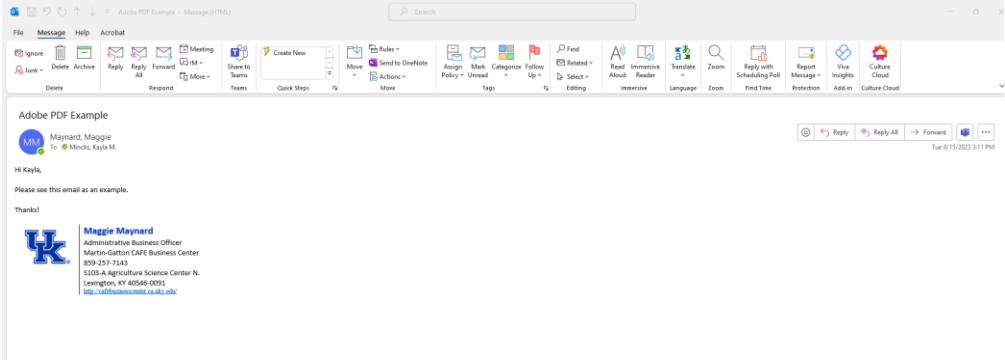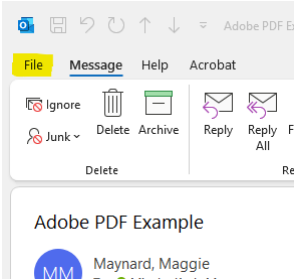Microsoft Outlook has a feature which enables users to save an email as an Adobe PDF. Employees are strongly encouraged to utilize this feature when needing to save an email for reference or backup documentation.
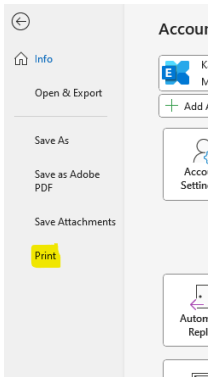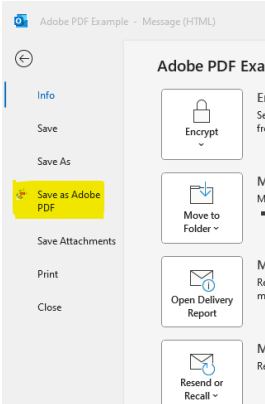
Process

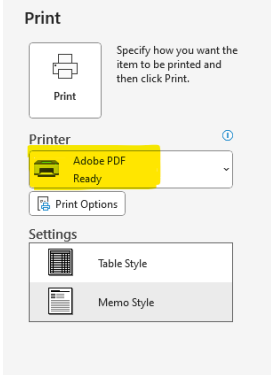- Double click the email you would like to convert. It will open to a full screen version.
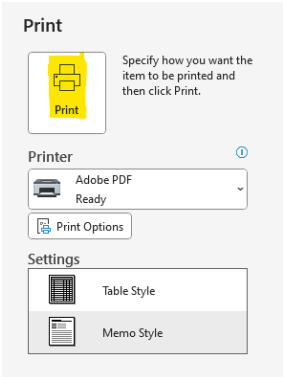

- Click the File tab.
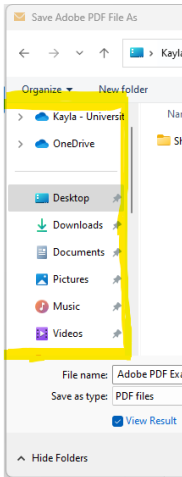

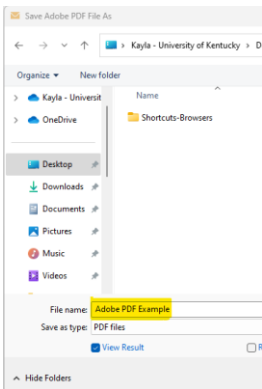- Click Save as Adobe PDF **OR** • Print • Select Adobe PDF for printer selection • Click Print
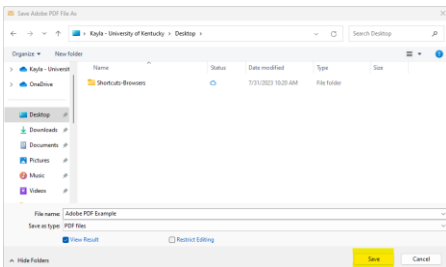

- A Save As window will open where you will need to select what file the PDF will be saved under. You can make the file selection in the options on the right side of the box. Note make sure to rename your file so you can find it easily.

Note make sure to rename your file so you can find it easily.

- Click Save.

- By completing these steps, you are now able use the email as an informational reference, or you can use it as a document for upload/imports.

Resources

Visit the HR Administrator Resources section of the CAFE Business Center site for additional resources.