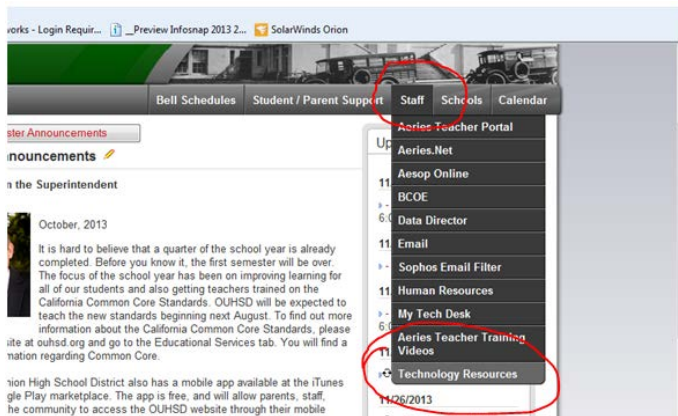


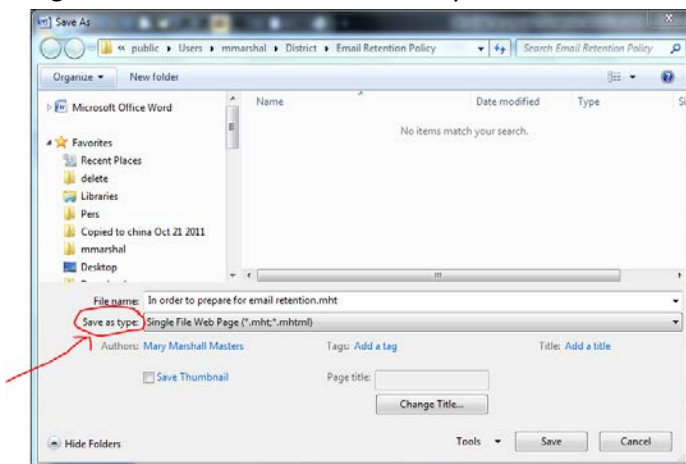
## Preparing for the new email retention policies

### Acceptable ways to save email beyond the 18 month retention window:

- 1) Convert it to a PDF using Adobe Acrobat Pro - for more instructions visit the Technology Resources page of the district website found under the Staff menu:



- 2) Print it
  - a. On paper
  - b. To a 'virtual' printer –
    - i. Open the email – click on File>Print – look for one of the following on the dropdown list of printers:
      1. Pdf
      2. Document Image Writer
      3. XPS Document Writer
    - ii. After you select a “printer” and click OK – the “save as” box comes up. This is where you name the file and navigate to the folder location where you want to save this virtual print.
- 3) Save As
  - a. Open the email – Click on File > Save As. In the Save As box that comes up, you will give the file a name, navigate to the folder location where you want to save it AND you will pick a TYPE of file to save it as --



- b. The choices in the “Save as type” drop down box will vary depending on your computer setup but should include the following as options:
    - I. Single File Web Page (.MHT ) better than html because it is a 'single file' option
    - II. Text Only – not 'pretty'
- Do not Use Outlook's Archive feature (it doesn't matter where the archive file is kept, at school, home or in between on portable media -- it is not an acceptable method of keeping email after 1 year)
  - Do not Drag and drop the email into a file folder, or save as a .msg (message) file