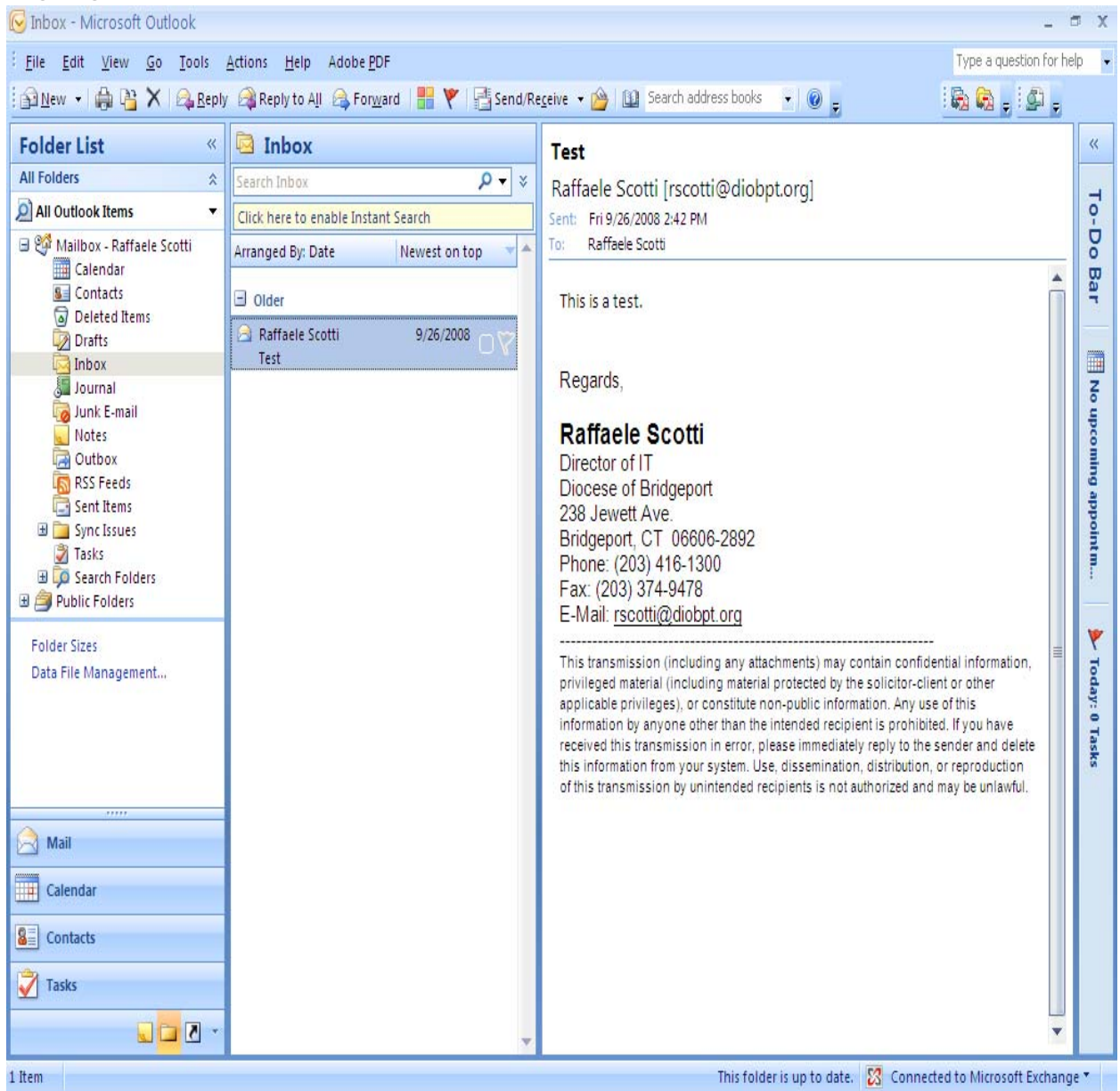


# Instructions:

## “How to Save an E-Mail”

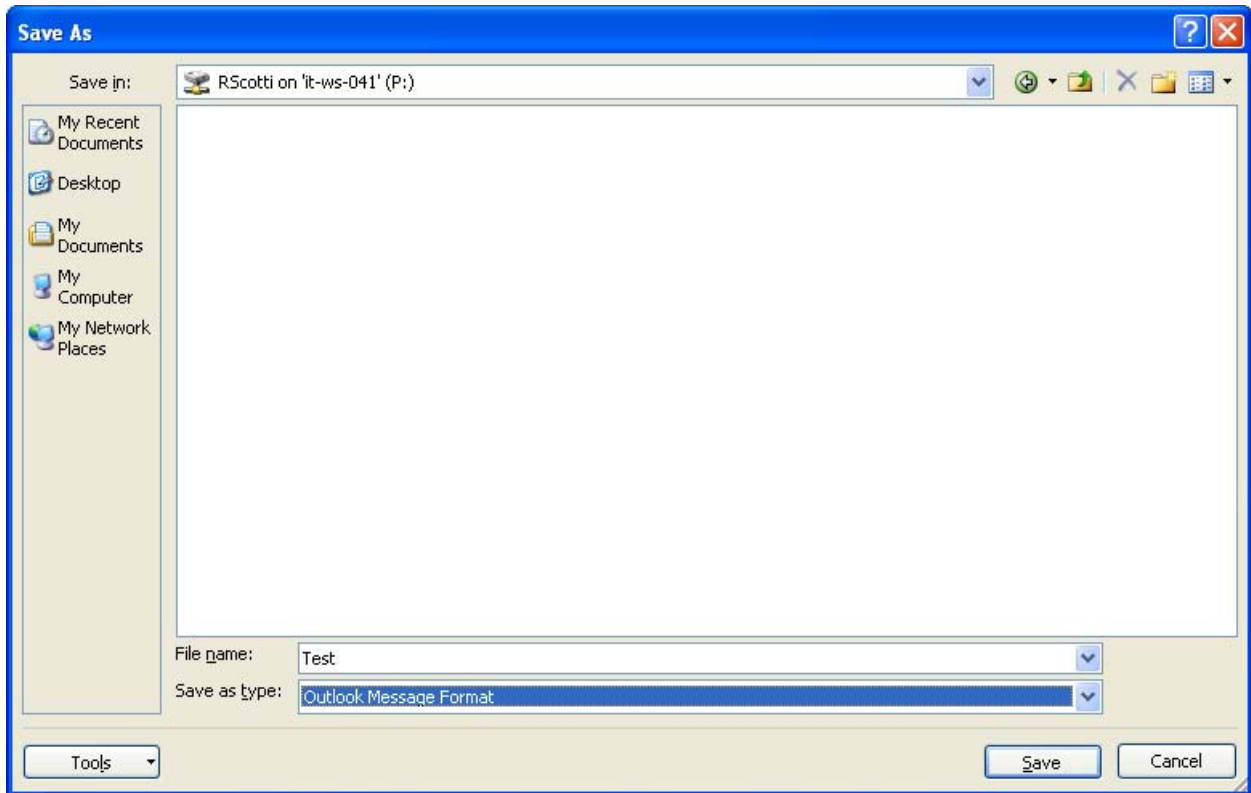
### In Microsoft Outlook

1. Highlight an E-Mail you want to save



2. Click on “File”

### 3. Click on **“Save AS”**



### 4. Select **“My Computer”**

5. Select Drive **“P”** (Saving under Drive **“P”** means it gets backed up every night).

6. Next to **“File Name”** - Rename the file (If you like)

7. Next to **“Save as Type”**:

- Microsoft Outlook 2007 and 2003 Users (Above) Choose **“Outlook Message Format”**
- Microsoft Outlook XP Users Choose **“Message Format”**

8. Click **“Save”**

**You're done!!!** 😊