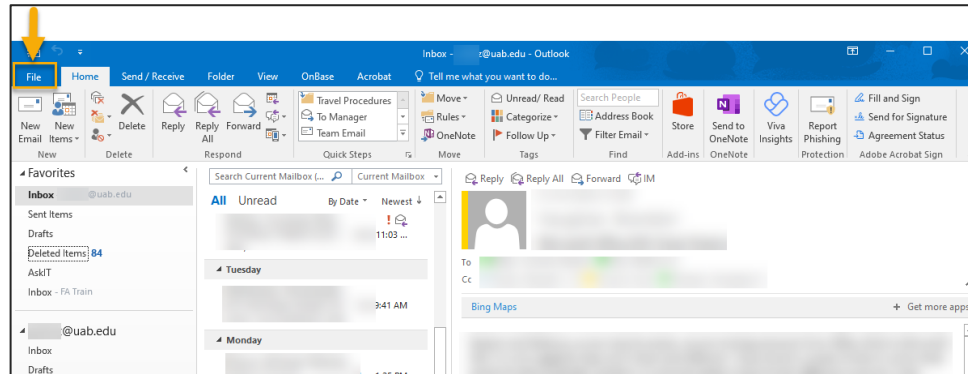


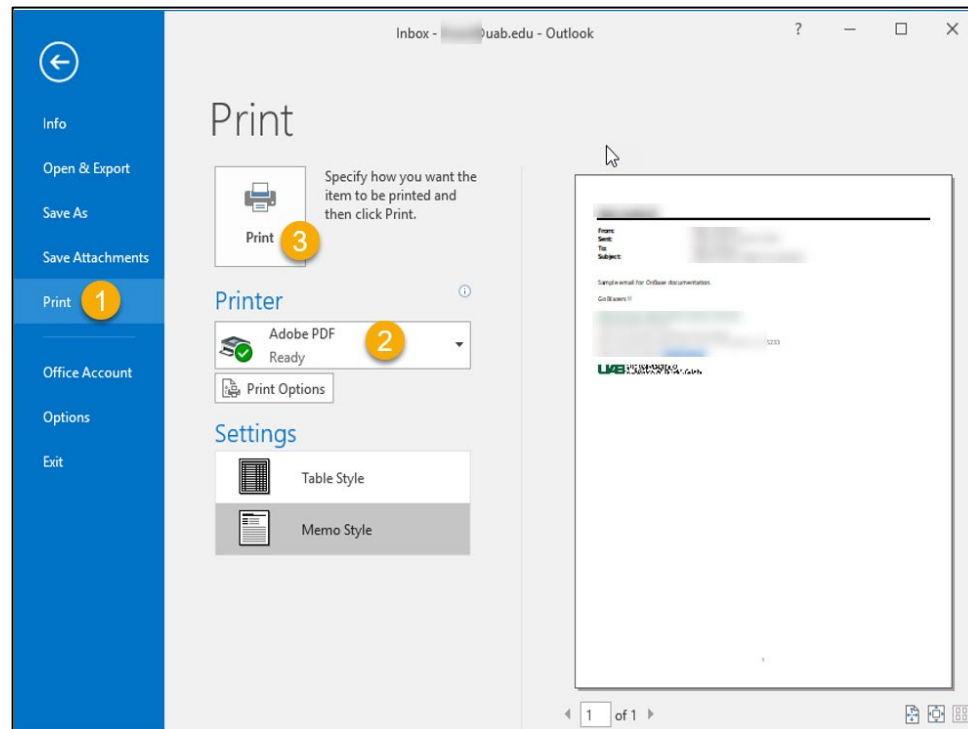
In your Outlook instance, select the desired email and click **File**.



In the blue **File** menu, click **Print**.

In the Printer menu, select **Adobe PDF**.

Click the **Print** button.



**Save** the file to your desired destination.

The file is now available to be uploaded into OnBase.

