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Add the email addresses of 2 of your friends to a contact list. Check that these contact details work by sending them a test email. Reply to messages from your friends letting them know that their details are correct. Compose a new message and enter the email address, subject line and the body of the email.

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One-time PDF Format setup. If you just installed MessageSave and the messages are saved in MSG format, rather than PDF, please follow these steps. They only need to be performed once. The setting will be remembered for the future.

Save Outlook email messages in PDF format. Individually or

Save Outlook E-mails as PDF. Launch Outlook and then click Adobe Acrobat on the toolbar. On the submenu, you can see four tabs: Selected Messages, Selected Folders, Change Conversion Settings and Setup Automatic Archival. From here you have two ways to convert Outlook emails to PDF files.

How to Convert Outlook Email to PDF with Adobe Acrobat

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