

There are various options to retain Outlook emails and/or attachments longer than the retention policy so that you can still reference the email content and/or attachment from a location other than Outlook. This user guide discusses several ways you can save emails and/or attachments by:

- Using drag and drop to move to OneDrive (fastest method to move multiple emails at one time)
- Exporting to OneDrive
- Saving as PDF files
- Sending to OneNote
- Printing

All Outlook Data Elements will be affected

This 18-month retention of Outlook data will affect all the data elements within the application. In addition to emails and attachments (including emails saved in subfolders), this will affect RSS Feeds, Calendar event history, Tasks and Notes. Re-occurring meetings or tasks will keep their regular cadence, but the data elements will be lost after 18-months. For example, if you are looking to see who attended a meeting from four years ago and what attachments were included, that meeting event will be deleted after 18 months.

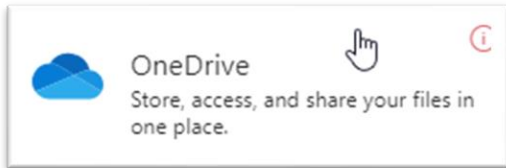
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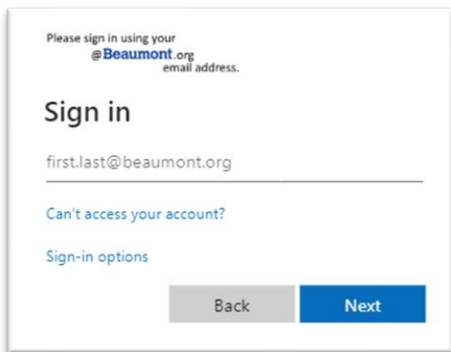
Desktop Outlook App

Copy Emails to OneDrive Online

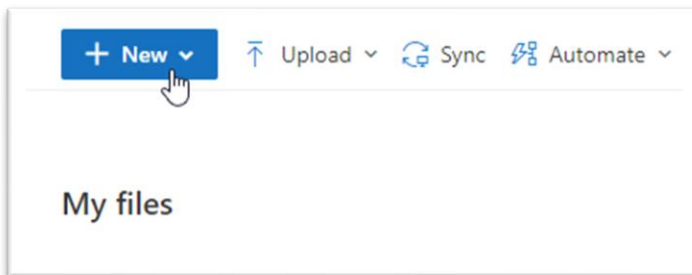
1. Visit <https://www.office.com/apps>.
2. Click on the OneDrive logo.



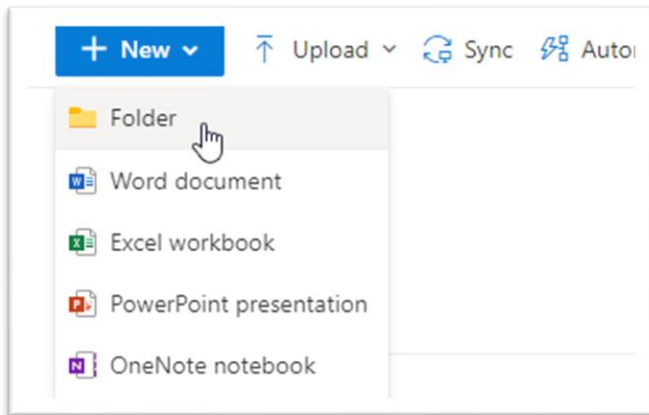
3. Sign in with your Beaumont.org email. All .edu users should sign-in using .org.



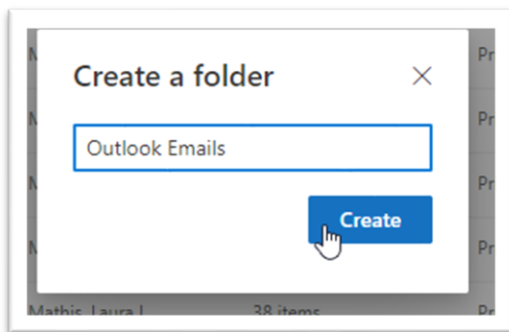
4. Once logged into OneDrive, you will be taken to your Document Library where you can create a new folder by clicking on the blue New button.



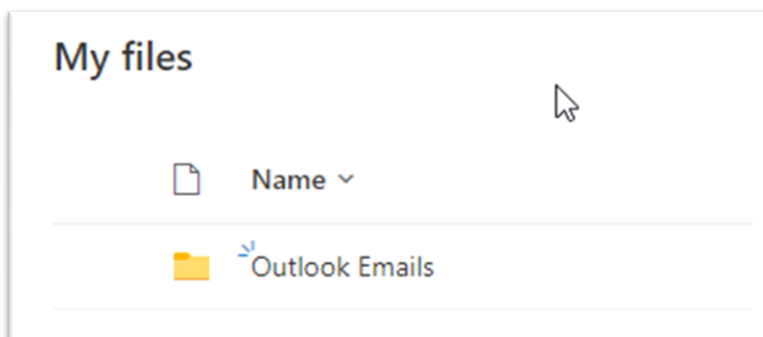
5. Next, click on Folder in the drop-down.



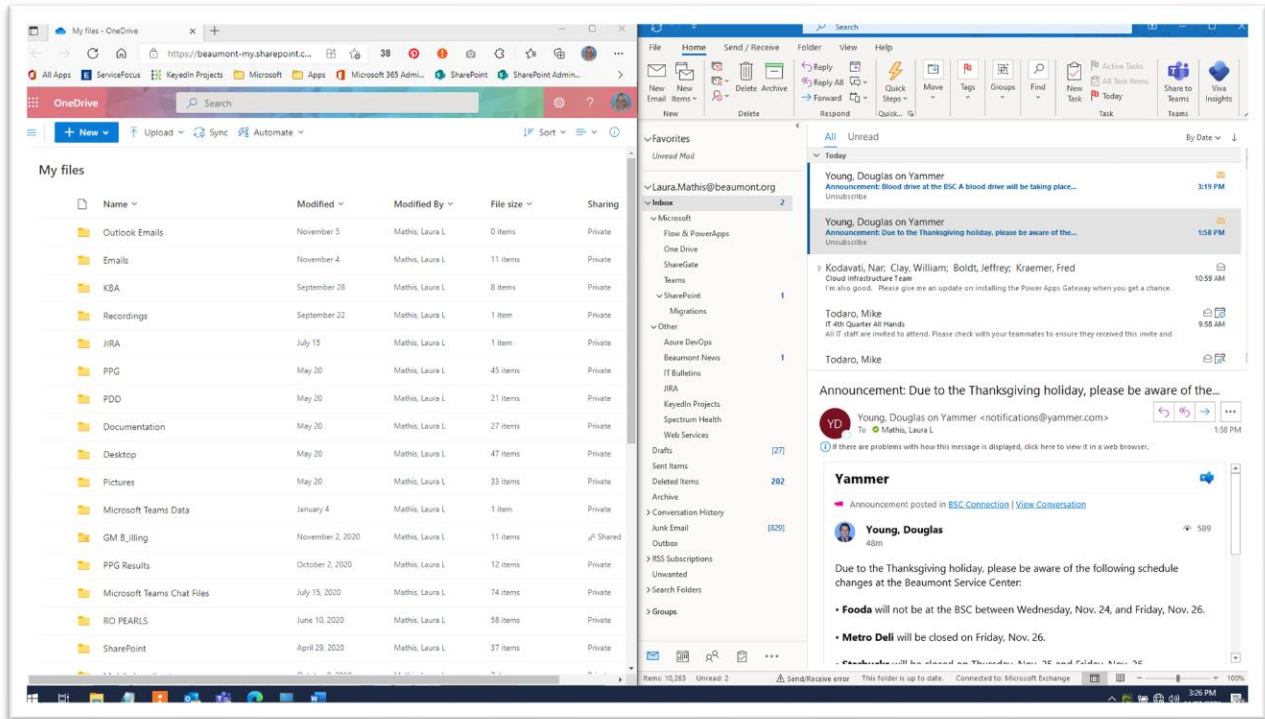
6. Name your folder; example "Outlook Emails."



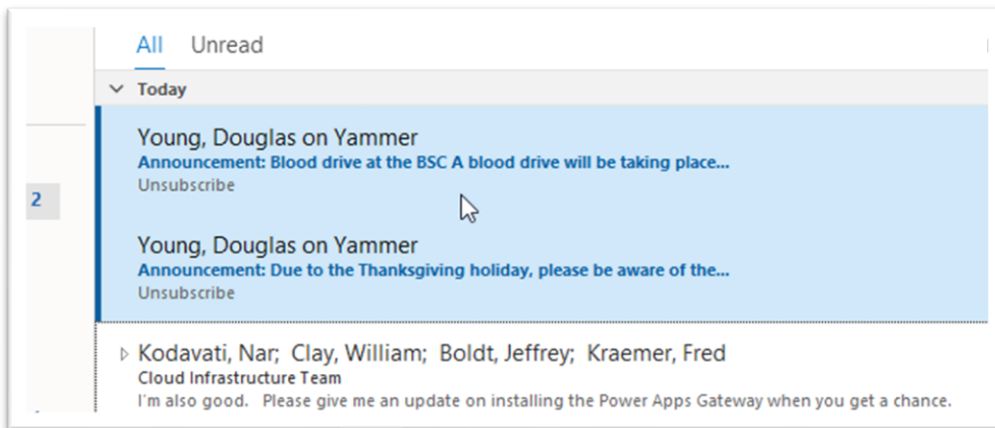
7. Your new folder will show up at the top of your Document Library list. Open the new folder by clicking on it.



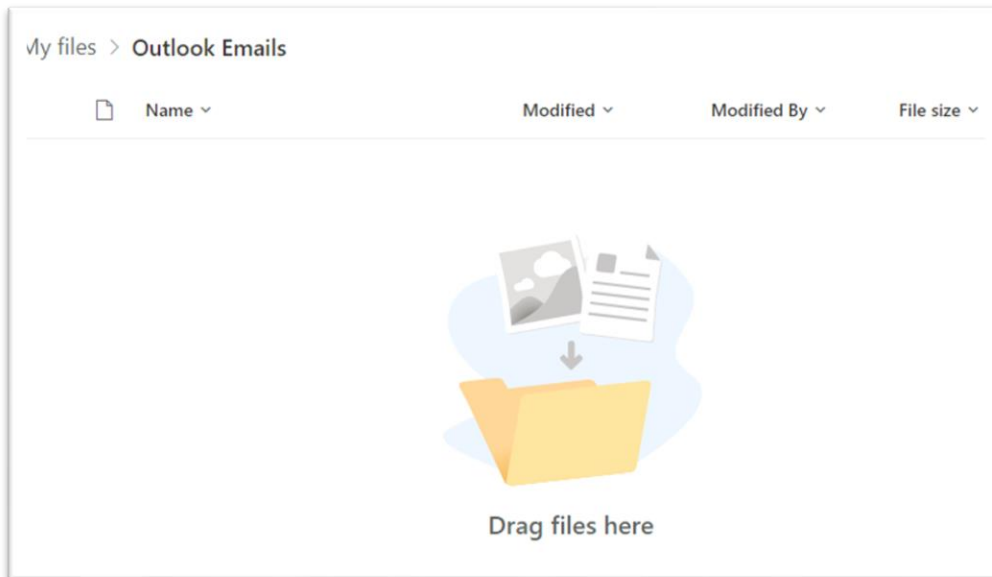
8. To begin uploading emails from Outlook, create a split screen on your computer screen with OneDrive on the left side and Outlook on the right.



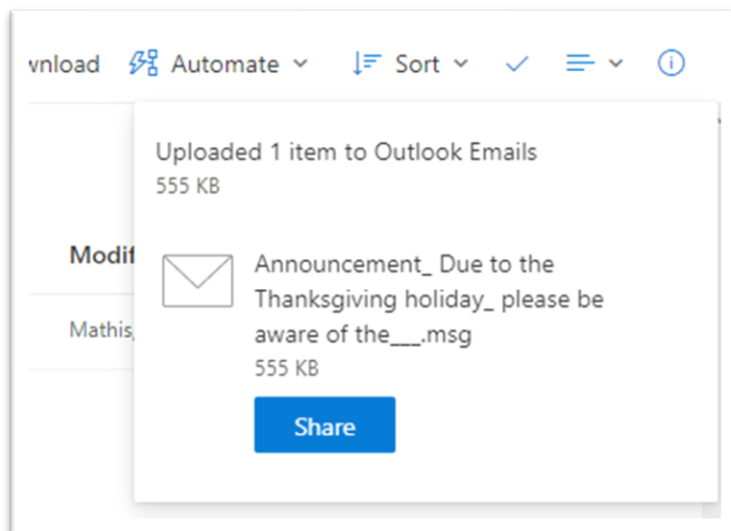
9. Next, go to Outlook and highlight or select the emails/ folder you wish to copy over. ***Note – copying over 100 emails at a time will take longer to upload than copying smaller amounts.**



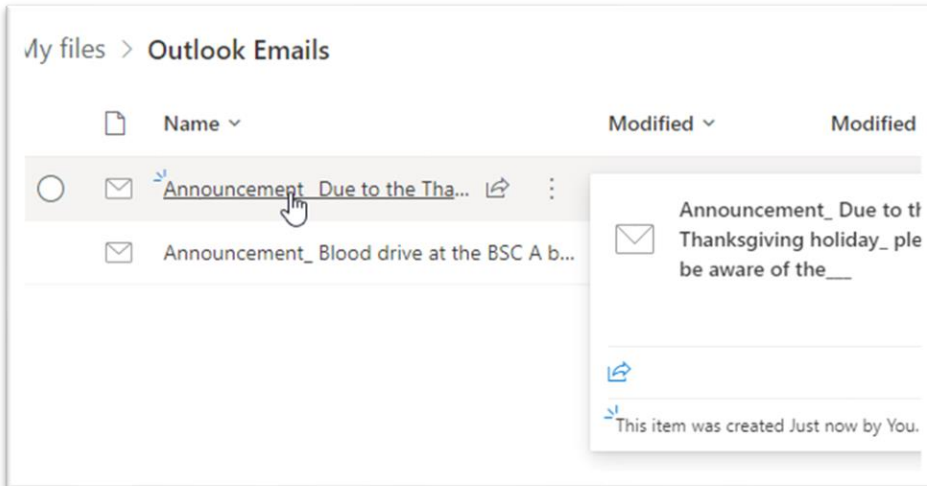
10. Drag the highlighted emails from your Outlook app to your OneDrive where it says, “Drag files here.” Once you have dragged them over, they will begin uploading.



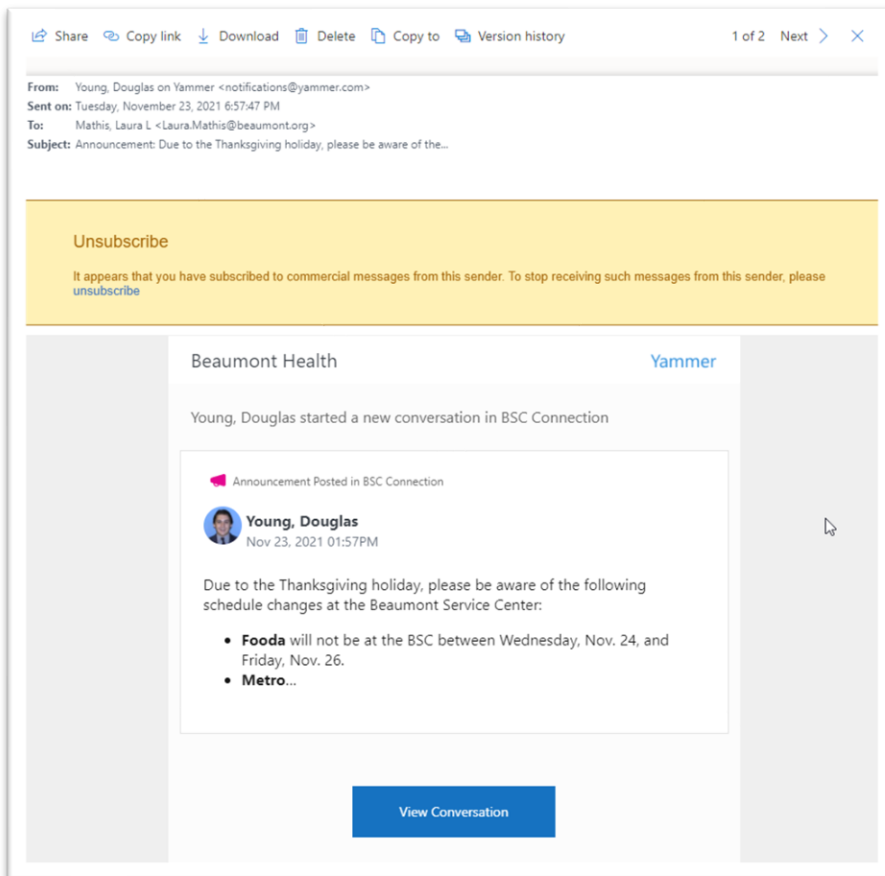
11. A pop-up window will appear when the items have successfully uploaded.



12. To open an uploaded email, open OneDrive, find the folder the email was saved to and click on the email name to open it.



13. The email will open in OneDrive for you to view. Links embedded in the email will still work. The email can be downloaded, shared and version history can also be found.

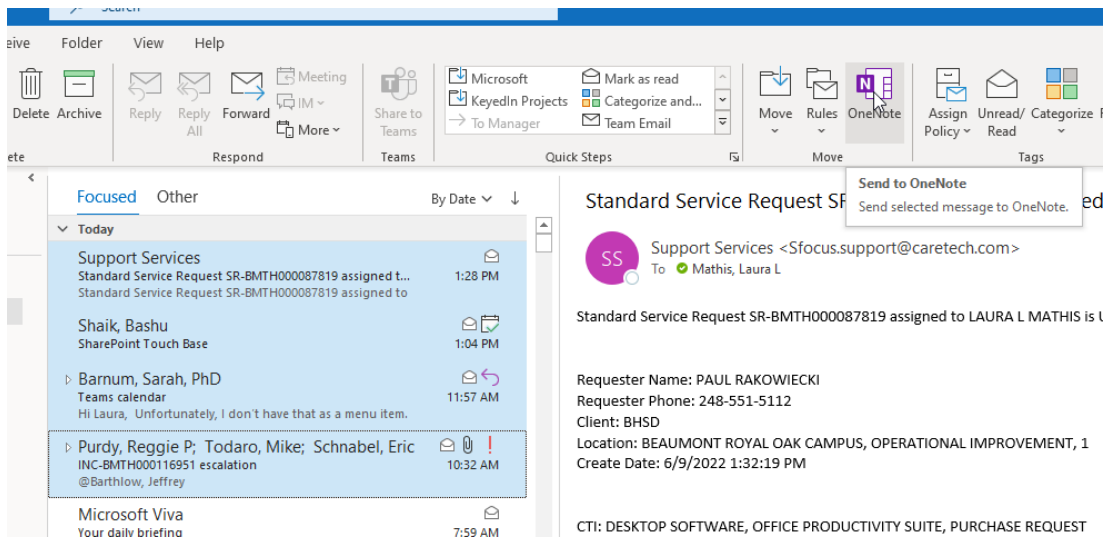


Save as PDF file

1. Open the message you want to save.
2. Select File, then Print.
3. Choose the printer option: Microsoft Print to PDF.
4. Select Print.
5. In the Save As box, choose a folder for your PDF file, enter a file name and click Save.

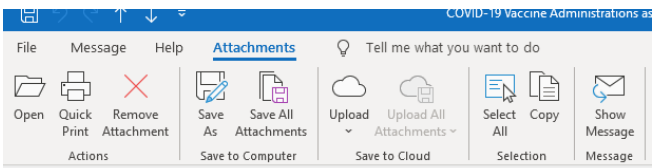
Send to OneNote

1. Open the message you want to save.
2. Choose OneNote (located on the email Task bar).
3. Select the notebook and section to move the email.



Saving Attachments within emails

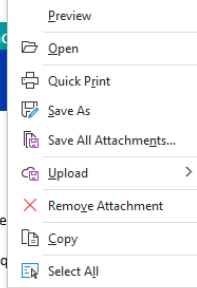
1. Open the email containing the attachment.
2. Click the drop-down arrow next to the attached file and choose Save As and choose Documents.
3. Navigate to the appropriate location and choose Save.
4. From the Attachment Tools ribbon, you also have the option to Save As or Upload to the Cloud.



COVID-19 Vaccine Administrations as of 10/05/2021

Business Intelligence Team
To: DL-Covid Daily Trends

COVID-19 Vaccine Administrations.pdf
64 KB



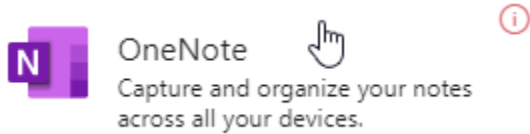
Overview

Attached, please see Administrations through 10/05/2021
If you have any questions, please reply to this email.

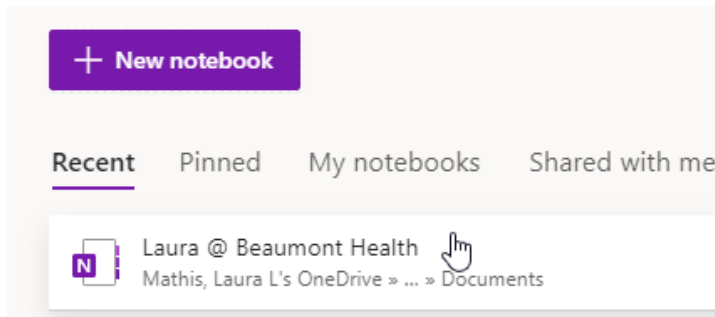
Outlook Web Mail

Send to OneNote Online

1. Visit <https://www.office.com/apps> and click on the OneNote Logo.



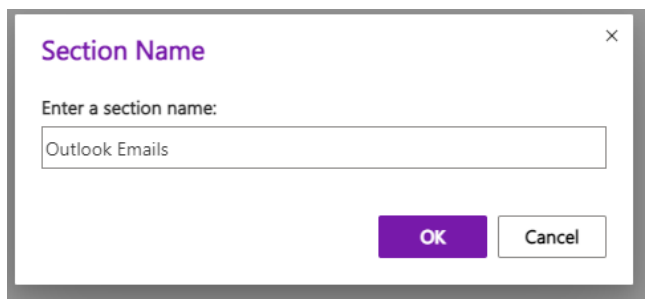
2. Sign in with your Beaumont.org email if prompted. All .edu users should sign-in using .org.
3. Once logged into OneNote, you will be taken to your Notebook Library where you can select which Notebook to save emails to.



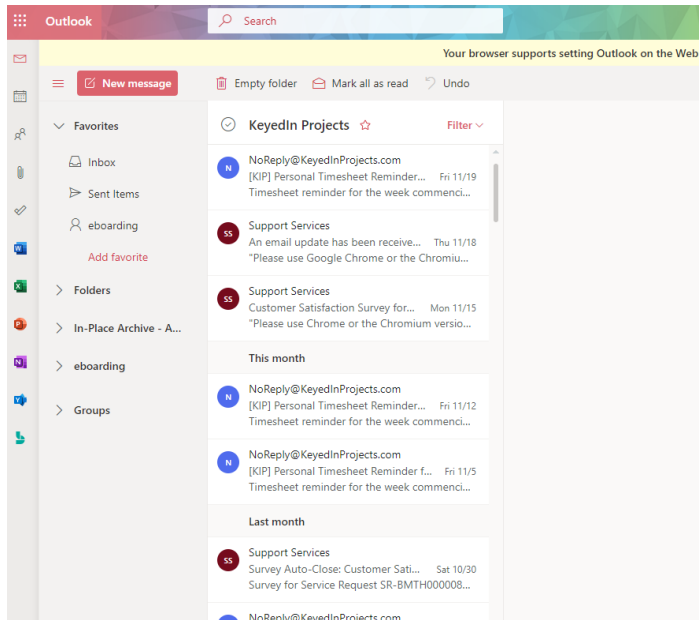
4. Next, create a new Section in that Notebook by clicking on Add section in the bottom left-hand corner.



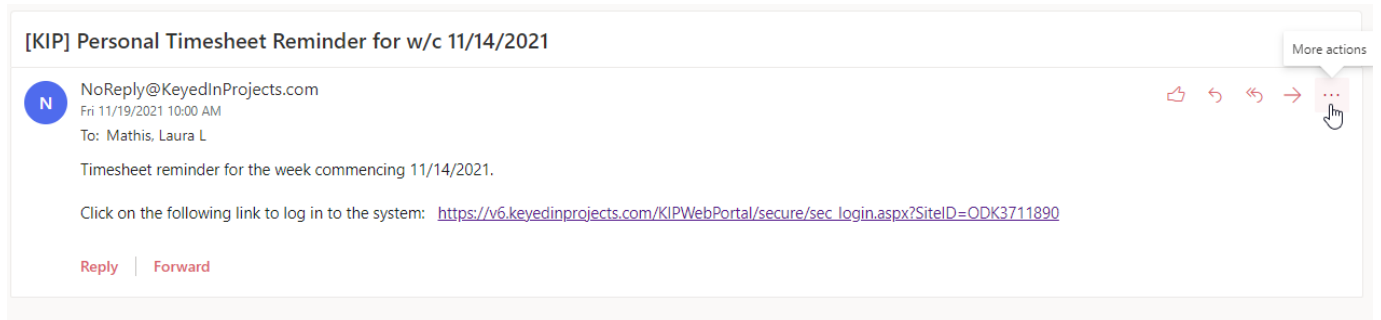
5. Name your new section Outlook Emails.



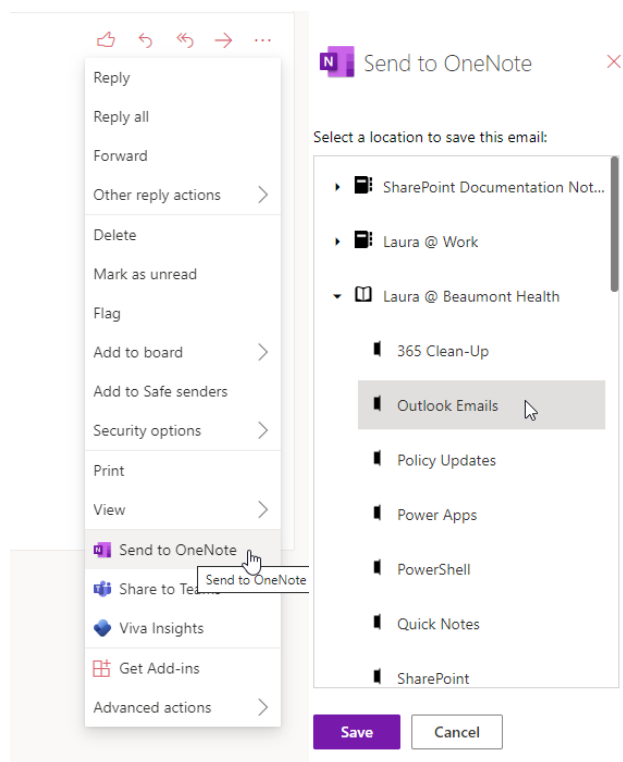
6. Next, open Outlook in your web browser (Edge or Chrome).



7. Select the email you wish to copy over. ***Note – you can only save one email at a time to OneNote**
8. Click on the three dots for more options.



9. Find Send to OneNote about $\frac{3}{4}$ the way down the list and click on it.
10. Click the arrow to expand the Notebook and select Outlook Emails from the list and click the purple Save button at the bottom.



11. To view the email again, reopen the OneNote Notebook, then click on the name of the email under the Outlook Emails section.

Save as PDF file

1. Open Outlook in your web browser (Edge or Chrome).
2. Open the message you want to save.
3. Select the three dots (...) and click Print.
4. From the printer options, choose Microsoft Print to PDF.
5. Choose Print.
6. In the Save Print Output As box, choose a folder for your PDF, enter a file name and click Save.

Print an email

1. Open Outlook in your web browser (Edge or Chrome).
2. Open the message you want to save.
3. Select the three dots (...) and choose Print.
4. Click the Print button.
5. The message will print to your default printer.

Saving Attachments within emails

1. Open Outlook in your web browser (Edge or Chrome).
2. Open the email containing the attachment.
3. Click the down arrow next to the attachment and choose Download.
4. Click the Save button.
5. In addition to Download, you also have the option to choose Save to OneDrive.

Share to Teams (NOT RECOMMENDED)

The Share to Teams option from within Outlook is not recommend as the 18-month retention policy applies to all emails, even those shared to a Team or Teams channel.

Saving Notes, Tasks, and Calendar Events

You can save Outlook Notes, Tasks, and Calendar Events, including attachments, in long-term storage with the options listed above.

Searching for email messages to retain

There is a great searching capability in Outlook that you can use to search for emails when you want to retain them. In addition to the Search Current Mailbox option, you can also perform an advanced search and search folders. See the following resources to learn more: [Outlook on the Desktop](#), [Outlook on the Web](#).