Attach a Message to a Message

In addition to attaching files to a message, it is possible to attach messages to messages.

Attach the Message

❖ Right-click the message that is to be sent as an attachment.
❖ Click **Forward as Attachment** in the shortcut menu.
❖ The message shown in the illustration below may display.

❖ Click the **Yes** button to display the **Untitled Message** window.
❖ The message that was selected will be added as an attachment (see illustration below).

❖ Enter the recipients you want on the **To** and **Cc** lines.
❖ Type a subject for the message.
❖ Type a message in the message body.
❖ After inputting the message, click the **Send** button.

Other Ways to Attach a Message

❖ A message can be attached to another message by using a drag-and-drop operation.
  ✬ Create a new message by clicking **New** or pressing **CTRL+N** on the keyboard.
  ✬ Arrange the new message window so that both the new message window and the list view which shows the message you want to attach can be seen.
  ✬ Drag the message that is to be attached to the new message.
Copy and paste can also be used to attach a message to another message.

- In the list view, click the message that is to be attached.
- Press **CTRL+C** to copy the message.
- Create a new message by clicking **New** or pressing **CTRL+N** on the keyboard.
- With the new message as the active window, press **CTRL+V** to attach the message.