

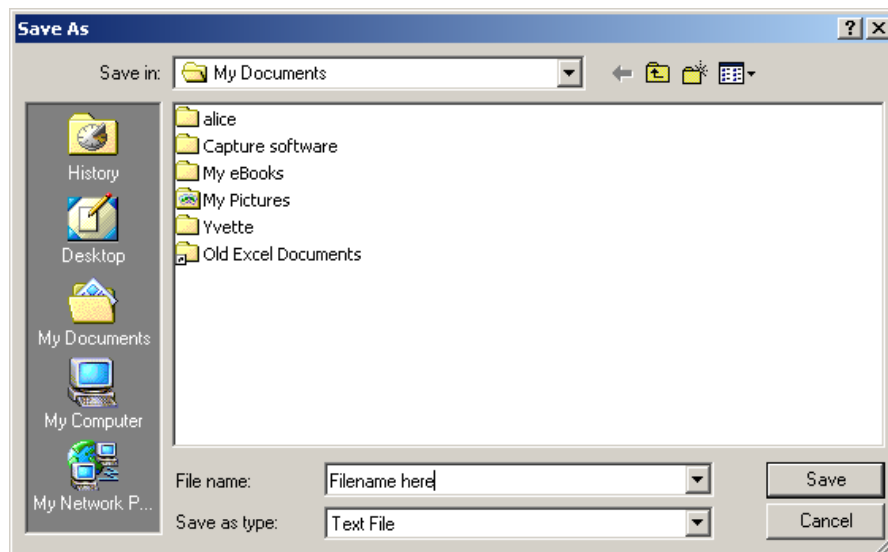
Saving an Email Message from Webmail to Your Computer

To help manage your email account, and keep your mailbox from going over quota, you can save email messages to your computer. For each message that you would like to save out of webmail, follow the steps below. (You cannot save multiple messages at once.)

1. Log in to your webmail account.
2. Open the message you would like to save to your computer.
3. Scroll down to the bottom of the message and click once on the **printer icon** located on the right.



4. Select the **File** menu option and choose **Save Page As**.
5. In the **Save in** area, select the location where you would like to save the file.



6. In the **File name** area, enter a meaningful file name.
7. For the **Save File as Type** area, select **Text File**.
8. Click once on the **Save** button.
9. If the message has a file attachment, you must save the attachment out separately.
10. You may now delete this message from your webmail account.
11. Repeat the above steps for each message that you would like to save.