



MS Outlook  
**EMAIL SAVED  
AS TEXT FILE**

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Saving an email as a text (\*.txt) file has two advantages:

- ❶ It's easier to share with people who don't use that same program.
- ❷ The text is ready to be

1. Select File ➔ Save As.
2. Select \*.txt as the format.
3. Type a name. (I used 2011-09-11\_0142 DNA Test Match.txt)
4. Pick the folder into which to save it. (I used 'Hildreth SPT Documents'.)
5. Left-click on Save.

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