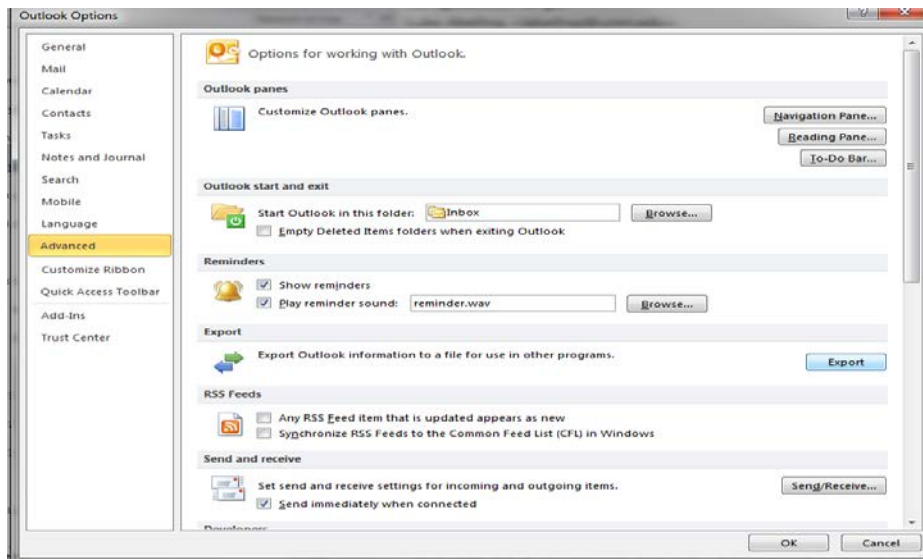


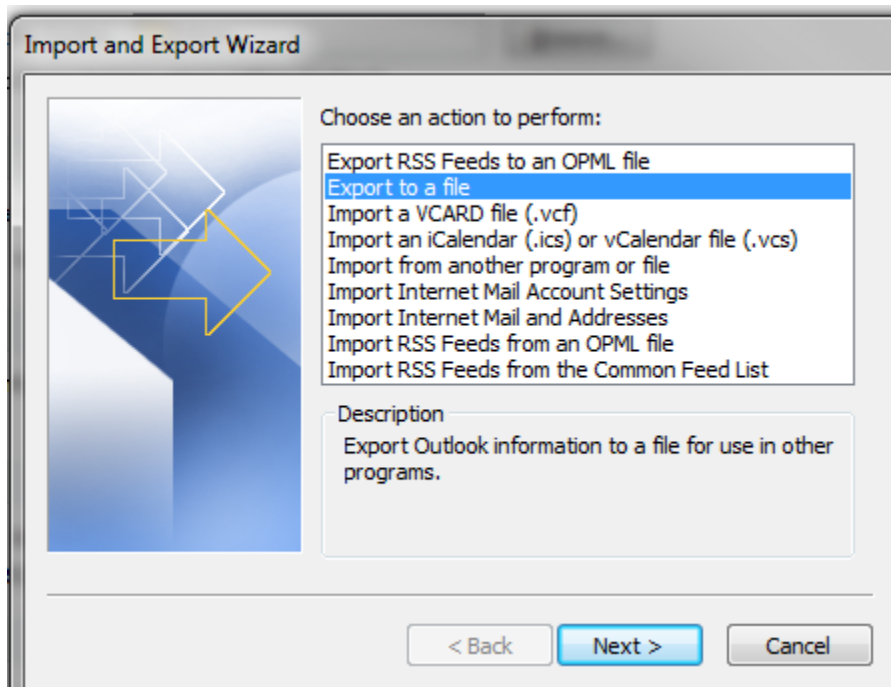
# Save Email in a Readable File Format

Open Outlook.

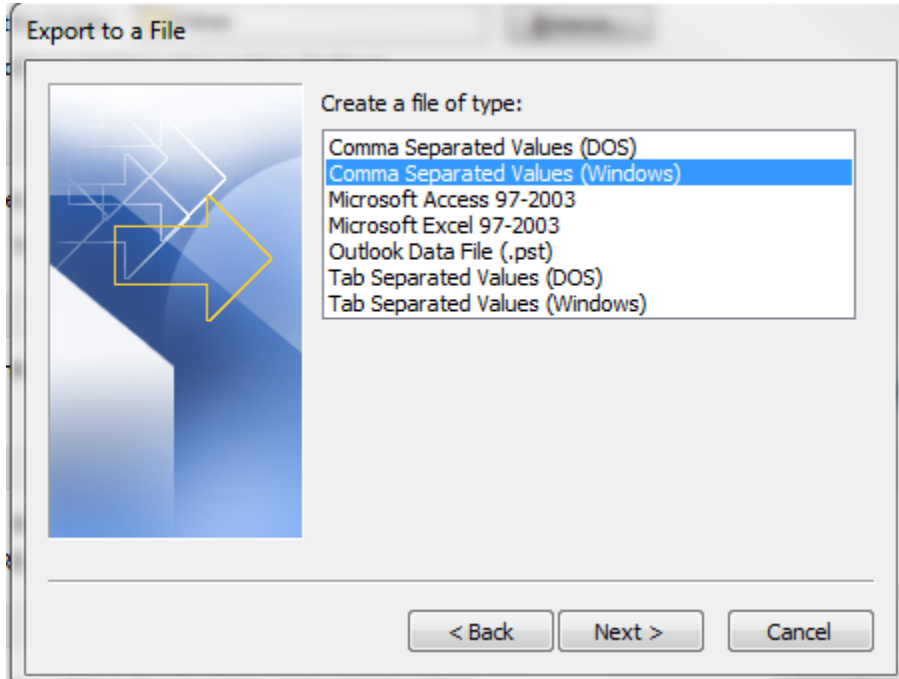
1. From the **File** menu select **Options....**
2. Then select **Advanced**
3. Next click on the **Export** button



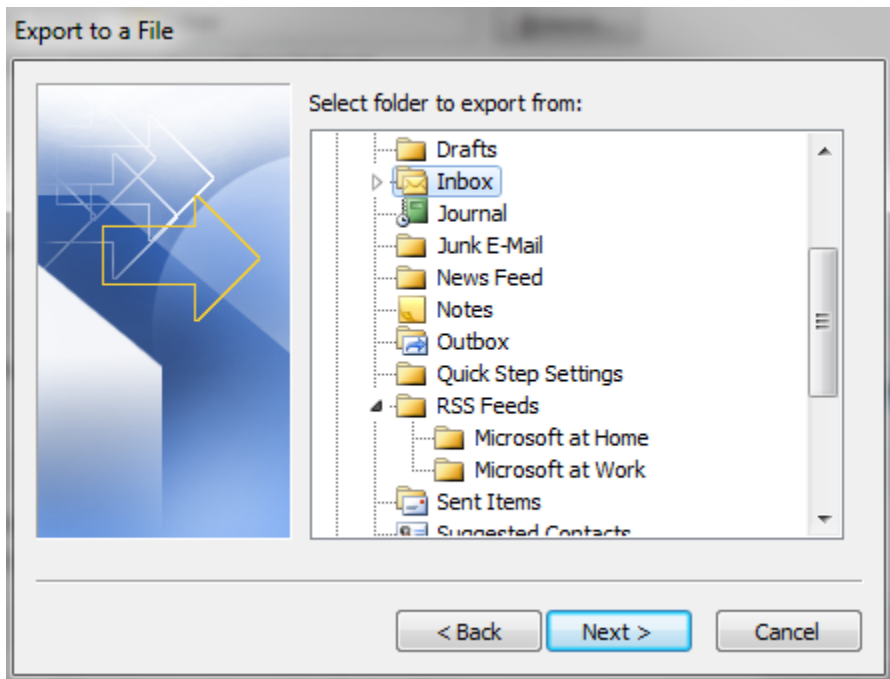
4. Choose **Export to a File**. Click the **Next** button.



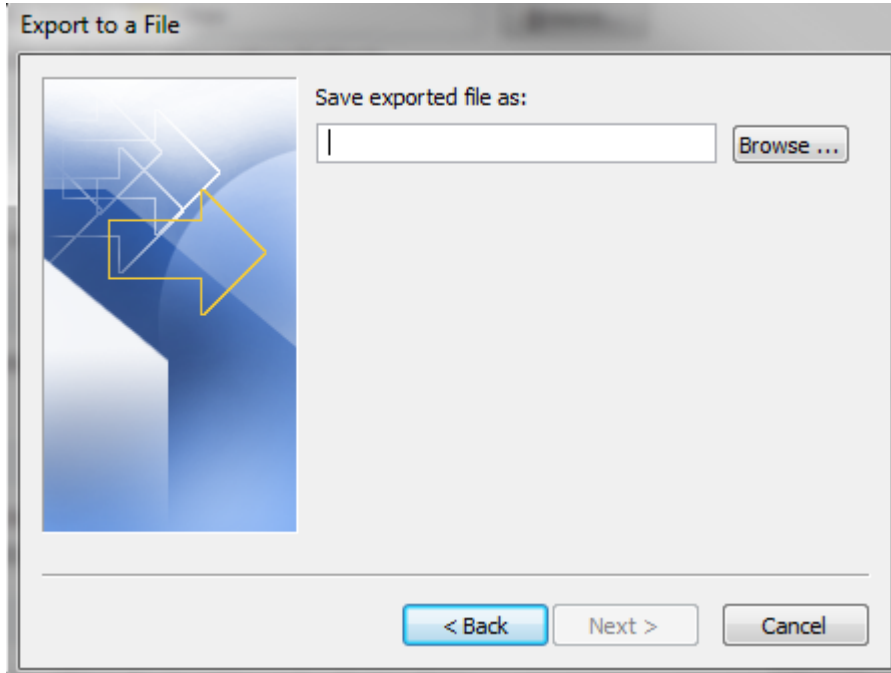
5. Choose **Comma Separated Values (Windows)**. Click the **Next** button.



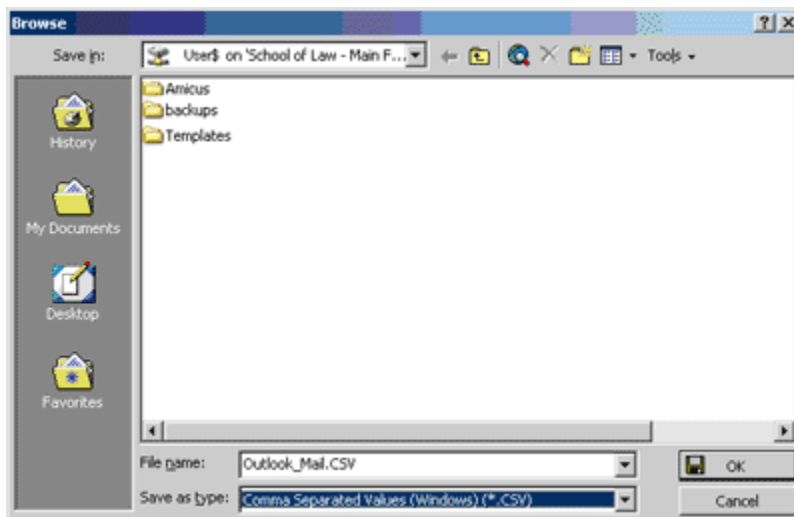
6. Verify that the correct Outlook folder is selected or select a different folder. Click the **Next** button.



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

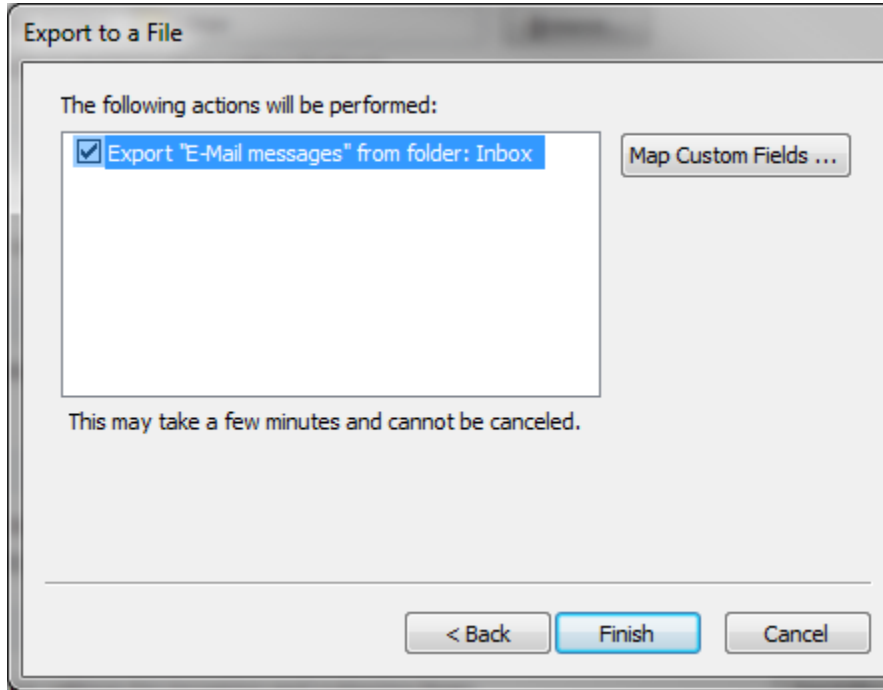


8. Navigate to your M: drive. Type in a file name (e.g., Outlook\_Mail). Press the **OK** button.

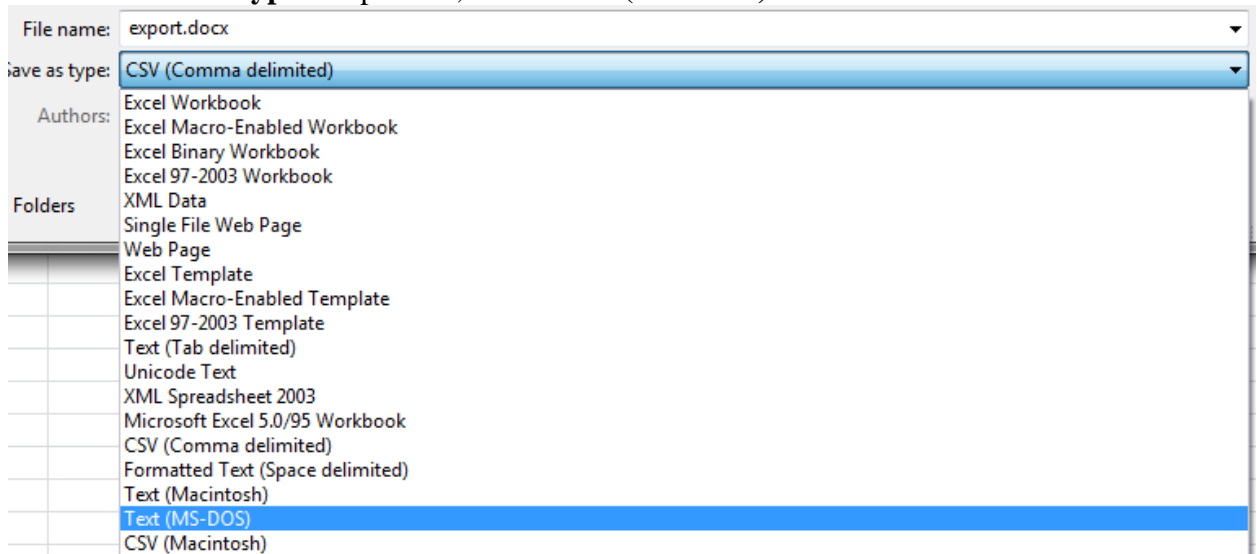


9. Click the **Next** button.

10. Click the **Finish** button.



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)**



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