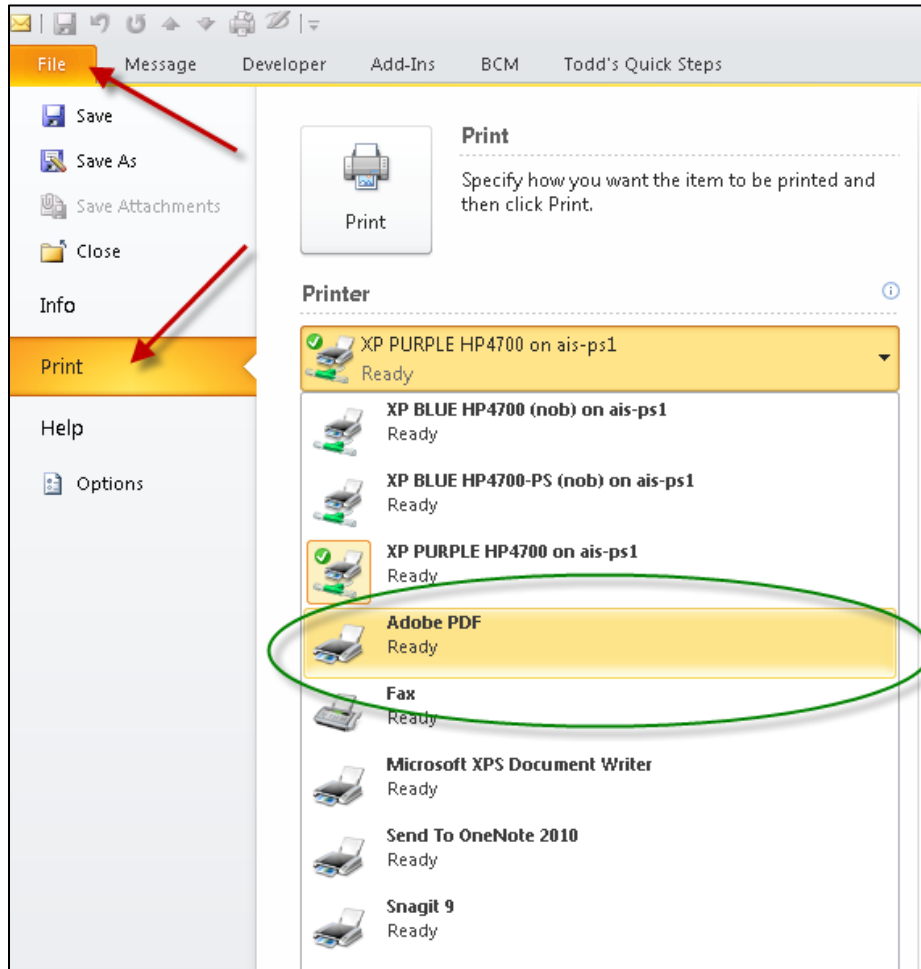


## How to Create PDF Files from MS Outlook 2010 (PC) Messages

1. From the **Outlook** file menu, select “**Print.**”
2. In the new window that appears, select Adobe PDF as the Printer.



3. Click on **Print** button.
4. On “**Save PDF File As**” screen, give file a name and click on **Save** button.