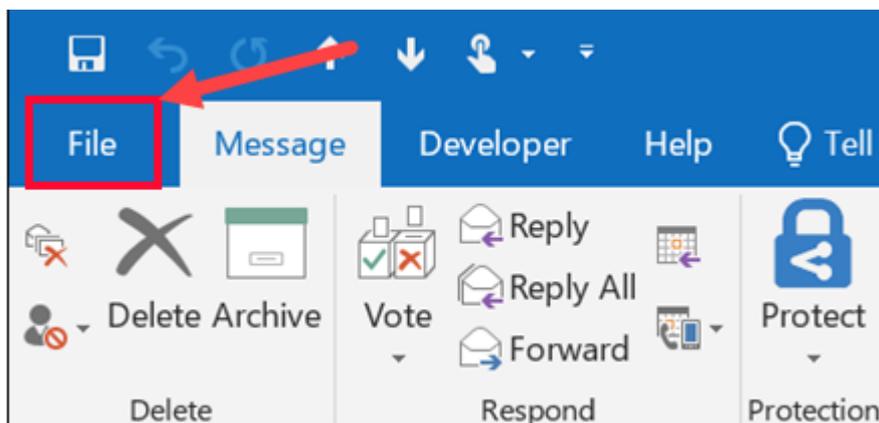
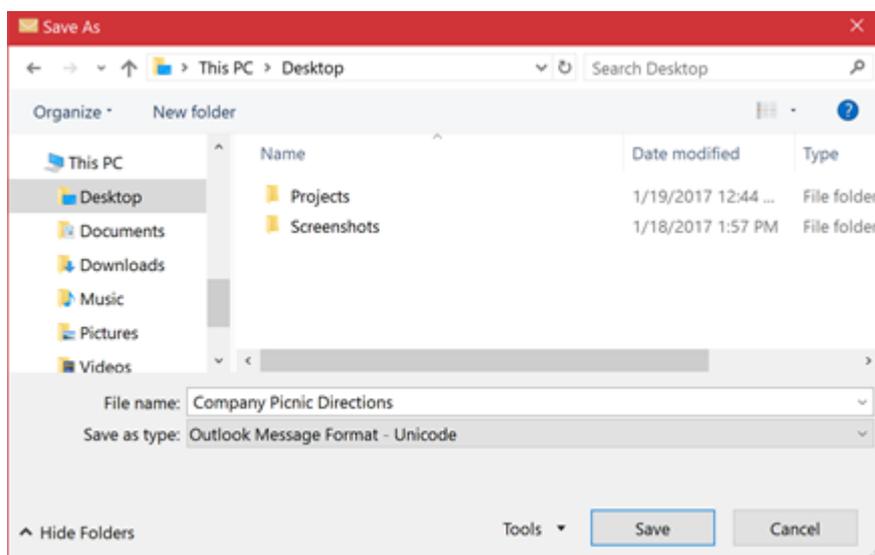


Save a message/email as a file on your computer

1. Double-click to open the message you want to save, and on the File menu, Click Save As



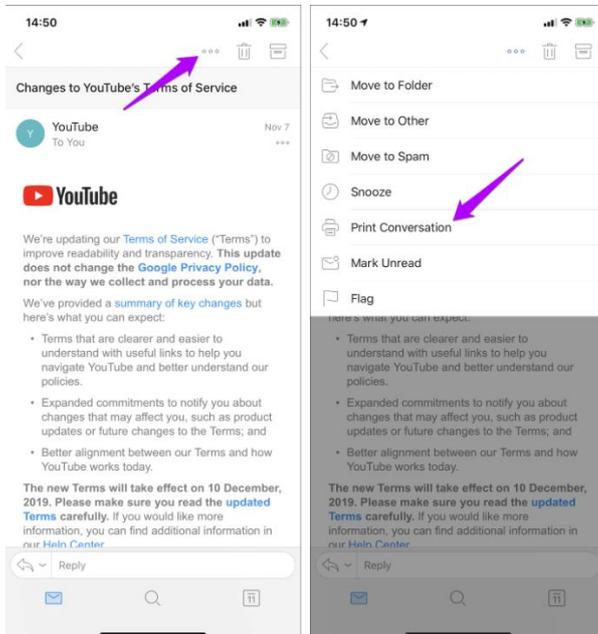
2. In the Save as dialog box, in the Folder pane, choose a folder, and then the location in that selected folder where you want to save the file



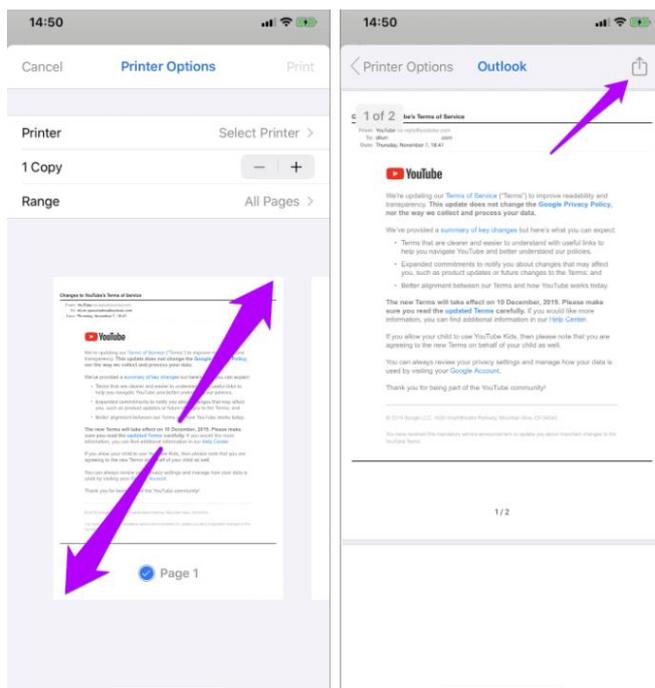
3. In the File name box, type a name for the file
4. In the Save as type list, choose PDF
5. Once your email / message has been saved as a PDF then you can proceed to upload your evidence

Save a message/email as a file on your Outlook Web App / Gmail for iOS

1. Open the Outlook Web App on your phone
2. Open the email message that you want to convert, once loaded tap the three-dot to the upper-right corner of the screen. Click Print Conversation



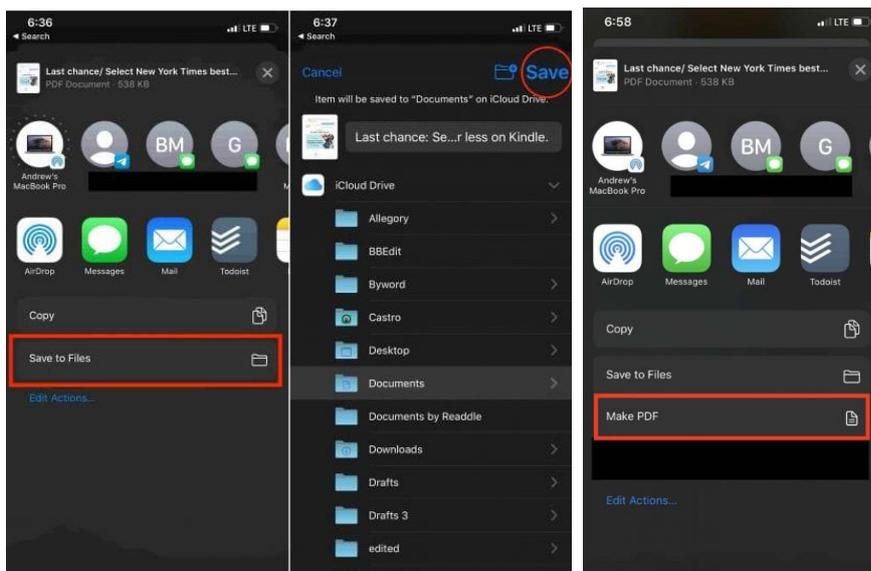
3. Perform a Zoom out gesture over any of the generated thumbnails within the Printer Options screen. That will convert the email to the PDF format immediately



4. Share the PDF with a third-party app or Save to Files option

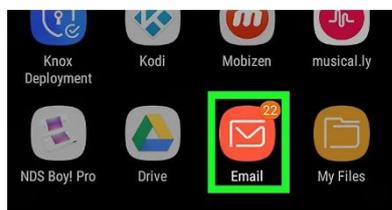
Save a message/email as a file your iphone or ipad

1. Open the Mail app on your iPhone
2. Scroll, select, and open the email you want to save
3. Tap the arrow at the bottom, revealing a new menu
4. From this new menu, tap on Print
5. Pinch with two fingers and zoom in on the Email Message
6. Tap the Share icon in the top right-hand corner
7. Tap on the Save to Files icon in the Share Menu
8. Select Make PDF in the Share Sheet menu
9. Scroll through and select a folder
10. Once selected, tap Save in the top right-hand corner

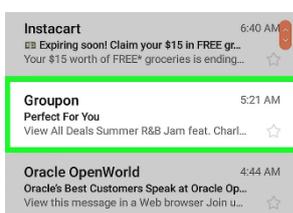


Save a message/email as a file your android device

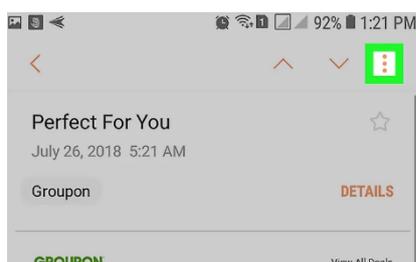
1. Open the Mail app on your Android



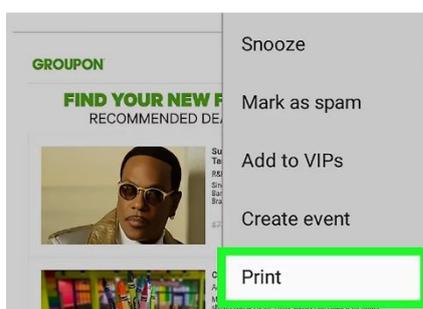
2. Scroll, select, and open the email you want to save



3. Tap the three dots , it's at the top – right corner of the screen



4. Tap Print. Its near the bottom of the menu

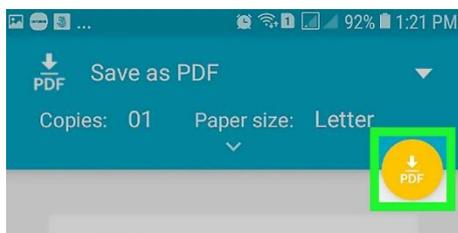


5. Tap the down-arrow next to the printer

6. Tap Save as PDF



7. Tap the PDF icon. Its near the top-right corner of the screen



8. Select a saving location If you do not see a list of folders, tap ≡ at the top-left corner of the screen, select your internal or external storage, and then select a folder.
9. Tap Save. It's at the bottom-right corner of the screen. The message is now saved to the selected folder as a PDF file.