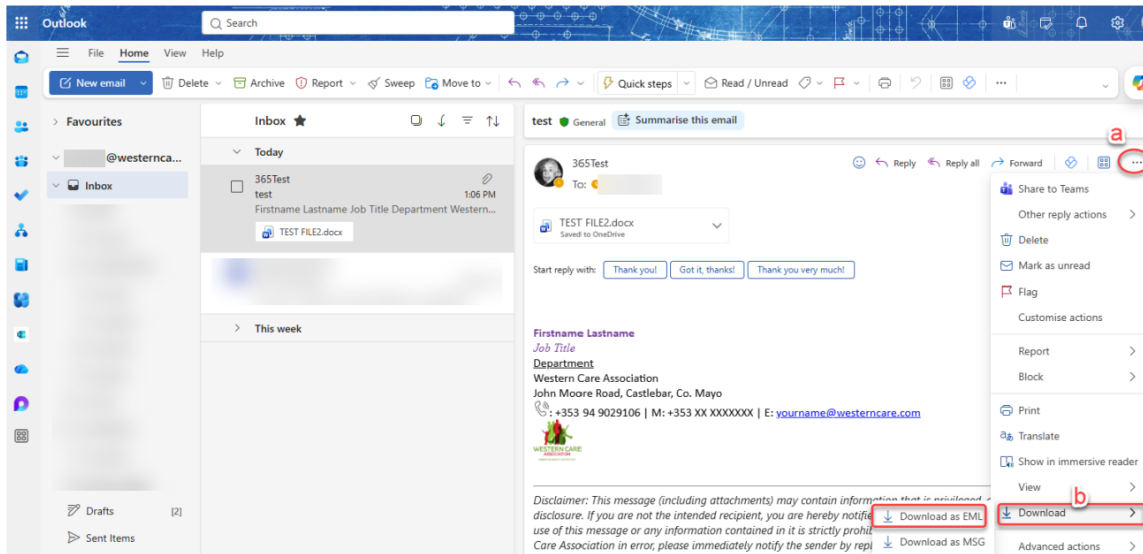


HOW TO SAVE EMAILS & ATTACHMENTS IN OUTLOOK

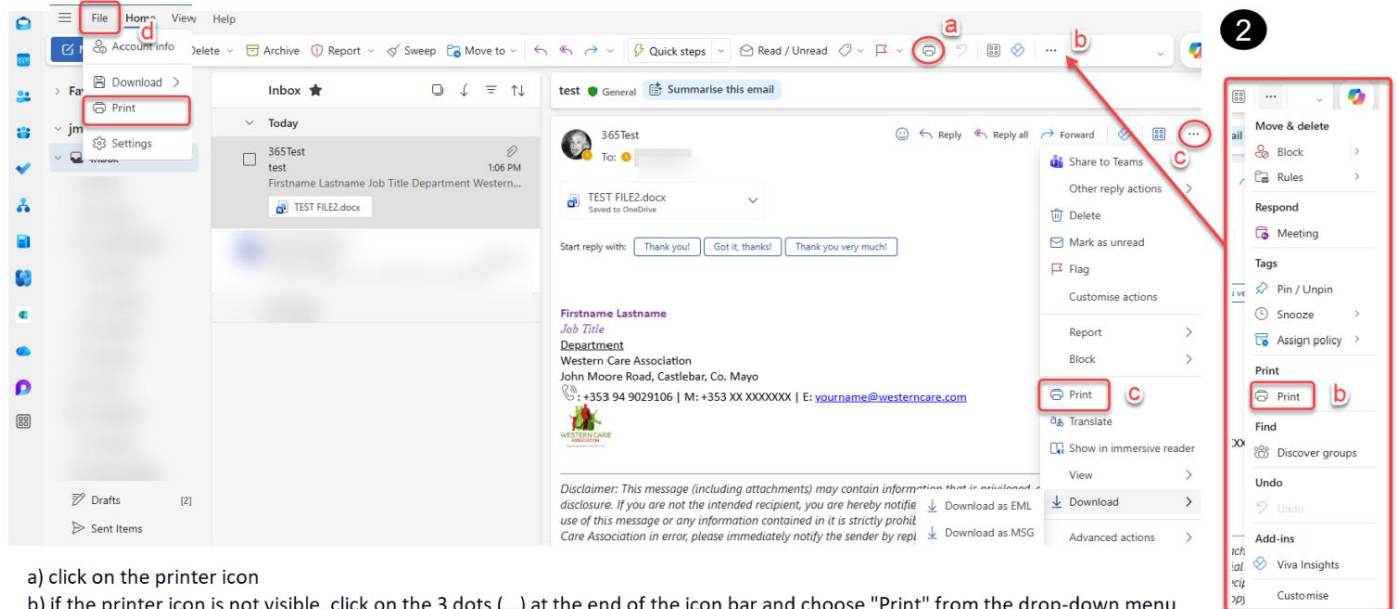
There are several ways to save emails and attachments in MS Outlook:

1) download the email with attachment as **.EML** format (this will preserve the attachment inside it, however re-opening it requires for the .eml format to be set in your operating system settings to be opened with an email reading program such as Outlook and if there an issue with the settings on in your computer you will need the help of the IT department)

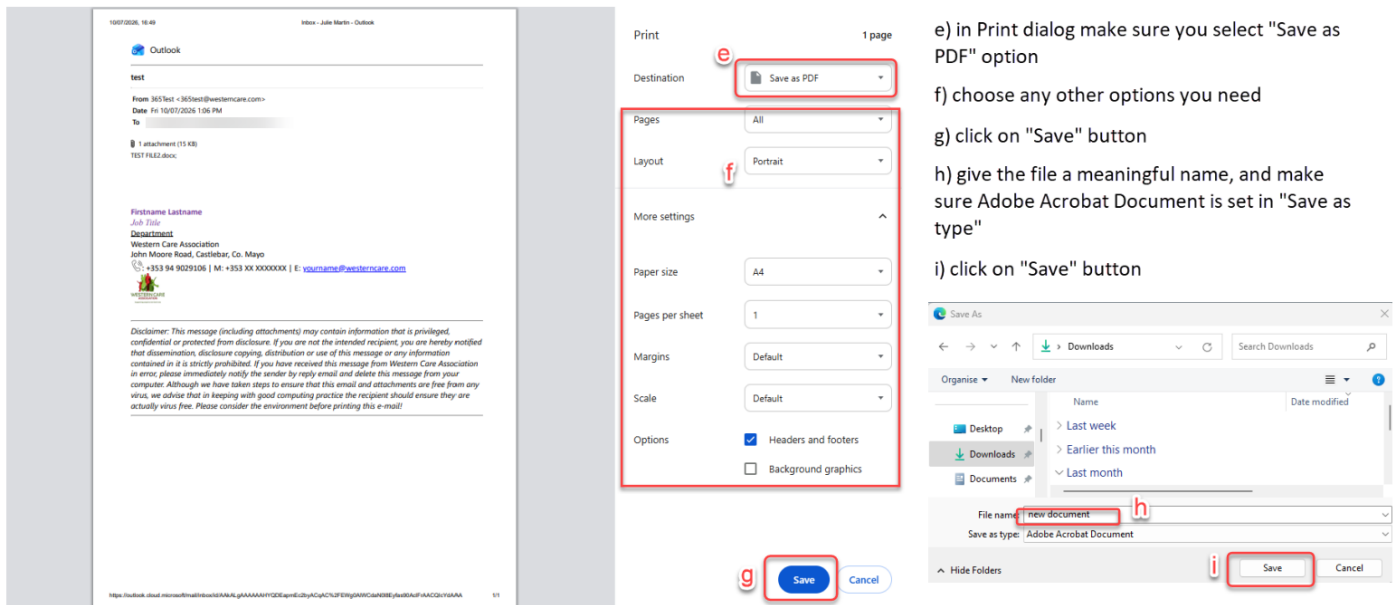


- 1**
- Open the email with attachment you wish to save:
- a) click on the 3 dots (...)
 - b) select "Download", and "Download as EML" from the dropdown menu
- Note: the email will be saved with the same name as the Subject of email, in your Downloads folder
- If you are unable to open it by double-clicking, please

2) save email and or attachment as PDF



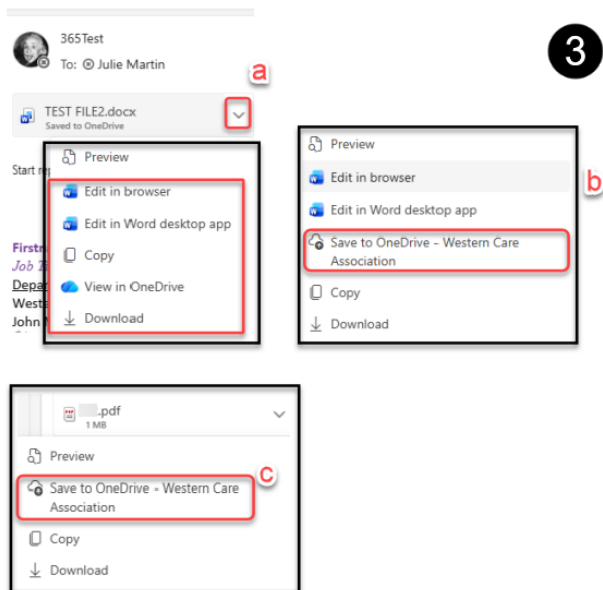
- a) click on the printer icon
- b) if the printer icon is not visible, click on the 3 dots (...) at the end of the icon bar and choose "Print" from the drop-down menu
- c) inside the message itself, click on the 3 dots (...) for message actions, then choose "Print" from the drop-down menu
- d) under "File" tab choose "Print"



- e) in Print dialog make sure you select "Save as PDF" option
- f) choose any other options you need
- g) click on "Save" button
- h) give the file a meaningful name, and make sure Adobe Acrobat Document is set in "Save as type"
- i) click on "Save" button

Repeat the same steps for attachment.

3) save attachment to OneDrive and save email as either .eml or .pdf



- a) if the file sent to you has a sensitivity label applied to it that is more restrictive than "General", you will not see the option to "Save to OneDrive", but (depending on restriction of the label) can still Download, and or Edit in browser/desktop app and choose to download or save a copy (for MS Office apps Word/Excel/PowerPoint)
- b) if the attachment has a General/Public label, you will see the "Save to OneDrive" option. When you select it, attachment will be saved in "Attachments" folder in MyFiles on our OneDrive (from there you can move/copy it to Teams). You can also download it
- c) for other file types, you will see the "Save to OneDrive" option, but not the Editing options. You can also download it

Follow the above steps for saving email/attachments.

If you chose to save both email and attachment as PDF files, you can locate them in your "Downloads" folder. Now you can copy them to Teams.

In Teams:

- open a channel you wish to copy the files to
- select and drag the files into the channel/folder you want to copy them to
- you will see a "bling" symbol next to the files and a confirmation at the bottom

Name	Modified	Modified By	File Size
test.msg	A few seconds ago	365Test	175 KB
test.eml	A few seconds ago	365Test	102 KB
test.pdf	A few seconds ago	365Test	1.17 MB
test.docx	November 4, 2025	Julie Martin	29.9 KB
unusual name flit tape.docx	September 16, 2024	365Test	27.5 KB

Uploaded 3 items to not in use