How do I save a sent Message as a PDF?

Last Modified on 07/08/2025 11:01 am EDT

If using Office 2016+, one option is to use Microsoft Print to PDF. Go to **File** > **Print** and choose Microsoft Print to PDF. You will then be prompted to save the output as a PDF file.

	Inbox - v-tian.dubelko@politemail.com - Outlook	- 0	\times
) Info	Print		
Open & Export Save As Save as Adobe	Specify how you want the item to be printed and then dick Print. Print Print O Printer O See: REVIEW: Conder. Summer New Set St		^
PDF Save Attachments	Microsoft Print to PDF Ready CONDAX Summer Newsetter		
Print Office Account	Settings Implied 		
Feedback Options			~
Exit	I of 2		\$ ==

If this option is not available to you, here is another way to save as a PDF.

Please note that you should **always** work with the **sent** message from the Sent folder, to utilize the message before the PoliteMail server has processed and referenced the email.

- 1. In the Sent Outlook folder, open the sent email to be saved as a PDF
- 2. Click to place your cursor into the body of the email
- 3. Press **CTRL + A** to select the entire body of the email
- 4. Press **CTRL + C** to copy the body of the email

Note: This may take time if there is a lot of content being copied to the clipboard.

- 5. Open a blank Word Document
- Under the Layout tab, Choose Margins > Custom Margins... set the margins to 0 all around (Click ignore if an error pops up about exceeding the print area)
- 7. Click to place your cursor in the blank Word document
- 8. **CTRL + V** to paste the document with current formatting into the document. If using Office 2016, rightclick and choose Paste Options: Keep Source Formatting (second option) *Note: This may take time if there is a lot of content being copied from the clipboard.*
- 9. Under the Layout tab select Breaks > Continuous
- 10. Save the document as a Word Document (to allow for graphics to be placed in the correct locations).
- 11. **Save** the document as a **PDF**