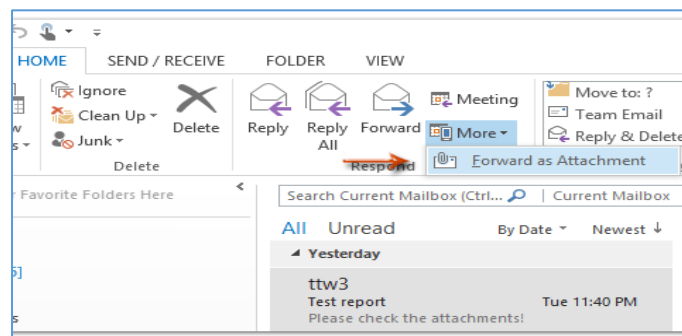
Some facts and figures

Quota on inbox – please be aware that the larger your inbox the more time it will take to load in your Outlook client so perform regular housekeeping.	50gb
Maximum size of an email including attachment	25mb
Maximum number of emails per minute – mailmerge with more than 30 recipients can lead to loss of messages	30
Maximum number of recipients on one email	500
In the Outlook client: Maximum number of recipients in a distribution or contact list	50-70

See Office 365 FAQs and online guides

<https://warwick.ac.uk/services/its/servicessupport/email/guides/webmail/>
<https://warwick.ac.uk/services/its/servicessupport/email/liveemail/faqs/>

From the Outlook client



If you are using the **Outlook client**, highlight the email, then on the email toolbar, **Home** tab click drop down arrow under **More** and select **Forward as attachment**.

Send the email to: helpdesk@warwick.ac.uk




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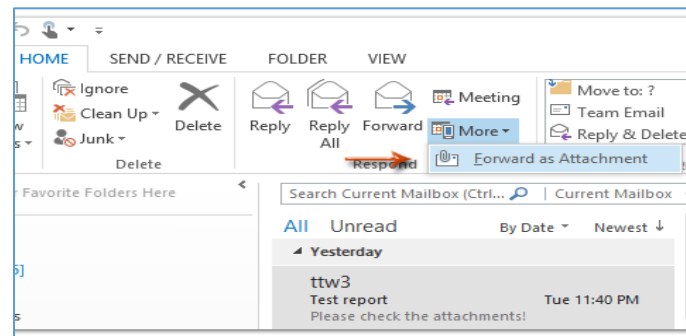
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