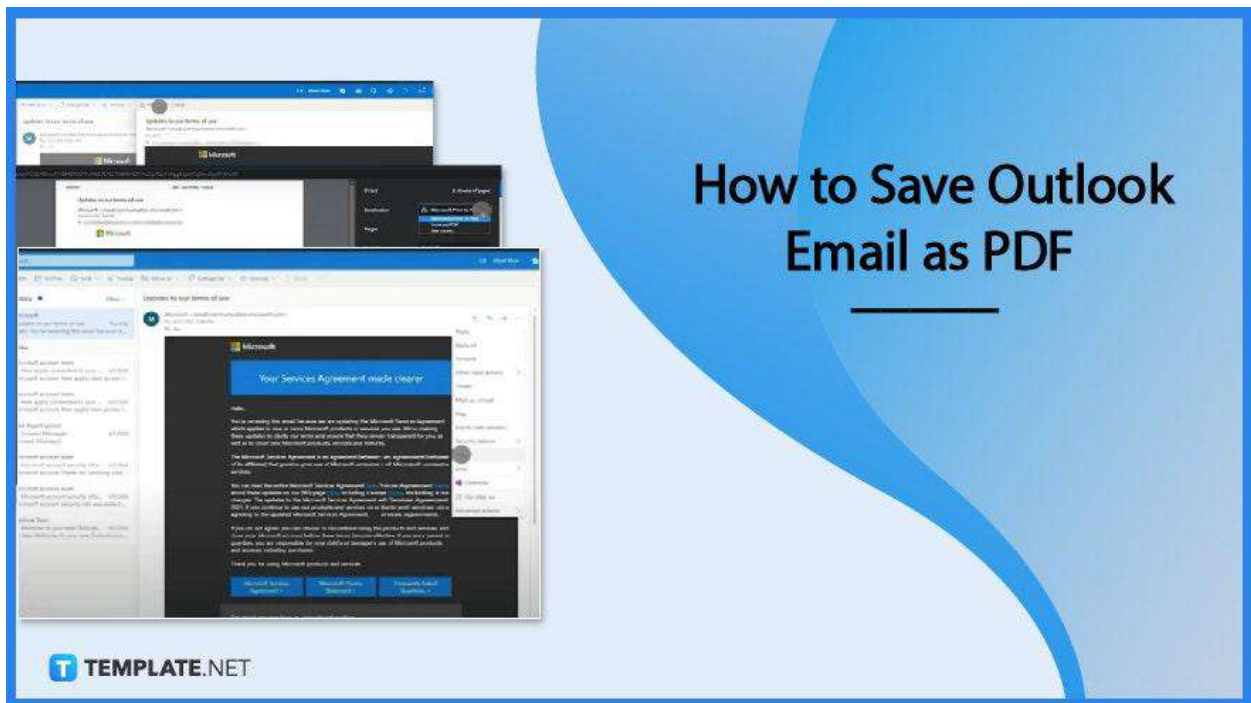


# How to Save Outlook Email as PDF

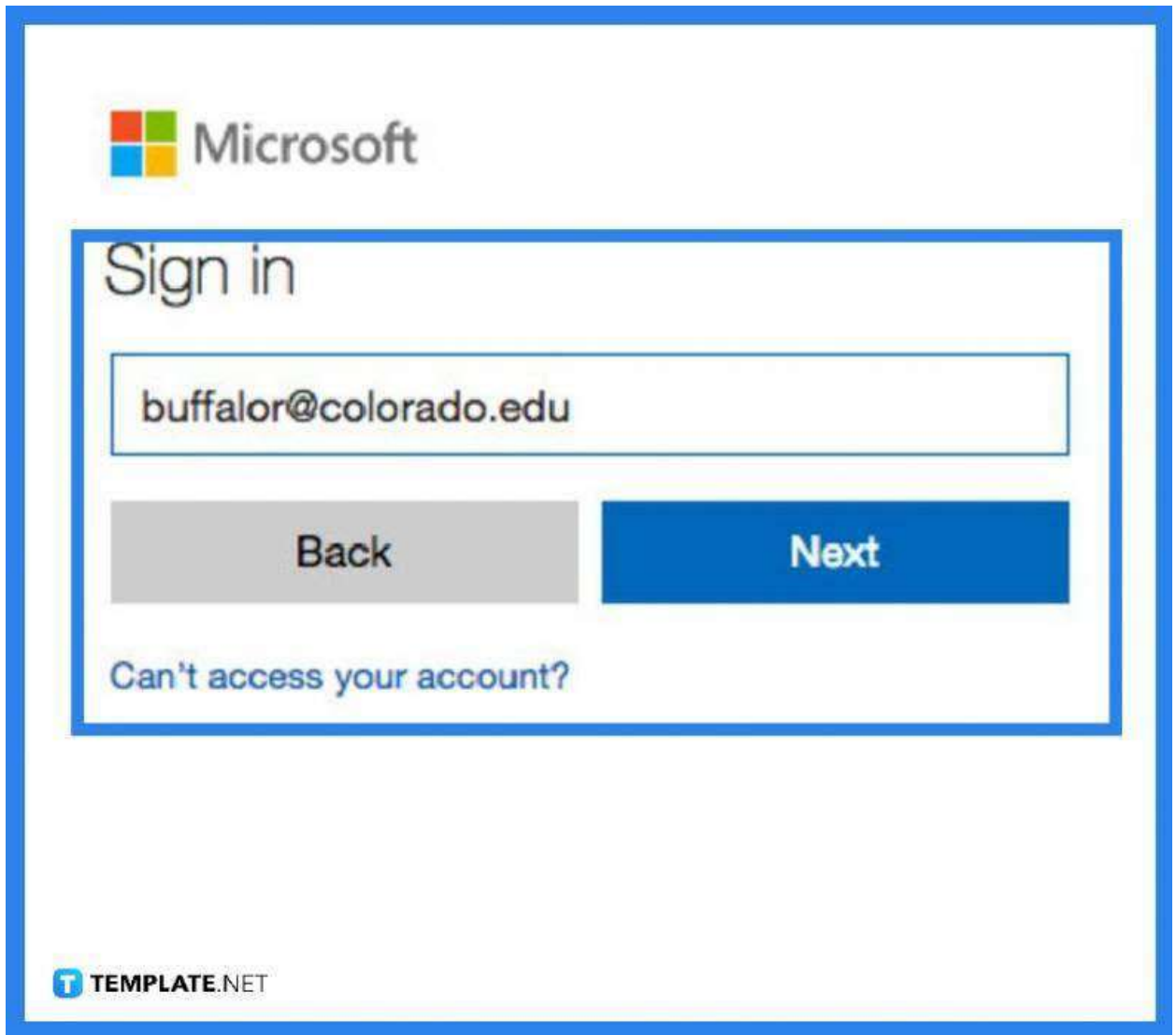
Adobe will save you the hassle of logging into your Outlook account every single time to get back to an important email. You always have the option of saving your emails as PDFs to revisit them anytime you want while also preserving the quality of the email.



## How to Save Outlook Email as PDF

PDFs are a go-to file format for professional and personal documents. These files are easy to view, edit, and manipulate; and for some practical reasons, important emails are best saved as PDFs on a computer or mobile device.

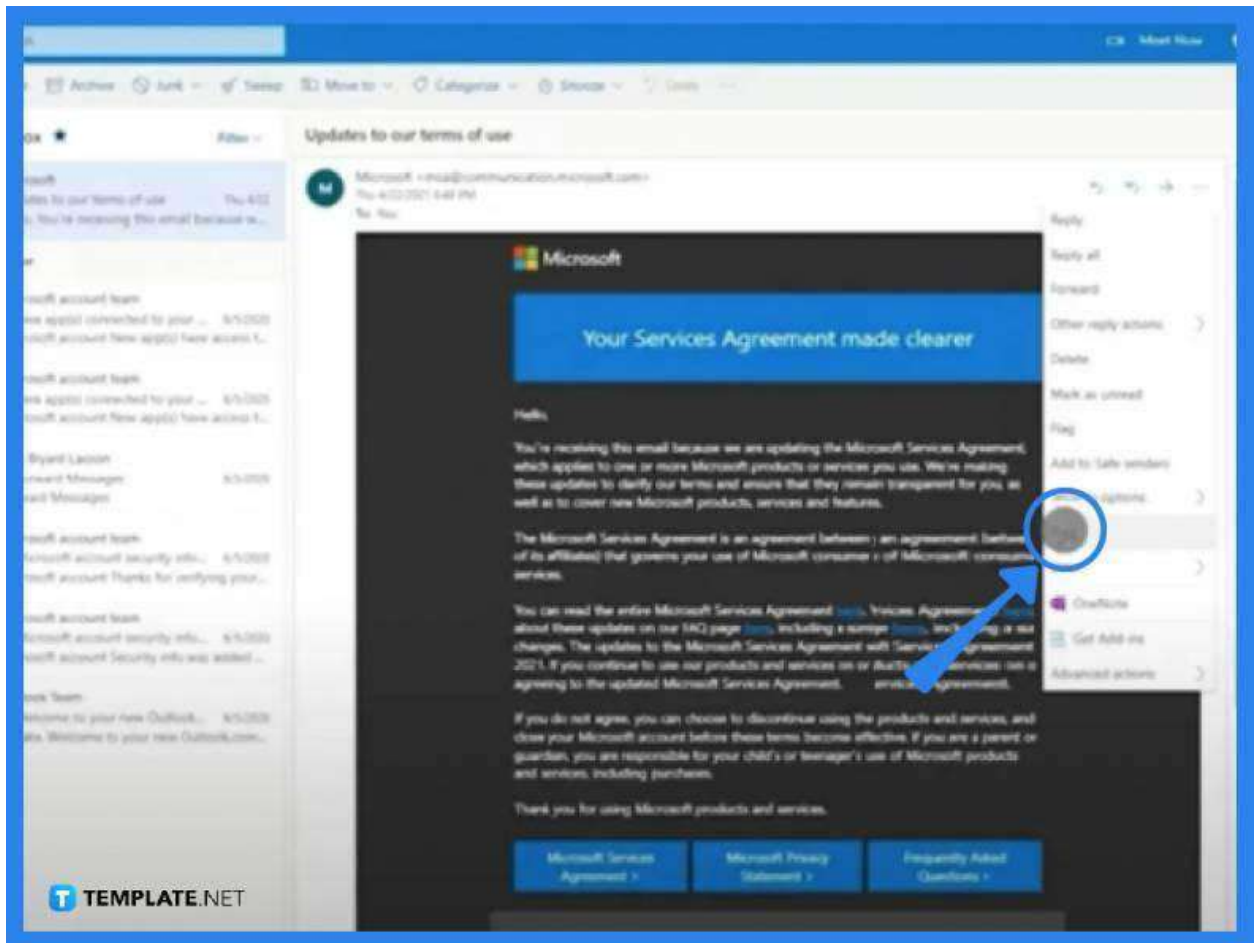
- **Step 1: Sign in to Your Outlook Email Account**



The image shows a Microsoft sign-in page template. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "buffalor@colorado.edu". Below the input field are two buttons: a grey "Back" button and a blue "Next" button. At the bottom of the sign-in area, there is a link that says "Can't access your account?". In the bottom left corner of the entire page, there is a logo for "TEMPLATE.NET".

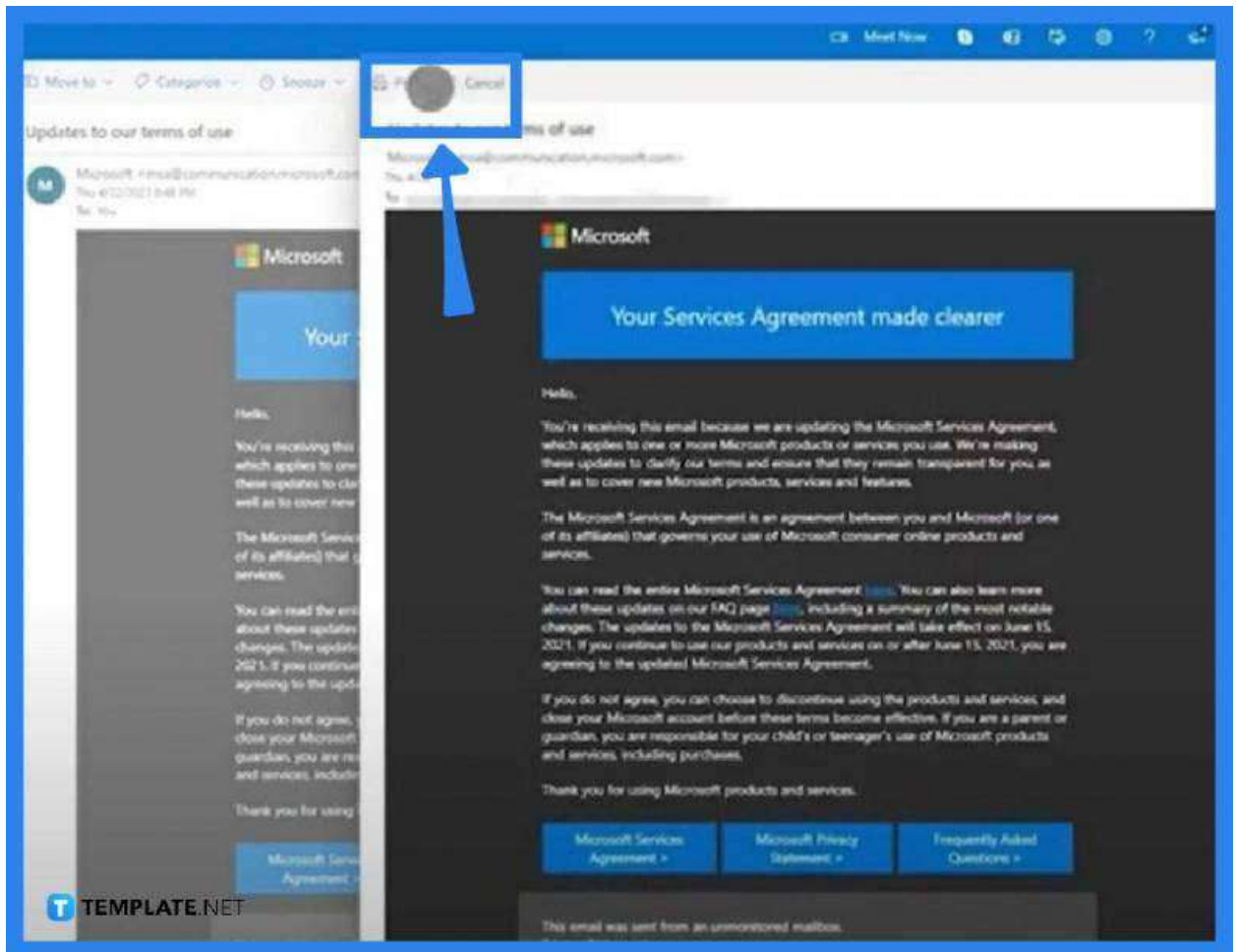
You need to get into your Outlook account to find the email you want to save as a PDF. Sign in first, then search through the inbox once it has loaded and proceed with opening the file.

- **Step 2: Select Print**



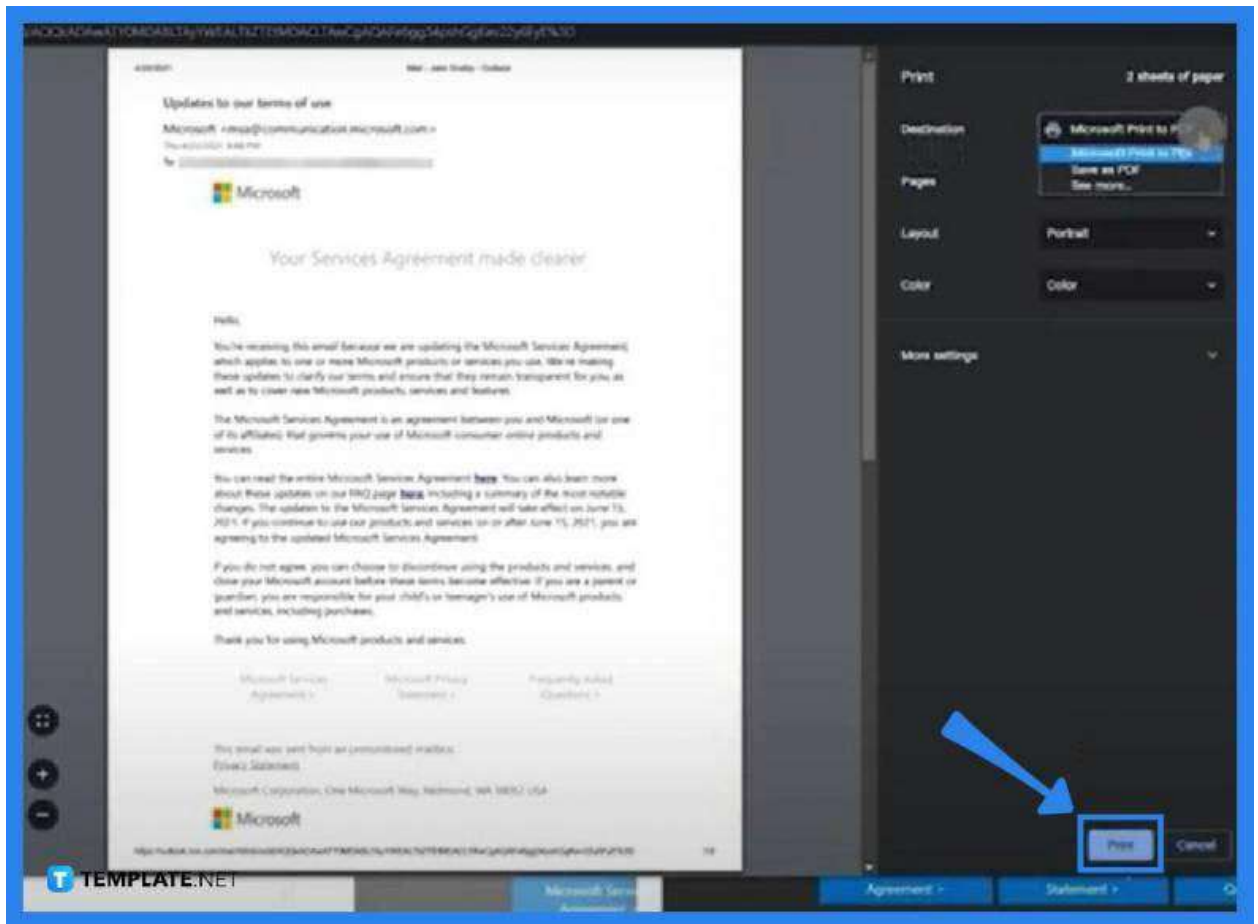
As the email is loaded, go to the top right corner of the screen where you see a triple dotted icon next to the sender's email address. Now, click on this to display the drop-down menu. Look for "Print" and click on it.

- **Step 3: Click on Print Again**



As you click on the first “Print” option, a preview of the email as a PDF document will be displayed. From there, click the “Print” icon right above the email. Once you do it, the printing screen will be displayed.

- **Step 4: Save the Document**



Save the email as a document by first clicking on “Save as PDF.” Then, head over to the “Print” button at the bottom. By now, you should be at the “Save As” dialog box, and from here, choose a destination folder of the newly created file and then hit “Save.”

## FAQs

### Can an email be saved as a PDF File?

Yes, simply find the printer icon, click on it, select “Export As PDF” or “Save As PDF” in the “Print” dialog box, and head to the desired location where you want to save the file, name the file, and select “Save.”

## **How can emails be exported from Outlook?**

On your Outlook page, go to “File,” click on “Open & Export” in the side pane, select “Import/Export,” and press the “Export to a File” option found in the “Import and Export Wizard” dialog box, click “Next”, select “Outlook Data File,” and then click the email account from where the emails to be exported is located.

## **Where is the “Open & Export” option located in Outlook?**

When you open your Outlook, go to the “File” tab and you should see the “Open & Export” option from the drop-down menu.

## **Can an Outlook email be saved as a PDF on iPhone?**

Yes, open the email you want to save in your email app and then tap the share icon. Select the “Copy to PDF Expert” option to save the email on your iPhone.

## **Why is the email not saving as a PDF on Mac?**

If you are unable to save a PDF on a Mac device, it might be because your application or firmware version is outdated and needs to be updated.