Save Email in a Readable File Format

Open Outlook.

- 1. From the **File** menu select **Options...**.
- 2. Then select Advanced
- 3. Next click on the **Export** button

General	OC Options for working with Outlook.	
Mait		
Calendar	Outlook panes	
Contacts	Customize Outlook panes.	Navigation Pane
Tasks		Reading Pane
Notes and Journal		To-Do Bar
Search		
tobile	Outlook start and exit	
NODRE	Start Outlook in this folder: CInbox	
anguage	Empty Deleted Items folders when exiting Outlook	
dvanced	Perminders	
Lustomize Ribbon	Cheminal Source and Cheminal Providence	
Quick Access Toolbar	Show reminders	
Add-Ins	Play reminder sound: reminder.wav	
rust Center	Export	
	Export Outlook information to a file for use in other programs.	Export
	RSS Feeds	
	Any RSS Eeed Item that is updated appears as new Synchronize RSS Feeds to the Common Feed List (CFL) in Windows	
	Send and receive	
	Set send and receive settings for incoming and outgoing items.	Seng/Receive

4. Choose **Export to a File**. Click the **Next** button.

Import and Export Wizard	and the second s
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel

5. Choose Comma Separated Values (Windows). Click the Next button.

Exp	ort to a File	
		Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
		< Back Next > Cancel

6. Verify that the correct Outlook folder is selected or select a different folder. Click the **Next** button.

Export to a File	Canal Street, or other	
Export to a File	Select folder to export from: Drafts Drafts Durbox Dournal Dunk E-Mail Durbox Dutbox Quick Step Settings Cutbox Dutbox D	
		Cancer

7. Click the **Browse**... button.

Export to a File	Canal Street	
	Save exported file as:	
	< Back Next > Canc	el

8. Navigate to your M: drive. Type in a file name (e.g., Outlook_Mail). Press the **OK** button.



9. Click the **Next** button.

10. Click the **Finish** button.

Export to	a File	1.000	1
The fo	lowing actions will be perfor	med:	
	cport "E-Mail messages" from	n folder: Inbox	Map Custom Fields
This m	ay take a few minutes and	cannot be canceled.	-
		< Back	Finish Cancel

- 1. Go to your M: drive where the file is located and open the file in Excel
- 2. Then go to File and choose Save As
- 3. From the Save as type: drop down, select Text (MS-DOS)

File name:	export.docx 🗸
ave as type:	CSV (Comma delimited)
Authors:	Excel Workbook Excel Macro-Enabled Workbook
	Excel Binary Workbook Excel 97-2003 Workbook
Folders	XML Data Single File Web Page
	Web Page Excel Template
	Excel Macro-Enabled Template Excel 97-2003 Template
	Text (Tab delimited) Unicode Text
	XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook
	CSV (Comma delimited) Formatted Text (Space delimited)
	Text (Macintosh) Text (MS-DOS)
	CSV (Macintosh)

4. Double click the file and it will open in Notepad, but you can also open it in Word.