

## HOW TO SAVE OUTLOOK MESSAGES IN PDF FORMAT

Many users need the ability to save Outlook email messages in PDF format. This is frequently required for long-term storage, easy access to email, etc. Simply follow the steps below.

### METHOD #1

1. If you already have PDF printer software (Adobe Acrobat Pro x.x), skip to step 3.
2. Download and install [PDFCreator](#). Set PDFCreator to be your default printer.
3. Select the Outlook messages you would like to have converted to PDF.
4. Click the drop down menu to choose your PDF printer. Click "Print".
5. Name your file and Click "Save"

### METHOD #2

1. Drag the email from outlook to the desktop so that its icon appears on the desktop (as the envelope icon for an [outlook email](#)).
2. Right click on it, and choose "Convert to [Adobe PDF](#)" from the context menu.
3. Name your file and Click "Save"