Saving SLC Email to OneDrive or forward to your Personal Email Account

St. Lawrence College

This manual contains instructions on how to save email from your SLC Account to your OneDrive or Personal Account.

January 2023

Saving email to your OneDrive or S: Drive

Background Information

- All emails will be retained for 24 months only.

- Email that you may wish to save for personal reference **OUTSIDE** of the 24-month retention cycle can be saved and transferred to your OneDrive or your personal email account.

- You can save your files to your OneDrive, your SDrive folder, or your Desktop, so that you can forward the emails to your personal email account, if necessary.

How to save your email messages, folders, and attachments to your Desktop so you can forward them to your Personal Email

If you have many emails to review and save, you may wish to organize them in your email box first and then copy the folders to the appropriate location. Instructions are below:

1. Create sub-folders in your email inbox. You can do this by right-clicking on the "Folders" folder under your Inbox (left side) and then select "New Folder" and name appropriately.

2. As you review email, drag pertinent emails to the appropriate folder.

3. From this folder you will be able to move these emails to the appropriate folder on your Desktop, and then to your OneDrive or personal email account.

Email messages

1. Open the email message
2. On the top left, under File, select "Save As" (defaults to Unicode.msg)
3. Navigate to your Desktop and an appropriate folder to save the email record
4. Update the name of the file to ensure it is properly identified with a meaningful name
5. Click "Save"
6. You will now be able to forward these emails to your personal email account.

Email folders

1. Open the email folder
2. Click anywhere on the list of emails
3. Ctrl "A" to select all of the emails in this folder
4. On the top left, under File, select "Save As"
5. Navigate to your Desktop and an appropriate folder to save the email record
6. This will save all of the highlighted emails in one text file.
7. Update the name of the file to ensure it is properly identified with a meaningful name
8. Click "Save"
9. You will now be able to forward these emails to your personal email account.

Attachments

1. Open the email with the attachment
2. Right click on the attachment file
3. Select "Save As" and select the appropriate folder on your Desktop.
4. Click "Save"
5. You will now be able to forward these emails to your personal email account.

St. Lawrence
College

Save One Email to PDF

1. Open Outlook
2. Highlight the email that you'd like to keep
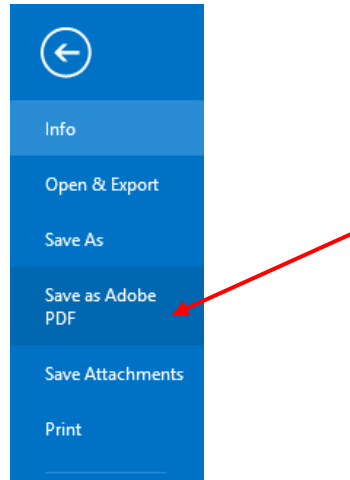3. Click on the File Tab
4. Click on 'Save as Adobe PDF'
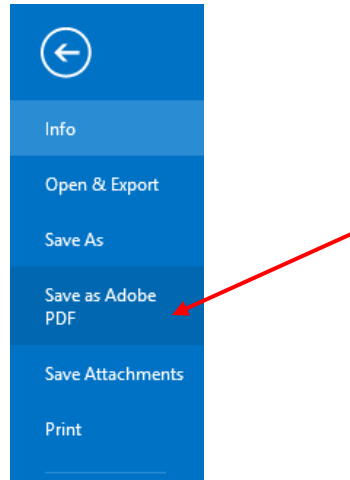
5. Select the appropriate folder on your Desktop.
6. 'File name:' will auto-populate as the original Subject Name of the Email; change if required
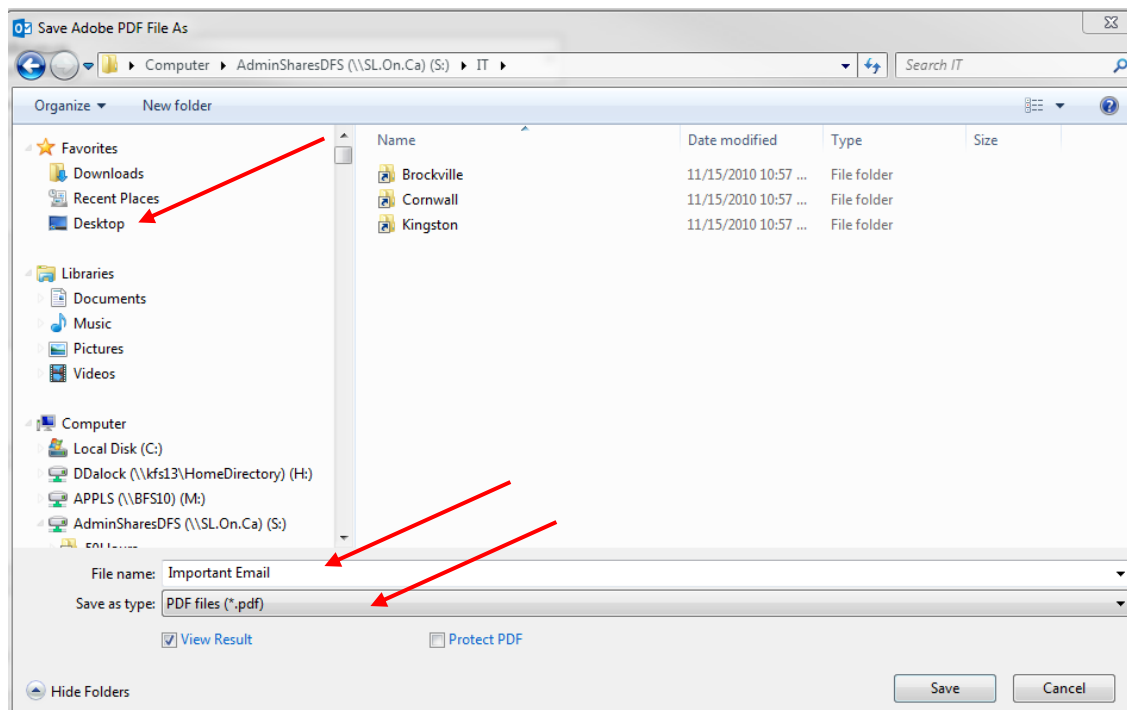7. 'Save as type': Make sure to select 'PDF files (*.pdf)

8. Click on 'Save'
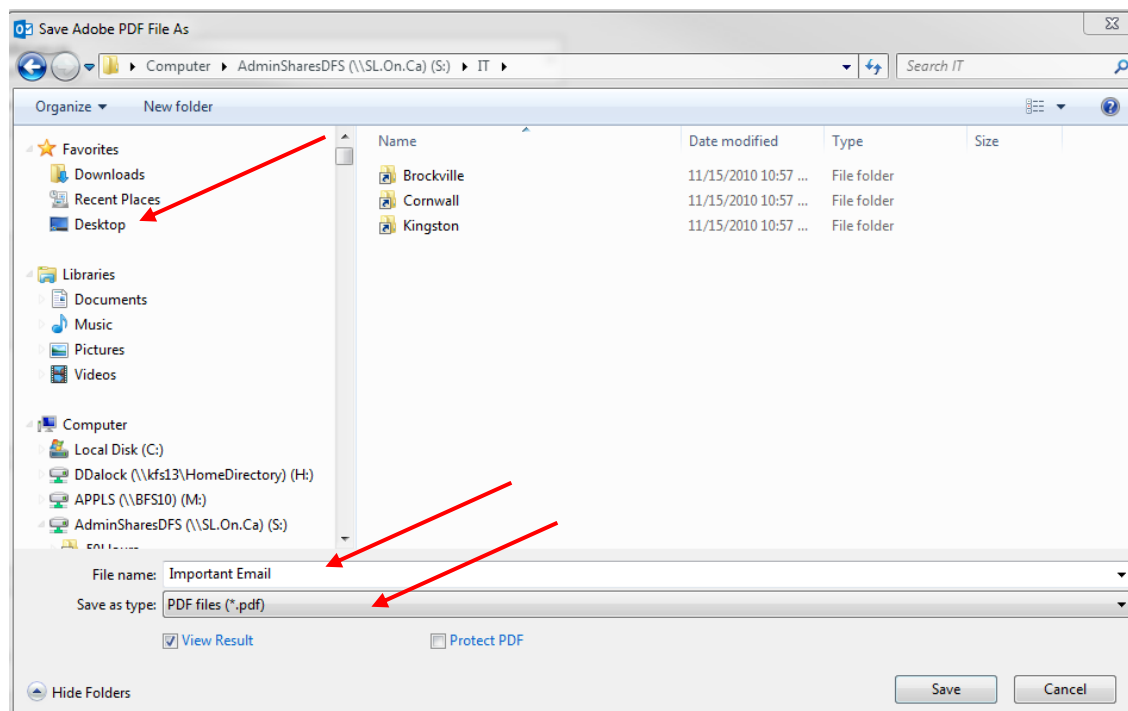
St. Lawrence College

Save Several Emails to PDF

1. Open Outlook
2. Highlight the emails that you'd like to keep by pressing 'ctrl' and selecting each email
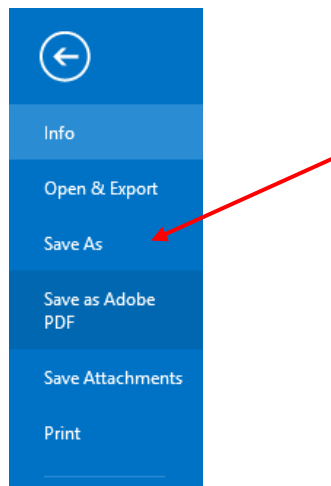3. Click on the File Tab
4. Click on 'Save as Adobe PDF'

Info

Open & Export

Save As

Save as Adobe PDF

Save Attachments

Print

1. File name:' will auto-populate as the original Subject Name of the Email; change if required
2. Select the appropriate folder on your Desktop.
3. Save as type': Make sure to select 'PDF files (*.pdf)
4. Click "Save"
5. You will now be able to forward these emails to your personal email account.

# Saving email to your OneDrive or S: Drive

St. Lawrence College

Save Email to Text Only Format (TXT)

If it is only important to keep the textual information from an email (and not the formatting) you can decrease the size of a saved email, and ultimately save a lot of space by saving your old important emails as text documents.

1. Open Outlook
2. Highlight the emails that you'd like to keep by pressing 'ctrl' and selecting each email
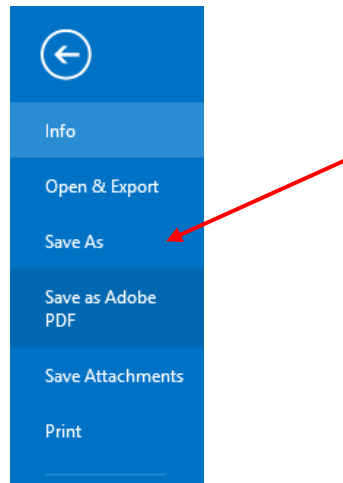3. Click on the File Tab
4. Click on 'Save As'

5. File name:' will auto-populate as the original Subject Name of the Email; change if required
6. Select the appropriate folder on your Desktop.
7. 'Save as type': Make sure to select 'Text Only (*.txt)
8. Click "Save"

St. Lawrence
College
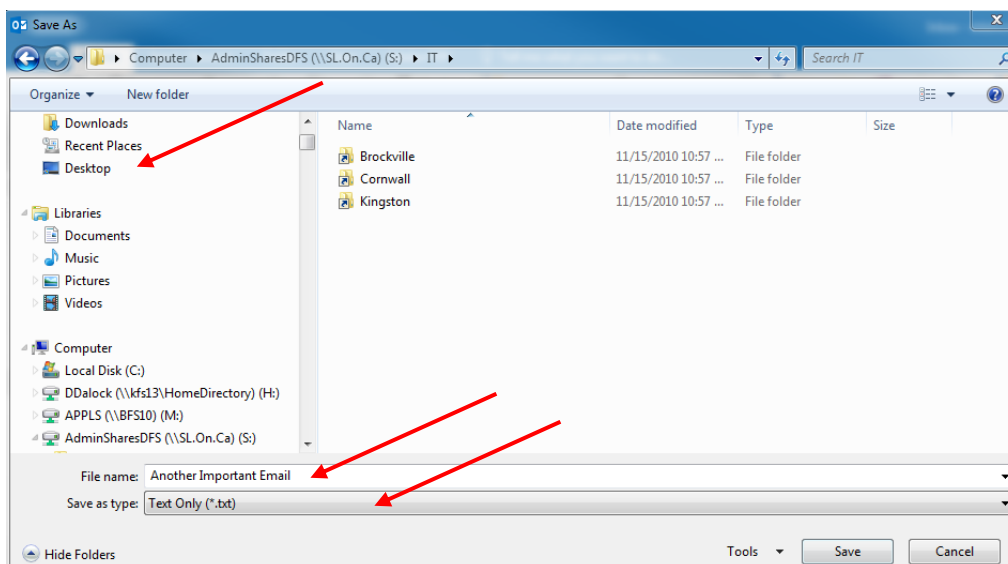
Save Emails with Attachments

If it is important to keep emails with attachments, you can save them by following these steps:

1. Open Outlook
2. Open the email that you'd like to keep
3. Click on the File Tab
4. Click on 'Save As'

Info

Open & Export

Save As

Save as Adobe
PDF

Save Attachments

Print

5. File name:' will auto-populate as the original Subject Name of the Email; change if required
6. Select the appropriate folder on your Desktop.
7. 'Save as type': Will save as a Unicode (*.msg)
8. Click "Save"