

GroupWise 18 – Saving E-mail using WebAccess

If you would like to save emails for future reference, while accessing WebAccess*, you will need to save them as a PDF, locally in a default location on the C drive (C:\Install) or on a portable USB (flash drive).

*A more efficient way to save your emails is to use the GroupWise Client.

If you are not sure where to save on the C drive or wish to use the GroupWise Client instead of accessing email through WebAccess, please call the Help Desk at (800) 448-7980.

Note: Only work-related e-mails should be saved.

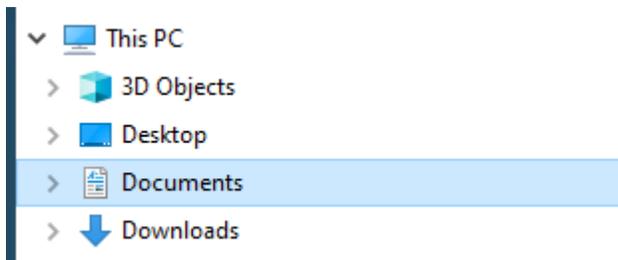
Saving E-mail as a PDF using WebAccess

To save an e-mail to the C:/Install folder:

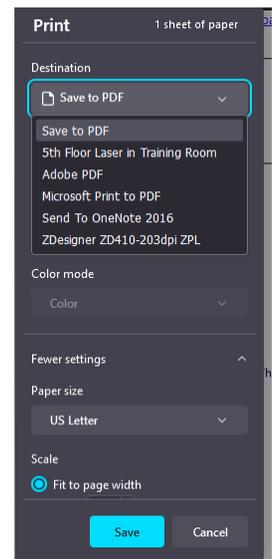
1. Locate, select, then open the e-mail.
2. Once the email has been opened, click on the Print View button.



3. In the Print View, click on the link, Print this page. [Print this page](#)
4. In the Print window, click the down arrow in the Destination drop down box. Click Save to PDF, then click the Save button.
5. Save PDF to the **Documents** folder.



6. Next, click the **Save** button.



Note 2: Please be responsible when saving e-mails. Not every e-mail needs to be saved to the G drive. If the e-mail contains key information then it really should exist in a more formal document than an e-mail.