

Part 3: GroupWise - How to Save Your E-mails

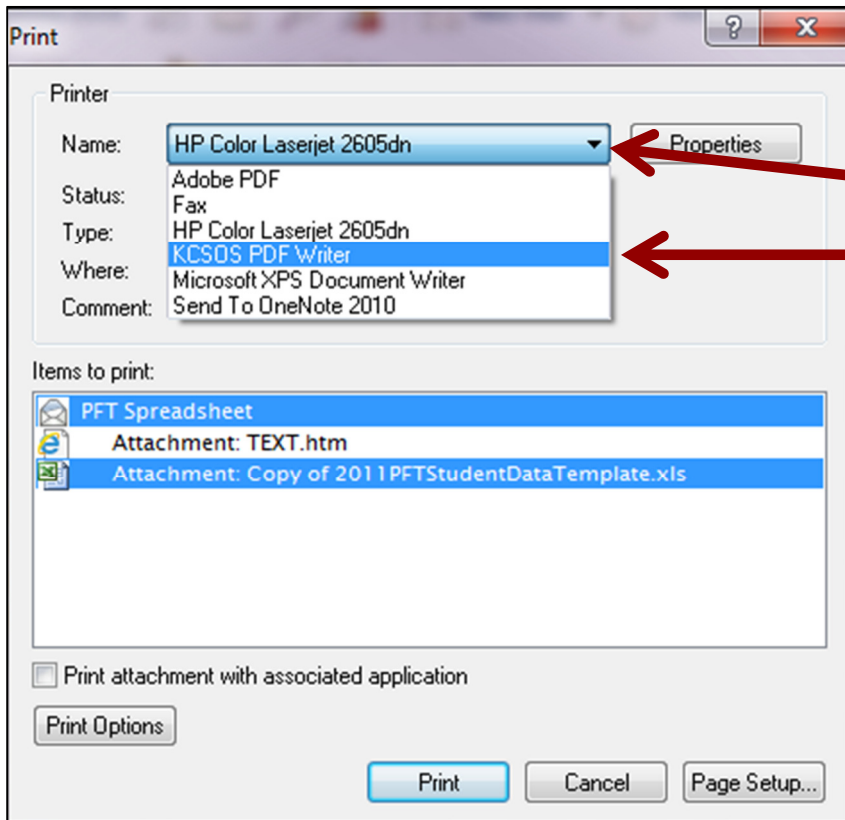
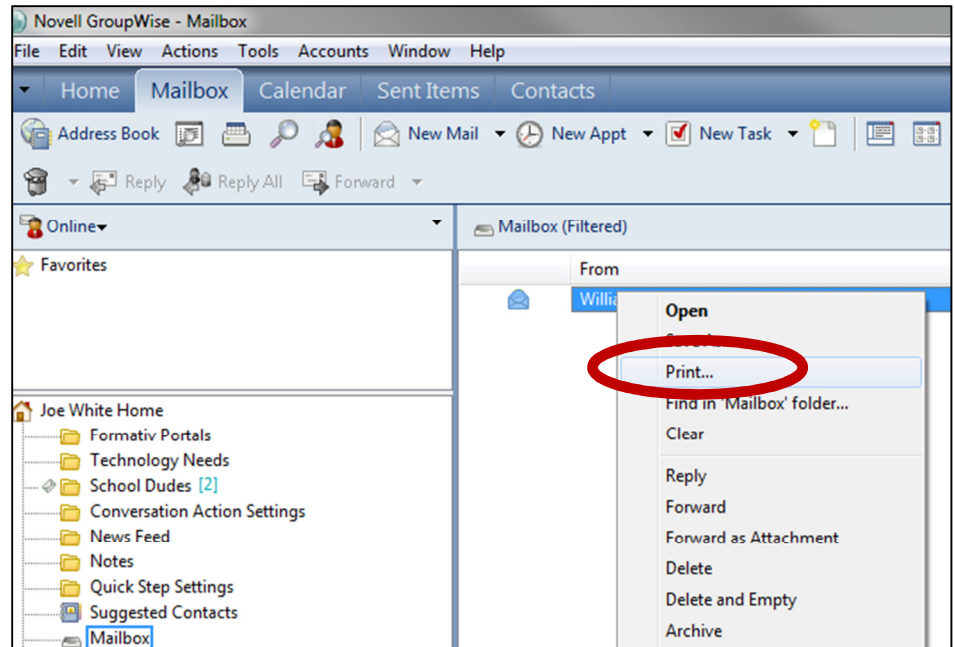
Note: Before beginning these instructions, make sure you have **first** completed the instructions below:

“Part 1: Saving Emails to .PDF files – Configuring GroupWise First”

“Part 2: KCSOS PDF Writer – Configuration Instructions”

Open your GroupWise email

Right-click on the email you want to save and select **Print**



The “Print” window will open

Next to ‘Name:’, click on the drop-down arrow

Click on “KCSOS PDF Writer”

Note: If you want to also save the attachment, on your keyboard, hold down the **Ctrl** button and click the attachment.

Click **Print**