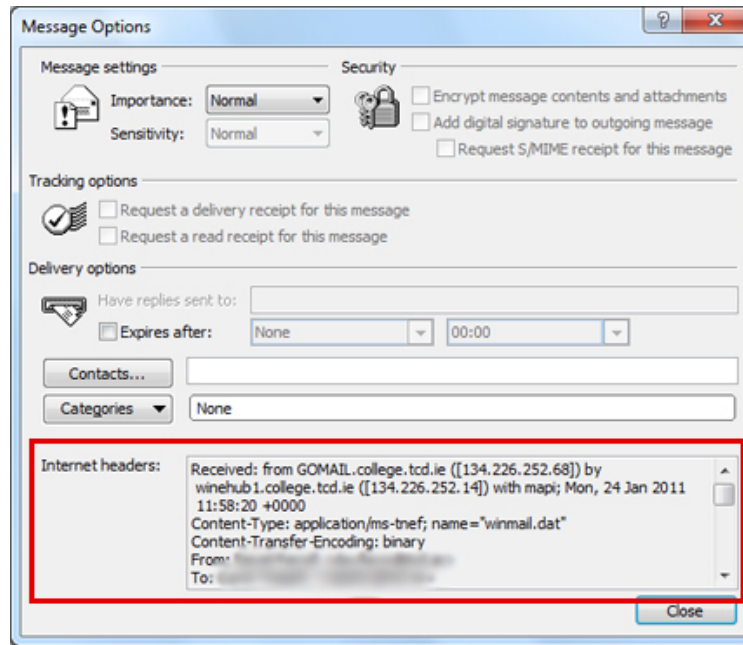# How to View Mail (Full Headers) in Outlook 97 / 98 / 2003 / 2007 / 2010 and Outlook 2013 Mail client on Windows and Mac OS
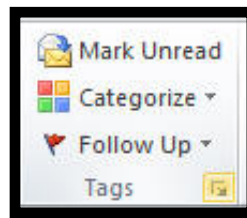
Author : admin

   Being able to see the headers is very important if you have to **administer Microsoft Exchange mail server / Windows Active directory** in case whether mails have some issues not being received within a **Corporate Outlook MS Clients** because of *being mistakenly flagged as spam, or just to track the route of the mail*. By default Outlook *displays only few fields of the headers: From, Sent (date and time), To, and CCs.* This gives too little info and is often irritating, as you can't really see important info such as:
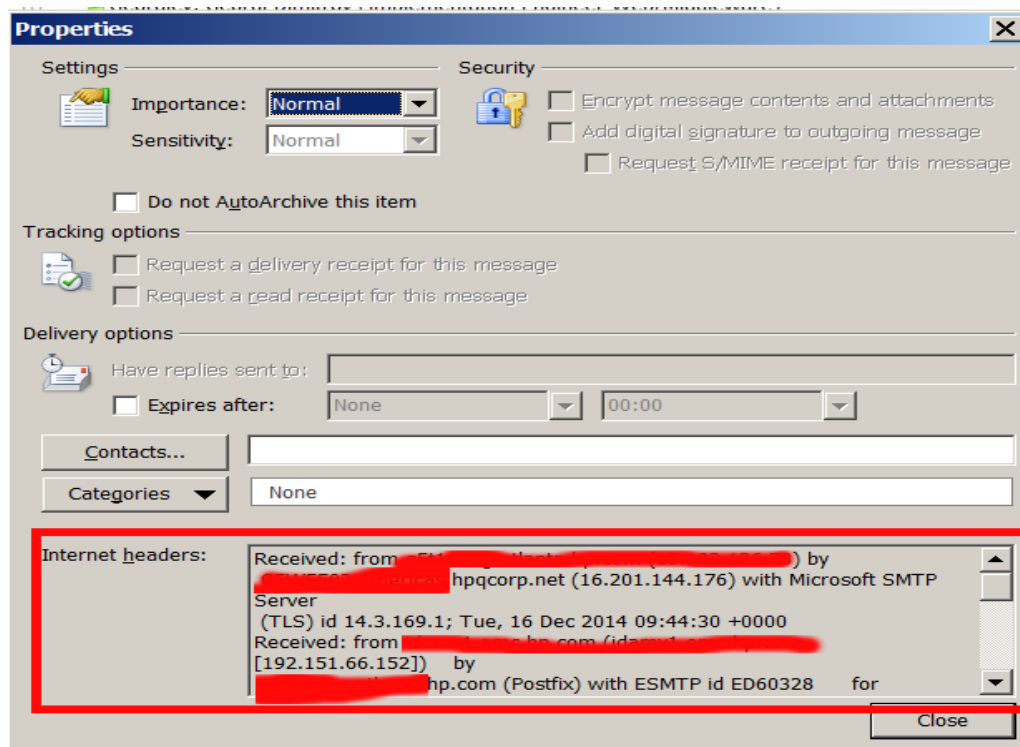
- **Mail Carriers (Mail SMTPs) through which Mail has been passed**
- **Mail MIME Header / Type (specifics)**
- **Any extra written by mail server Anvirus**
- **Anti-Malware check headers etc**
- **Pyzor / Razor / Blacklisting check pass / fail headers etc.**

1. How to view Mail headers in Outlook 2010 / 2013

   In **Outlook 2010 / 2013** when you use the default settings, you need to **OPEN the message** (*Double Click on some random Mail*) and either go to the **Tags** section of the ribbon or go to **File, Properties**.

Click on the Expand button *(highlighted in yellow)* in the lower right corner to show the Message options dialog. Voila You will have the **Properties** dialog with the **(Mail) Internet headers in the bottom (see screenshot)**
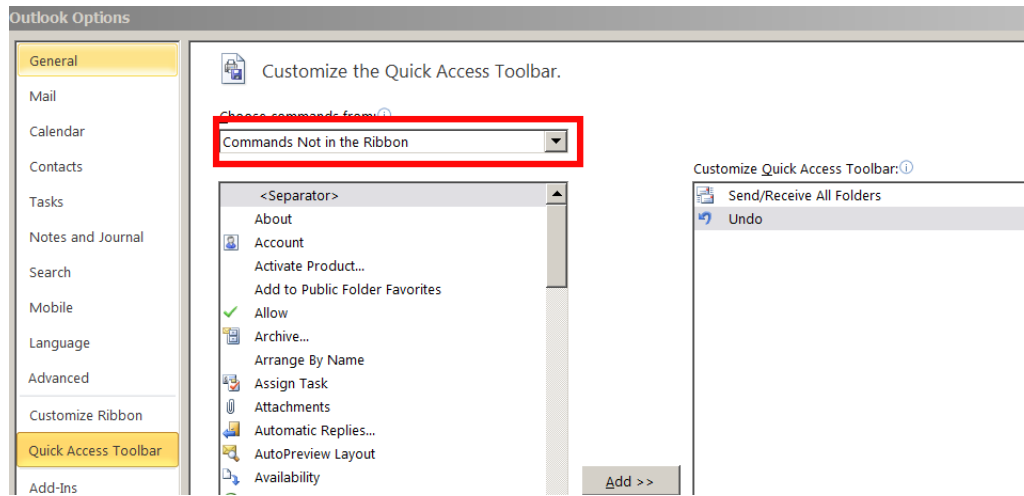

One thing to mention is **when you have a Mail Message Headers visible through the Properties dialog in Outlook, it is very unpleasent there is no way to search inside Visualized Mail headers ..**

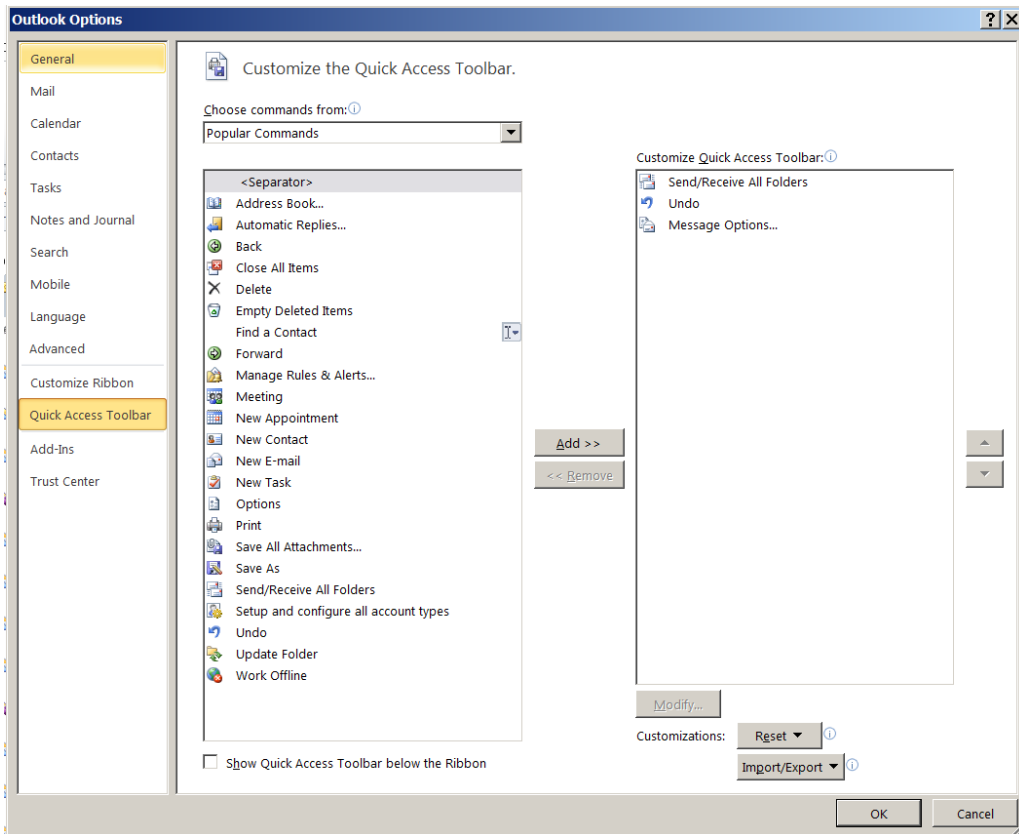### 2. How to access Outlook Full Mail Headers using a shortcut

For those who had to *regularly check Mail headers*, it is very useful to *make Outlook View Headers accessible through a **key shortcut***.

Here is how:

a) Go to **File > Options > Quick Access Toolbar**.

b) In **Choose Commands From**, select **Commands Not in the Ribbon**

c) Click in the list of commands and press **M** on the keyboard

d) Scroll to find **Message Options**

e) Click **Add >** (button) to add it to the *QAT*.

To **Quickly Access New added "Message Options" / View headers QAT, the shortcut to use is something like** *ALT + 3,* **or ALT** + **number** *(depending on the number of QATs already existing in the mailbox, the position of the Message Options on the QAT bar determines the exact nr. to be used.)*

On older versions of Microsoft Outlook Mail Clients 97 / 98 / 2003 / 2007 to View Mail Headers

Right-click on Mail message in the folder view, then choose Options.

Or

In an *Opened Mail Message*, choose View -> Options.

3. Viewing Mail Headers on MS Outlook running on Mac OS

If you happen to need use **MS Outlook on Mac OS X (hope you'll not :)) to** View Complete Mail Headers

Select the message whose headers you want to view.
Right-click (or Control-click) on the message and choose View Source.
Message headers appear at the top of the text document that opens.