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How to check whether a displayed email address in a received email is the address of the account from where the email was sent

This guidance document is provided to TUS staff as an assistance to checking if an email address is spoofed.

1. Open the email in Outlook (by double clicking it to open in its own window, as opposed to viewing it in a preview pane).
2. Click **File** (see below, left).
3. Click **Properties** (see below, right).
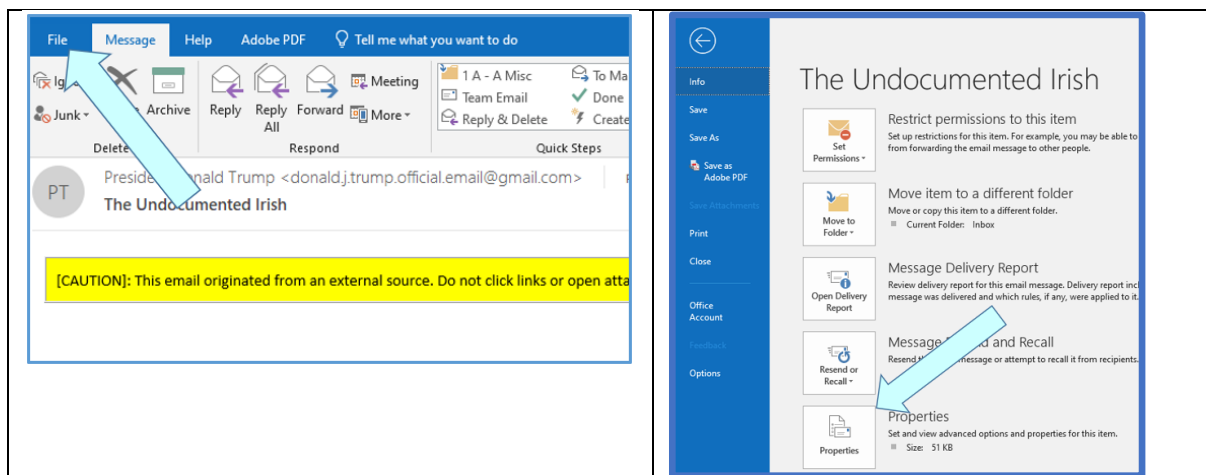
4. Locate the Internet headers field (see below, left). Put your cursor into the field, at the start of the text. Press and hold your left mouse button.
5. Drag the cursor to the end, thereby highlighting all of the text (then remove your finger from the left mouse button).
6. Press "**Ctrl**" and "**c**" simultaneously to copy the highlighted text.
7. Open a Notepad (an application in Windows) by typing Notepad into the search window (arrow 1, below, right) on your computer, and then clicking on Notepad (arrow 2 below, right).

2 Nov 2020
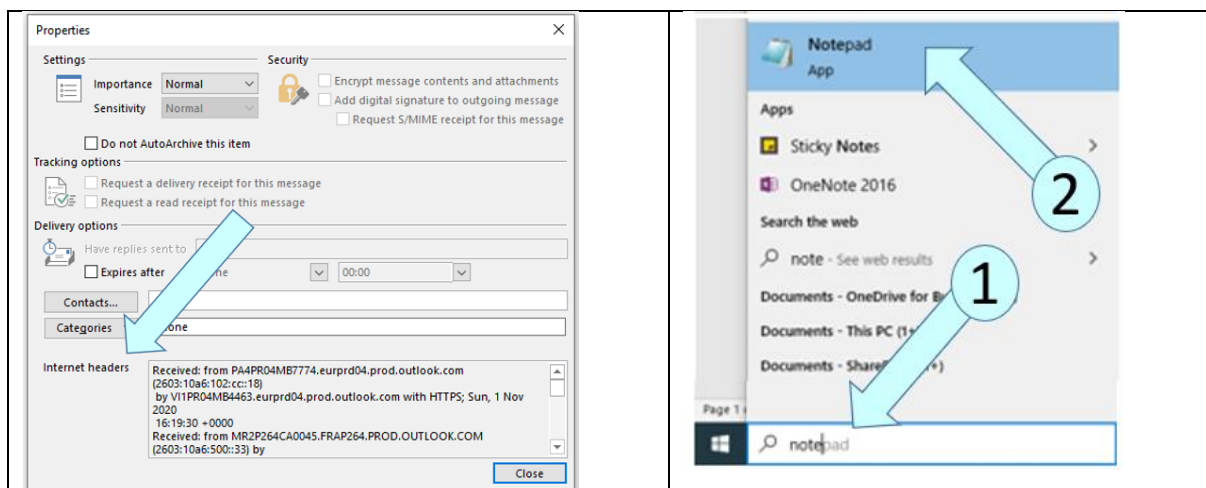
8. When Notepad opens, press "**Crtl**" and "**v**" to paste the contents of the internet headers into Notepad.
9. Click Edit, then Find (to search the text).
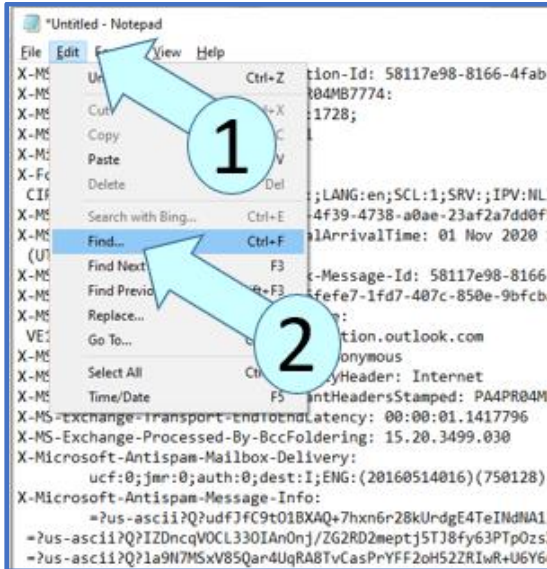
10. Type "Return" into the Find window and click **Find Next**. Note, you may have to select Up or Down in the **Direction** field to find "Return". The email address displayed as the Return-Path is the email address that was used to send the email. If this does not match the email address displayed in the original email, this means that the email has a spoofed email address and therefore, is most likely not a genuine work-related email and is potentially dangerous.
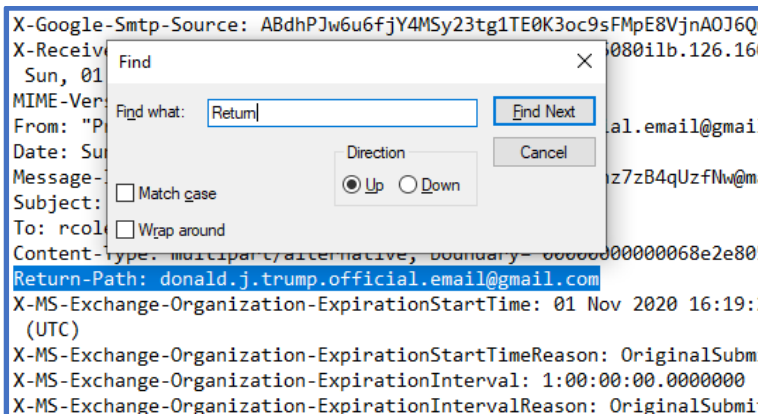
Examples of spoofed email addresses:

Email Address in received email	Email Address in Internet Headers Field	Conclusion
rcoalman@TUS.ie	bounces+2199694-10ed-rcoleman=TUS.ie@cloudmail.metacompliance.com	Spoofed email Address → Do

2 Nov 2020

		not trust this email
info@keithbarry.com	bounce-1024446-20-1890-colemanr=hotmail.com@s1.csa1.acemsd4.com	Spoofed email Address → Do not trust this email
member@ techrepublic.online.com	bounce-use=M=63301778666=echo3= 1786ddec478bdb5@returnpath.bluehornet.com	Spoofed email address. Could be genuine but why take the chance.

Note, if using Outlook on the web, follow the steps below to access the Internet headers of the email, then copy and paste into a Notepad as above.