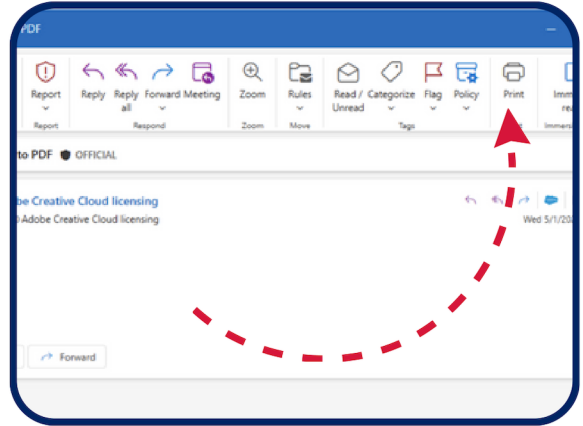# T4L Support Guides
Other PDF Functions
Saving an email as a PDF (New Outlook)

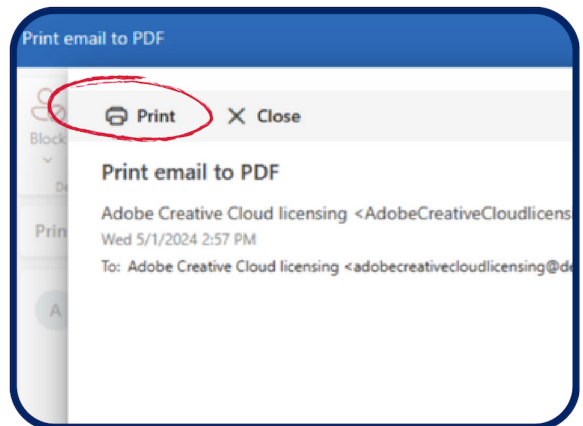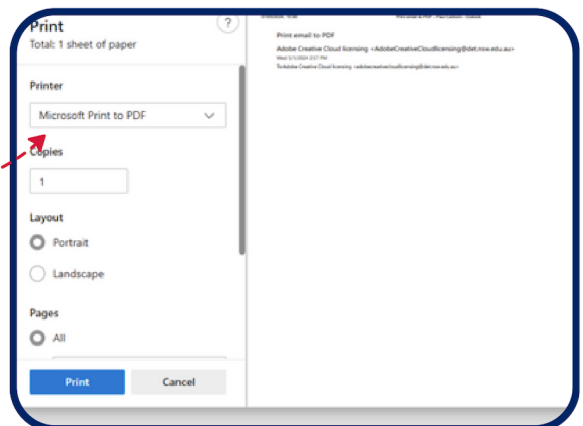## Step 1

Select "Print" from the ribbon

Step 2

Select "Print" again.

Step 3

From the Printer options, select "Microsoft Print to PDF". Then click Print.

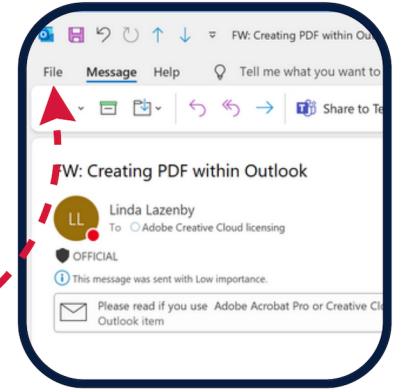You will then be prompted to save the email to your desired location.

T4L Support Guides
Other PDF Functions
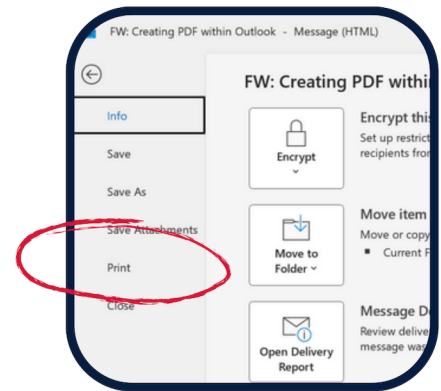### Saving an email as a PDF (Old Outlook)

Step 1

Click on the File menu from the top toolbar ribbon.

Step 2

Select the "Print" option from the menu.

Step 3

From the Printer options, select Microsoft Print to PDF. Then click Print.

Step 4

If a pop up window appears , select "print without sensitivity", then click print.

You will then be prompted to save the email to your desired location.