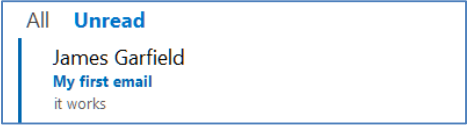
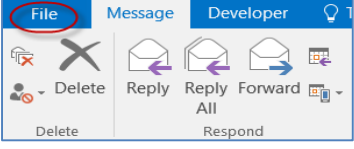
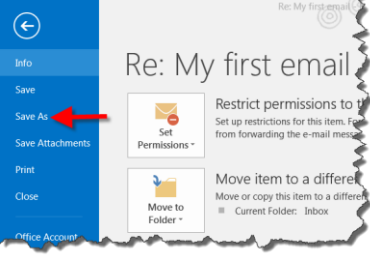
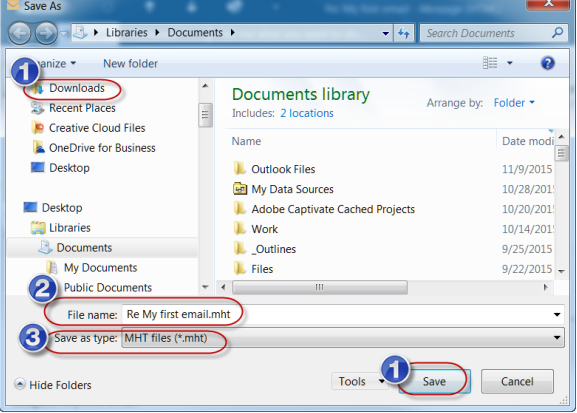
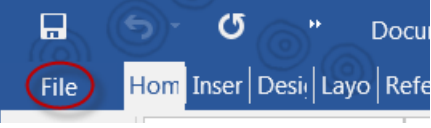
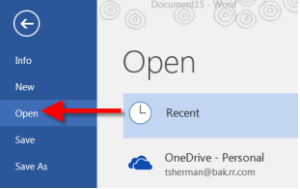
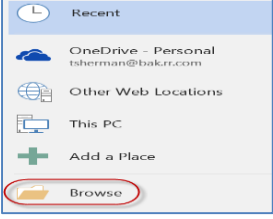
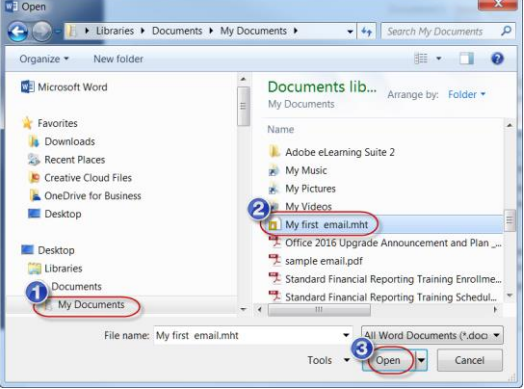




## Saving an Outlook Email

You can save an Outlook email as a text document or other formats. These instructions will guide you in this process.

<p>1. From you Inbox, double-click the email you want to save</p>	
<p>2. Click the <b>File</b> tab</p>	
<p>3. When the File menu opens, click <b>Save As</b></p>	
<p>4. On the Save As,</p> <ul style="list-style-type: none"> <li>• Navigate to where you want to save the email</li> <li>• In the <b>File name</b>, type a name for the email</li> <li>• In the <b>Save as type</b>, select the desired file type, such as <i>MHT files (*.mht)</i></li> <li>• Click <b>Save</b>.</li> </ul>	
<p>5. From <b>Word</b>, click File</p>	
<p>6. Click <b>Open</b></p>	

<p>7. Click <b>Browse</b></p>	
<p>8. When the dialog opens,</p> <ul style="list-style-type: none"><li>• Navigate to where you saved the email</li><li>• Click the desired file</li><li>• Click <b>Open</b>.</li></ul>	
<p>9. Your email opens in Word. You can save it as a Word document, if desired.</p>	