

Email to PDF Guide

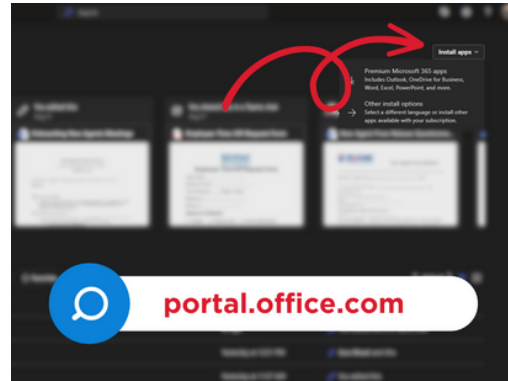
Please follow the instructions below to learn how to successfully upload your email communications to Paperless Pipeline. There are instructions for both Windows and MAC users.

For WINDOWS:



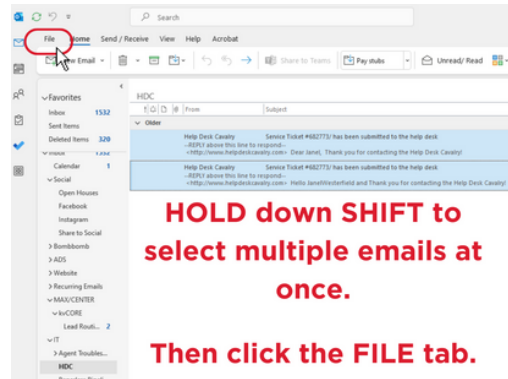
MAKE SURE YOU DOWNLOAD and/or USE THE CLASSIC OUTLOOK. NOT THE NEW ONE.

Open your Outlook Desktop App: If you do not have the Outlook desktop app, you can download the Microsoft Suite on your Office 365 dashboard online at portal.office.com.

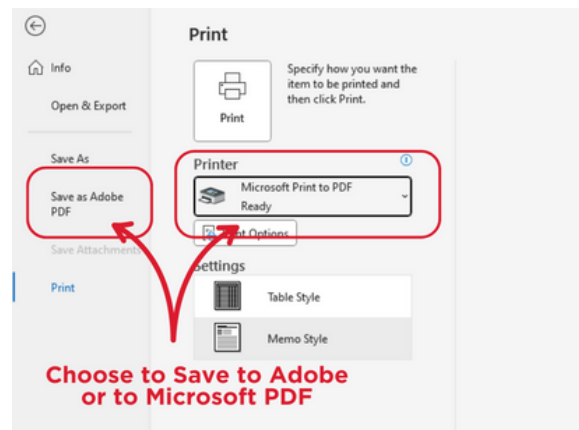


Follow [these instructions](#) to switch from **NEW** outlook to the **CLASSIC** outlook.

Select & Click "File": Click and hold down Shift to select multiple emails at once. With the emails highlighted, click the "File" tab at the top left.



Print/Save as PDF: Save the Emails under the name and in the folder of your choice, where you can easily find it. If you do not have an Adobe Subscription, you need to click "Microsoft Print to PDF".



Have any questions? Reach out to janel@nwhomes.net

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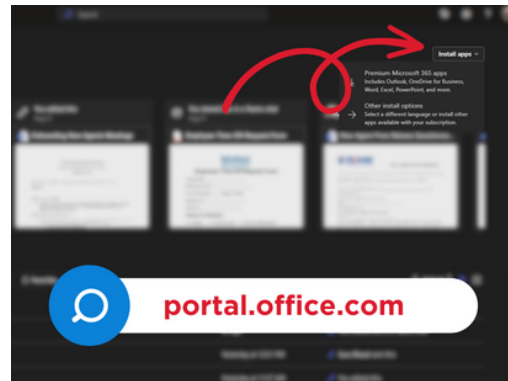
Please follow the instructions below to learn how to successfully upload your email communications to Paperless Pipeline. There are instructions for both Windows and MAC users.

For MAC:

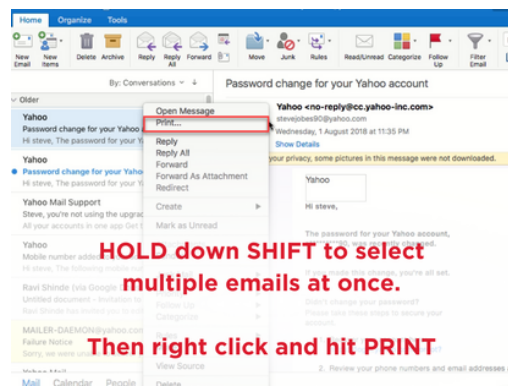
Open your Outlook Desktop App: If you do not have the Outlook desktop app, you can download the Microsoft Suite on your Office 365 dashboard online at portal.office.com.

Follow [these instructions](#) to switch from **NEW** outlook to the **CLASSIC** outlook.

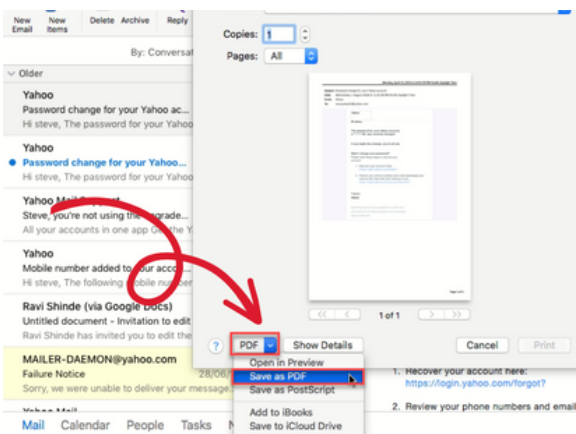
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Select & Right Click "Print": Click and hold down Shift to select multiple emails at once the right click "Print".



Save as PDF: At the bottom of the printing property screen, you will see "PDF" with a dropdown arrow. Click the drop down and hit "Save as PDF". Save the Emails under the name and in the folder of your choice, where you can easily find it.



Have any questions? Reach out to janel@nwhomes.net