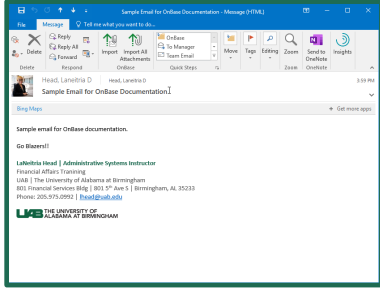
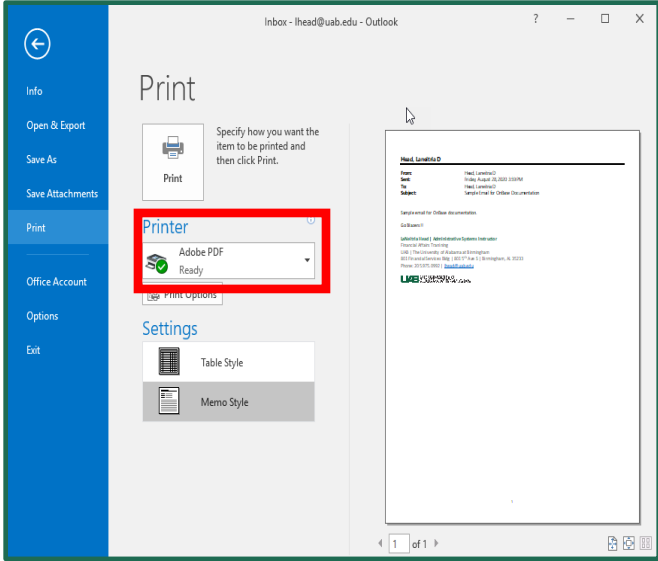


Printing Microsoft Outlook Emails as Adobe PDFs for OnBase

<p>1. Select the desired email.</p>	
<p>2. Click on File > Print. 3. Select Adobe PDF as your printer. 4. Click on Print.</p>	
<p>5. Save the file to your desired destination.</p> <p>The file is now available to be uploaded into OnBase.</p>	