HOW TO SAVE AN E-MAIL MESSAGE FROM OUTLOOK AS A PDF

As Agency policies have changed regarding saving e-mails into AWARE, we must now save them in the PDF format. It is believed that the information contained in the e-mail has the potential to be changed, and some of the e-mails do not include the header information such as date, sender, and recipient(s).

Here are the steps you can follow to do this when working with e-mail using Outlook.

First open the desired message.

Next, go to the print dialog with control p.

Next, tab several times until you reach the “which printer” combo box.  Arrow down to the “Microsoft print to PDF” option.

Next, tab to the “print options” field, which should be the very next one, and press enter.

You are then placed into a dialog that looks like the “Save file” dialog box.  The very first field is the file name field.  Treat this dialog just as you would any other dialog that involves saving a file.  Save the PDF version of the e-mail with alt s, or tab to the save button and press enter.

Remember that the computer will “remember” the choice of printers you have last selected, so if you want to print a hard copy, you will need to go in and change the printer back, using the “which printer” combo box.