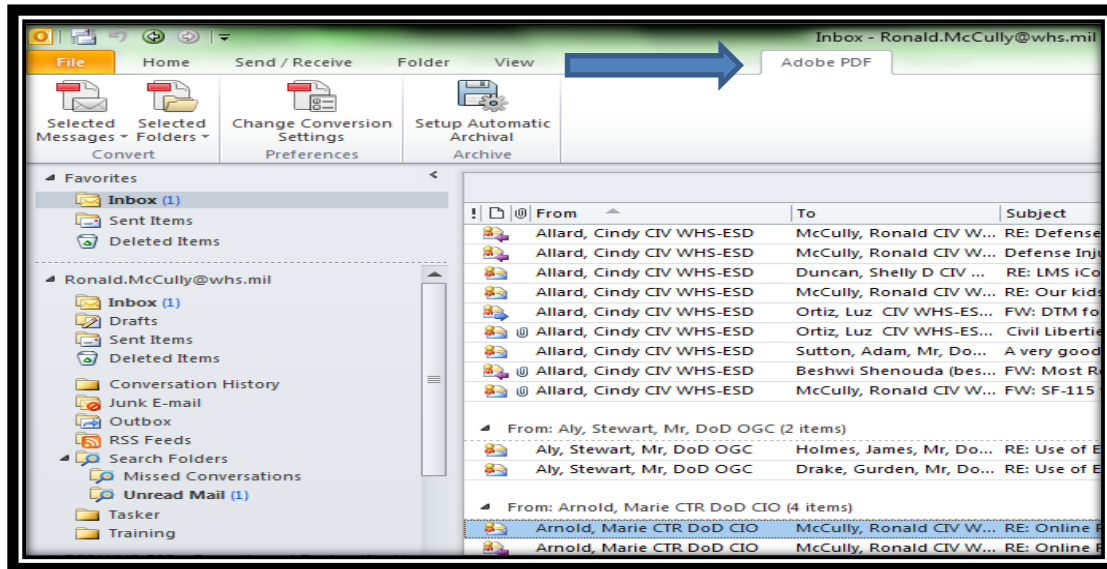


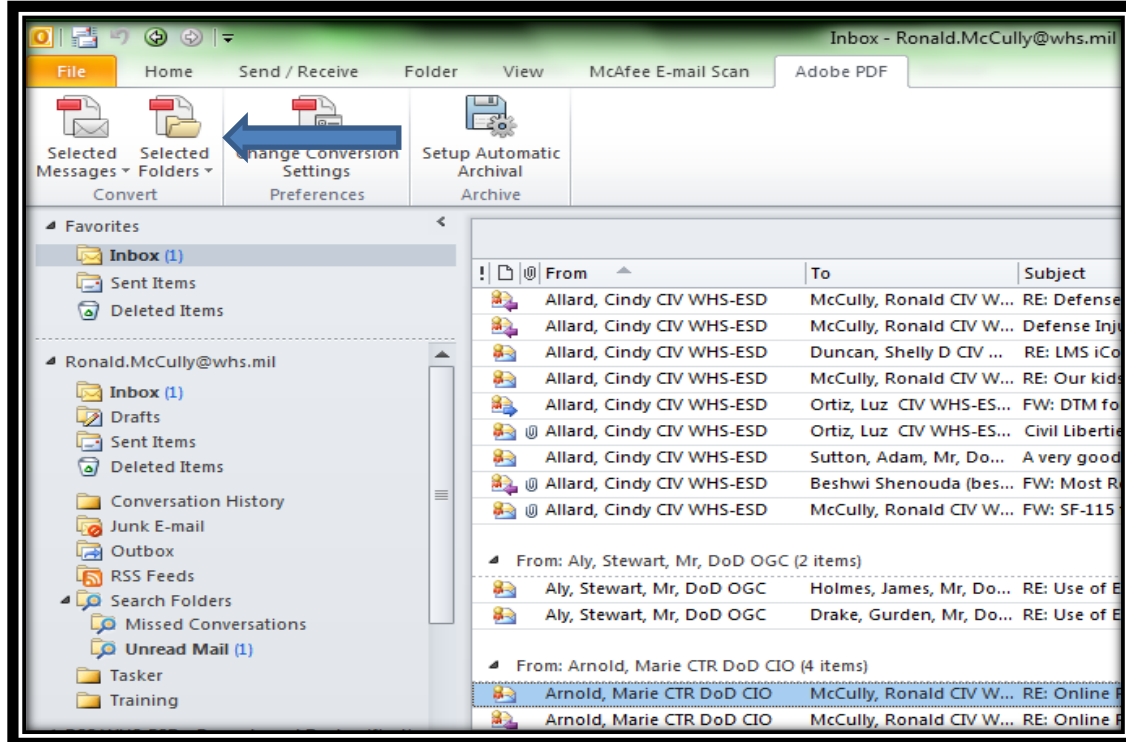
# Converting Emails to PDF Formats

Converting Emails and IMs to .PDF Files

1. Select the Adobe Tab in Outlook

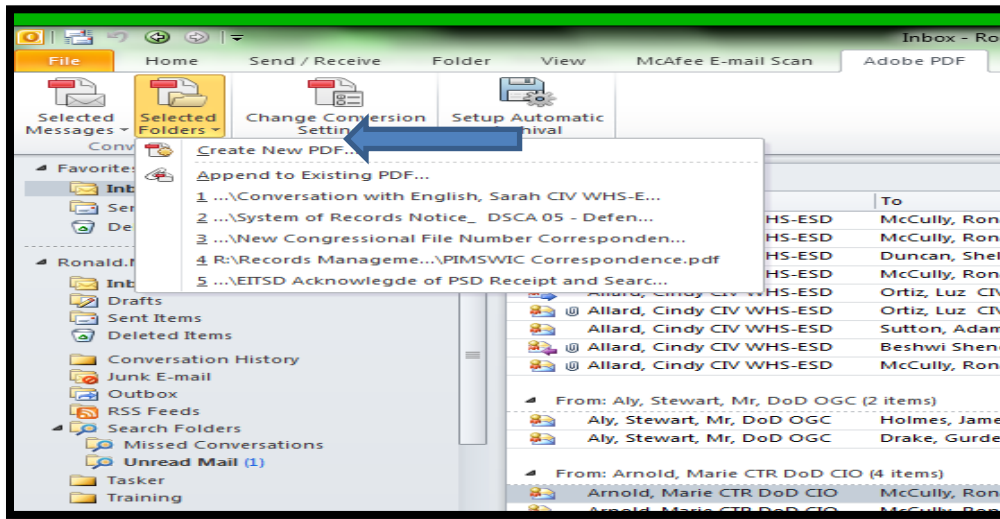


2. To convert individual emails click on "Selected Messages"  
To convert entire folders click on "Selected Folders"



# Converting Emails to PDF Formats

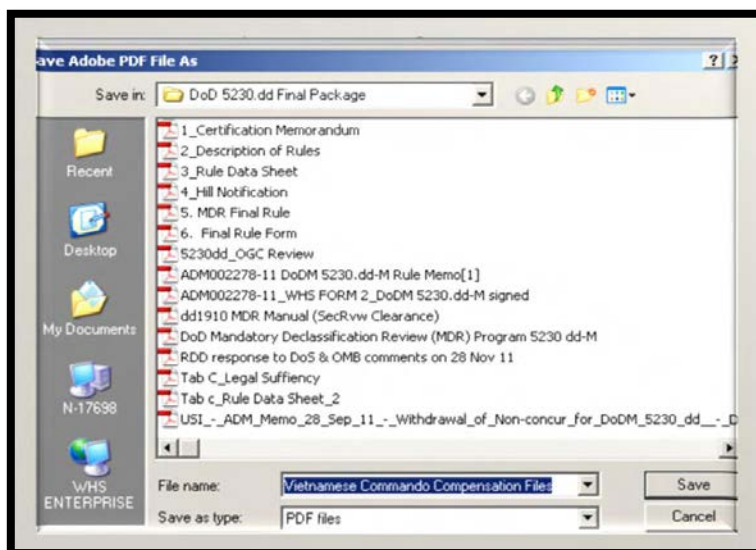
3. Select either "Create New PDF" or "Append to Existing PDF".  
See Step 6 for "Append to Existing PDF" instructions.



4. The below window will appear. Scroll up/down and select the folder(s) to be converted to .PDF.

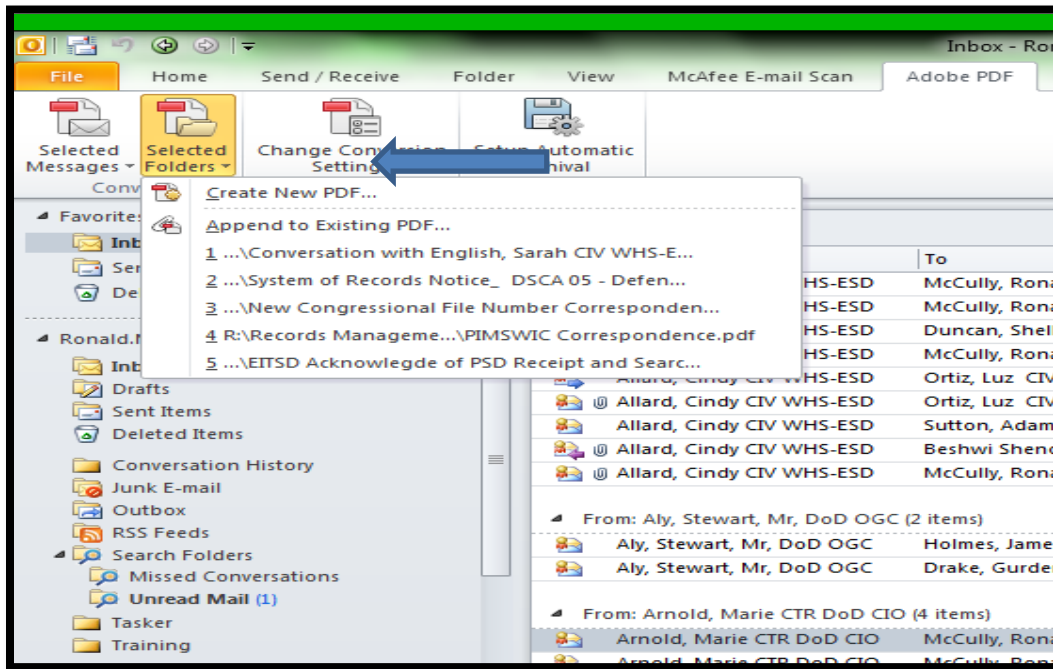


5. Save to the appropriate Records Management folder.

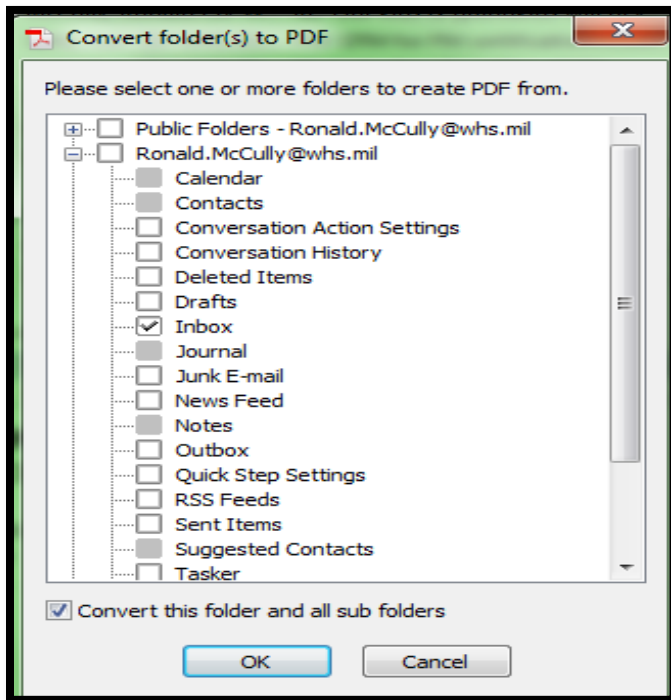


# Converting Emails to PDF Formats

6. Select "Append to Existing PDF"

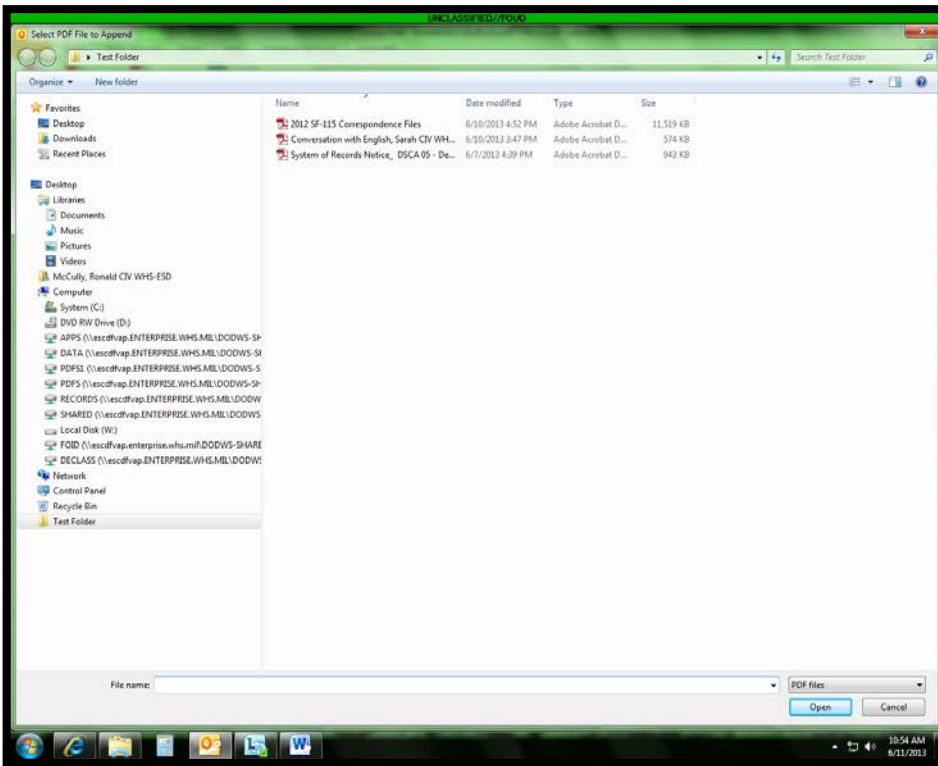


7. The below window will appear. Scroll up/down and select the folder(s) to be converted to .PDF

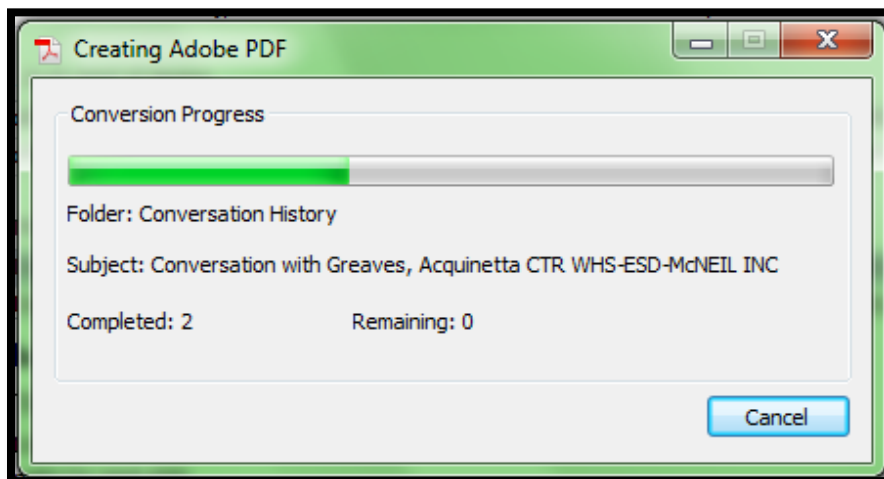


# Converting Emails to PDF Formats

8. After selecting a folder, another window will open. Locate and click on the file you want to append and click the open button.



9. The "Creating Adobe PDF" window will appear to track the conversion progress



# Converting Emails to PDF Formats

10. When the conversion is complete your PDF Package will appear with the new emails added to the top.

