MS Outlook
EMAIL SAVED
AS TEXT FILE
© Darry D Eggleston[1]

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.