

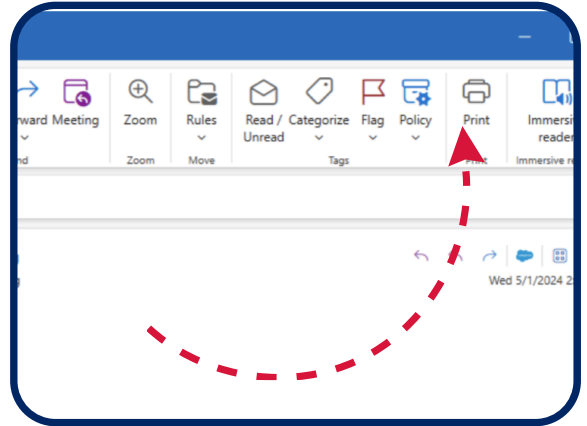
T4L Support Guides

Other PDF Functions

Saving an email as a PDF (New Outlook)

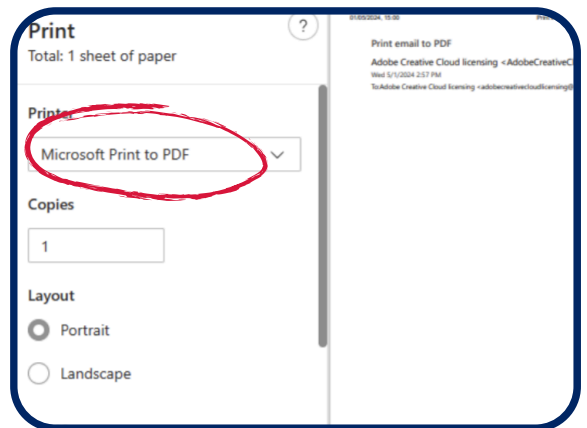
Step 1

Select **Print** from the ribbon



Step 2

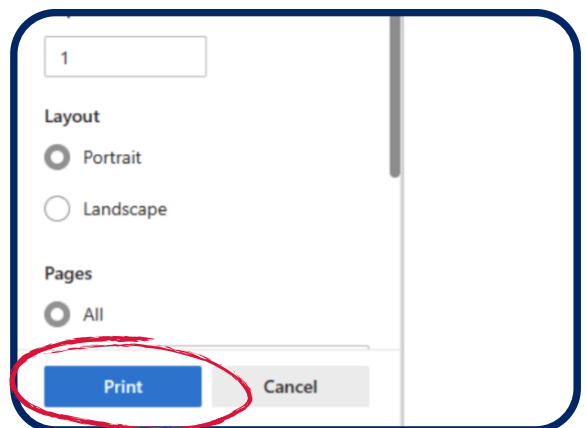
From the Printer options, select **Microsoft Print to PDF**.



Step 3

Click **Print**.

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



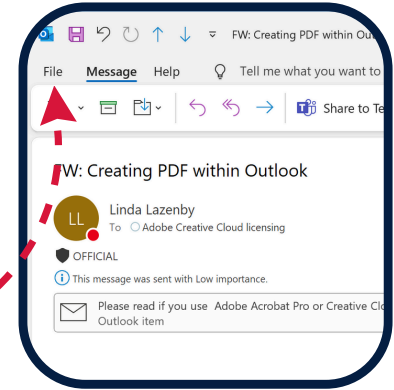
T4L Support Guides

Other PDF Functions

Saving an email as a PDF (Old Outlook)

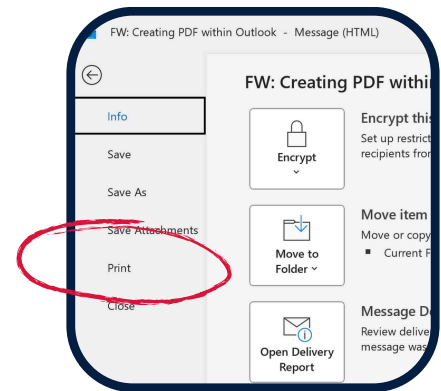
Step 1

Click on the File menu from the top toolbar ribbon.



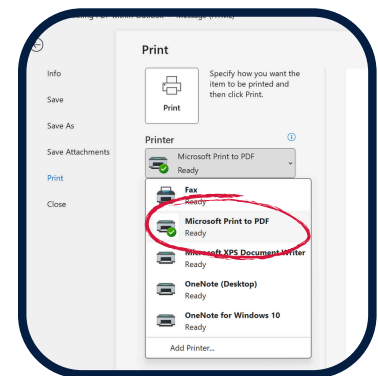
Step 2

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.

