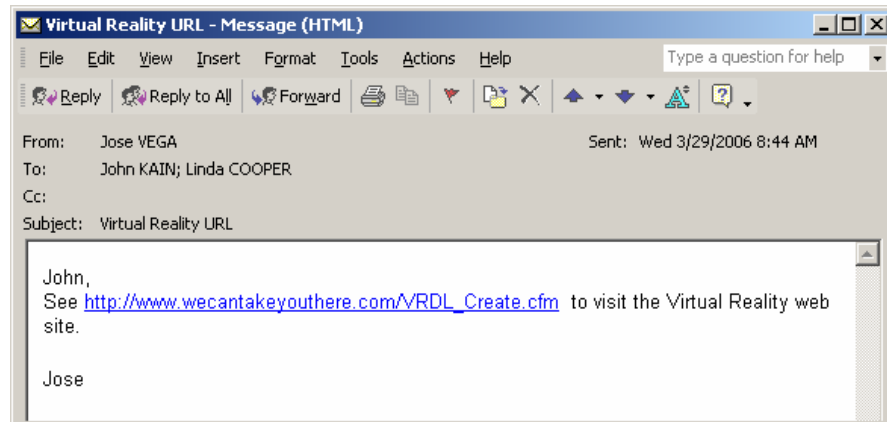


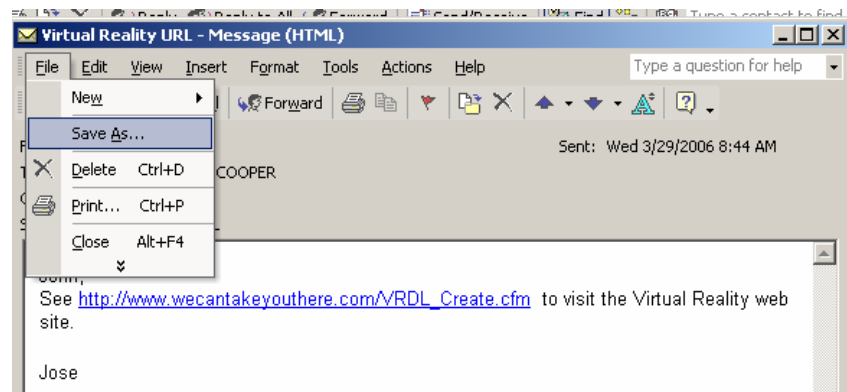
# How to Save an Email Message

Saving a message in Outlook is similar to saving any file in any program.

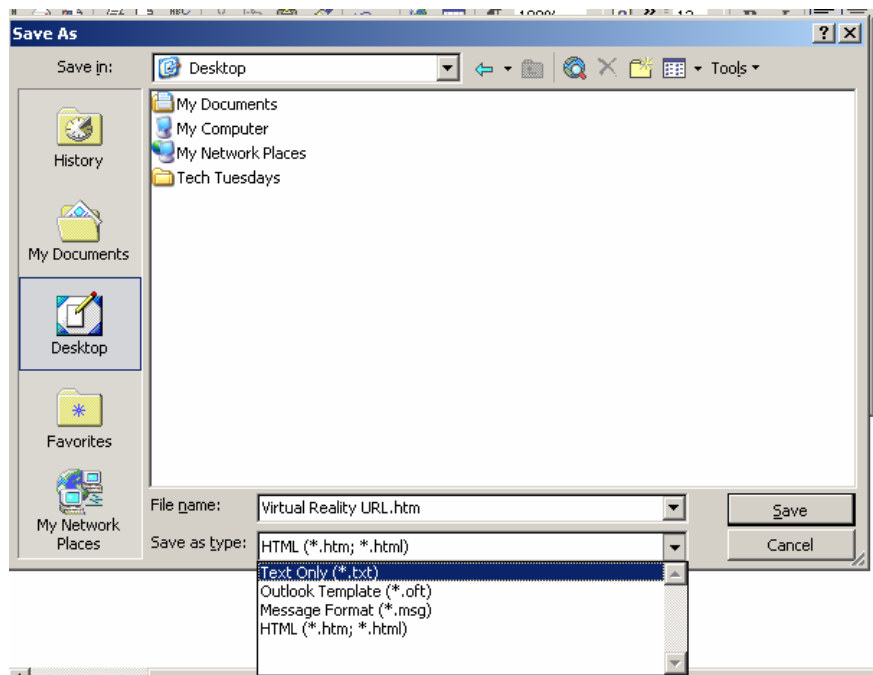
1. In Outlook, double click on the message you want to save. The message will open in a separate window.



2. Click **File>Save As**.



3. The **Save As** window will open. Click on the down arrow next to the **Save In** line to choose the location where you want to save the message. The file name will be the subject of the message. If you click on the down arrow next to the **Save as type** line, you will see several different file formats for saving the file. If you save the file in **Message Format**, it will



save as an Outlook message with all the features of Outlook.

4. Click **Save** to save the message.