



SAVING AN EMAIL AS AN ATTACHMENT

INTRODUCTION: This guide will show you how to save an email as an attachment which can be useful if we need an email forwarded over or for yourself to have a record of it.

SYSTEM REQUIREMENTS: Outlook (any version)

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

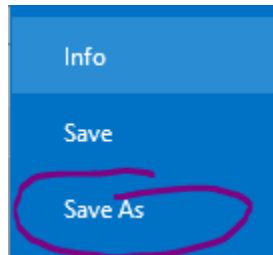
- Outlook (any version)

STEP ONE

Within **Outlook**, **double click** on the email so it opens in a new window.

STEP TWO

Click on the "**File**" tab and then "**Save As**".

**STEP THREE**

Make sure to save it as the below file format:

File name:	<input type="text" value="example"/>
Save as type:	<input type="text" value="Outlook Message Format - Unicode"/>