## Procedure
### Backup folder/files

**Step 1:** The below image illustrates the route to take to trace an email header. Whilst in the File tab of the MyTrace Reports section click the Trace Headers option.

The email trace dialog will appear, as shown above. There are two options when tracing an email; trace an email I have received or look up network responsible for an email address. To pin point the likely origin of an email the trace an email I have received option is the way to go. This requires the header for the email that needs tracing; click here for information on finding the header for the most popular email clients.

Once the email header has been obtained simply copy and paste it into the Email Headers text box and click the Trace button. This will initiate the trace.
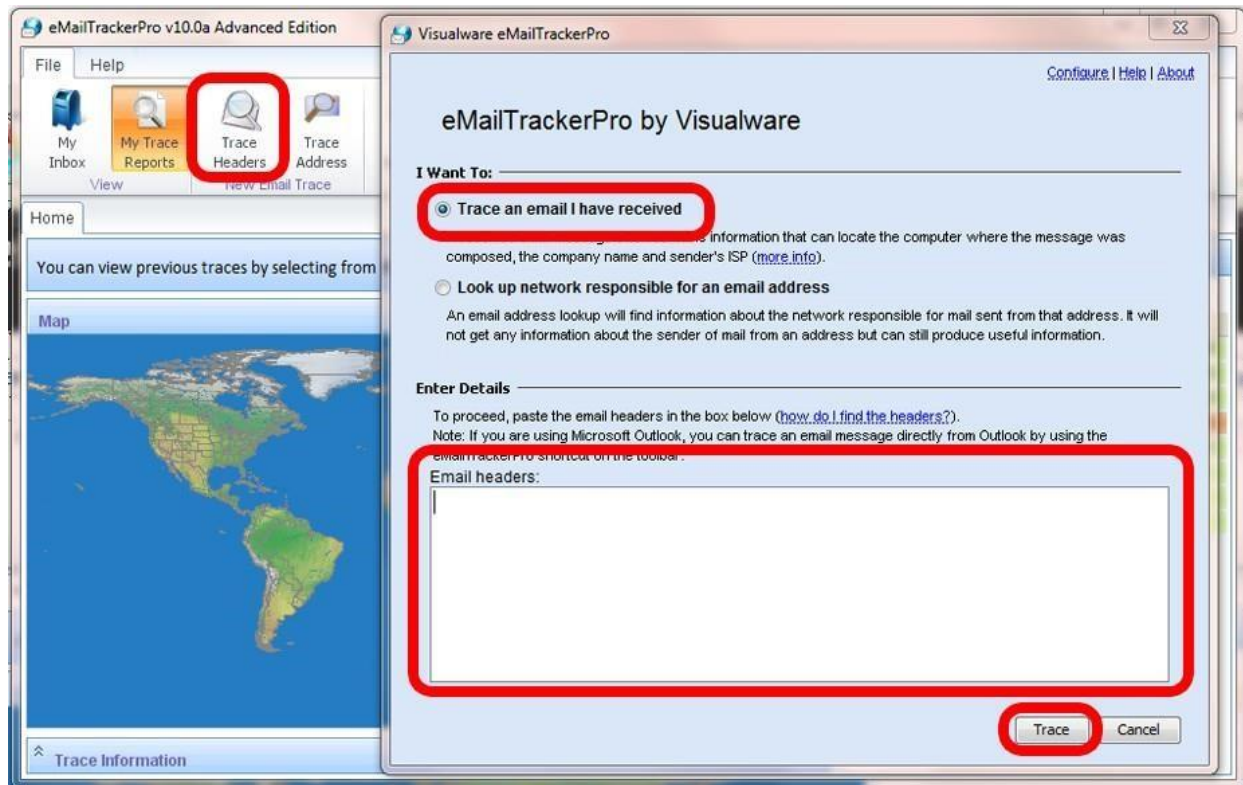


**Step 2:** The image below represents an email trace in progress.

A new tab will open with each new trace; closing the tab will stop the current trace.

The likely location/origin of the email will appear on the world map and the route table will begin to populate.

The route table shows the path from the computer the trace is taking place on to the likely origin of the email. So the information in the first table row is for the computer the trace is taking place on and the last entry will be the most likely origin.



**Step 3:** Final result