

WINDOWS 10 SEMINAR: STAY AT HOME EDITION

HOW TO MOVE IMPORTANT EMAILS TO YOUR HARD DRIVE FOR SAFE KEEPING

Emails normally stay in your Email program, but occasionally you may find the need to move a copy of an email to your computer's hard drive for safe keeping. Below, you will find the steps to accomplish this task.

SAVE GMAIL TO YOUR HARD DRIVE

1. Login to your Gmail Account and **open** the Email message that you want to download.
 2. Click on the **3-vertical dots icon** located at the top-right corner and select **Download Message** option in the drop-down.
 3. On the next screen, select the location for the downloaded file and click on the **Save** button.
- The email will be saved on your computer in .eml format and it can be opened in most web browsers and email clients.

(Unfortunately, there is no option in Gmail to save multiple emails. They must be saved one-at-a-time.)

SAVE OUTLOOK EMAIL TO YOUR COMPUTER FOR SAFE KEEPING

1. Login to your Outlook Account and open the Email message that you want to save.
2. Once you are in email, click on the **File tab** and select **Save As** option in the File Menu that appears.
3. In Save As dialog box, select the **Location** where you want to save the email and click on the **Save** button.

Your email will be saved as .msg (Outlook Message Format) file, as used by Microsoft.

Save Multiple Outlook Emails to Your Computer for Safe Keeping

Microsoft Outlook allows you to drag and drop emails from Outlook into a folder on your computer.

The drag and drop feature can also be used to select multiple emails in Outlook and drop them into a folder on your computer.

1. Login to your Outlook **Email Account** and select the **Emails** that you want to save to your computer.
2. Once the Emails are selected (by holding down the CTRL key as you click on each one), simply drag the **emails** to your desktop or to any folder on your computer.

Save Outlook Web Mail to Your Computer

If you are using Outlook Web App, there is no way to download and save emails to computer. However, you can follow the steps below to save the content of the email to your computer in PDF format.

1. Login to your **Email Account** and open the **Email** that you want to save to your computer.
2. Click **the 3 horizontal-dots icon** located near the top-right corner and select the **Print** option in the drop-down menu.
3. On the next screen, click on the **Print** icon.
4. In the Print dialog box, select **Save as PDF** option and click the **Save** button.
5. On the next screen, select the **Location** for the downloaded file and click on the **Save** button.

The downloaded File will have all the message content and other details of the email.