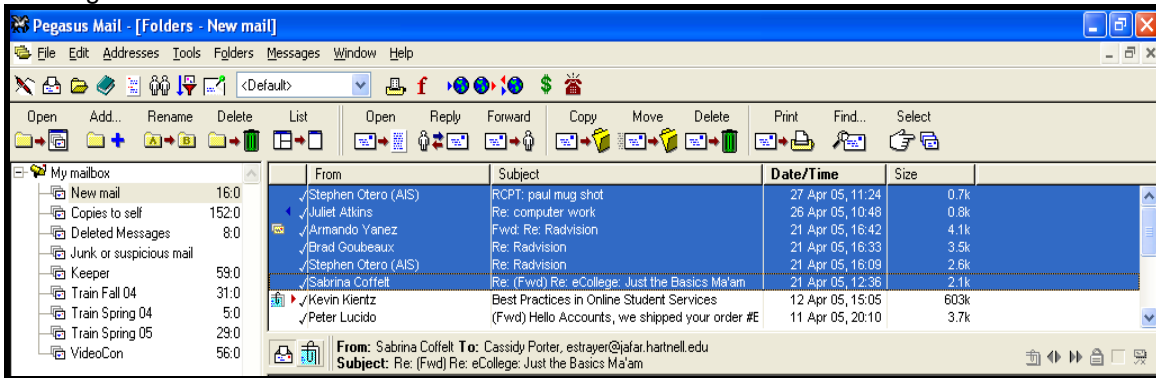


# How to Archiving Pegasus Email

## Step 1

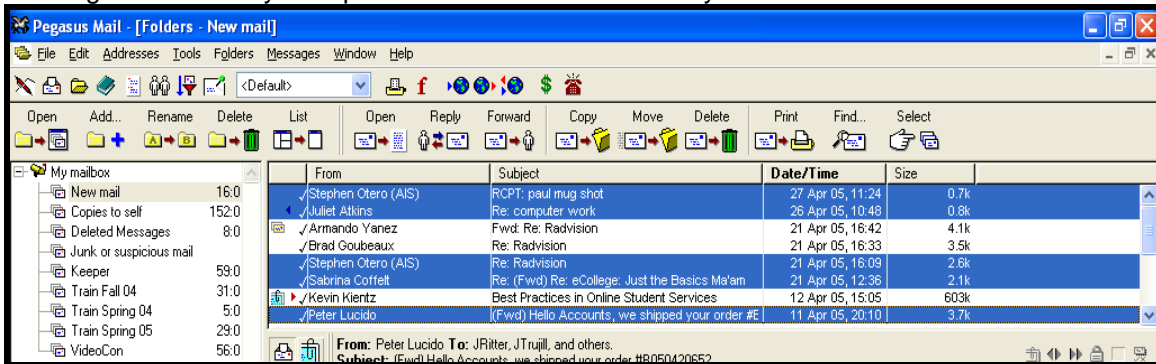
Select the emails you wish to choose.

\*holding shift will select all the emails in a row



## NOTE

\*holding ctrl will allow you to pick and choose which emails you would like



## NOTE

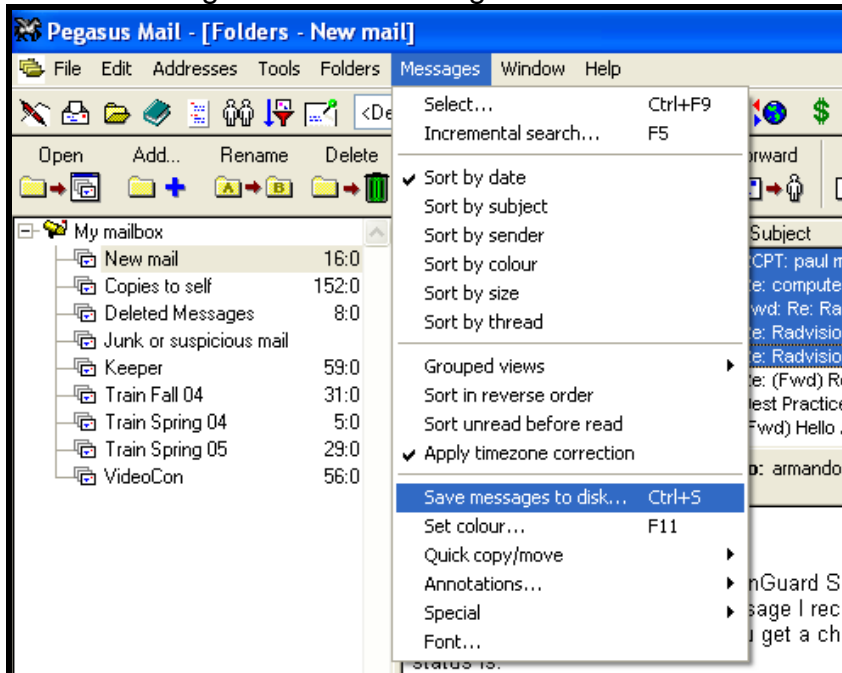
\*work within each folder at a time, if you chose just the folder, all the emails will be saved as one long document

# How to Archiving Pegasus Email

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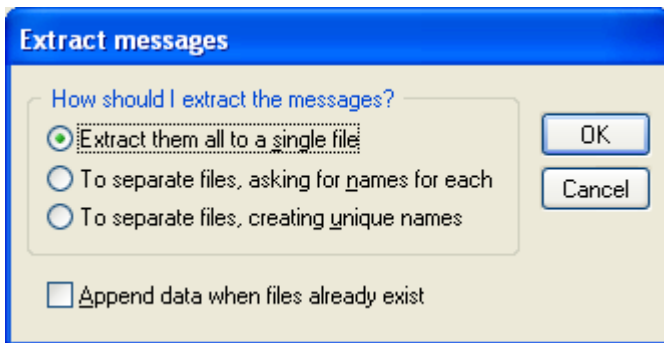
## Step 2

Chose Messages & Save messages to disk



## Step 3

Chose the option you would like.



- One long file containing all the emails
- Individually name each email
- All emails with the same name + ext (emails001, emails002, emails003)

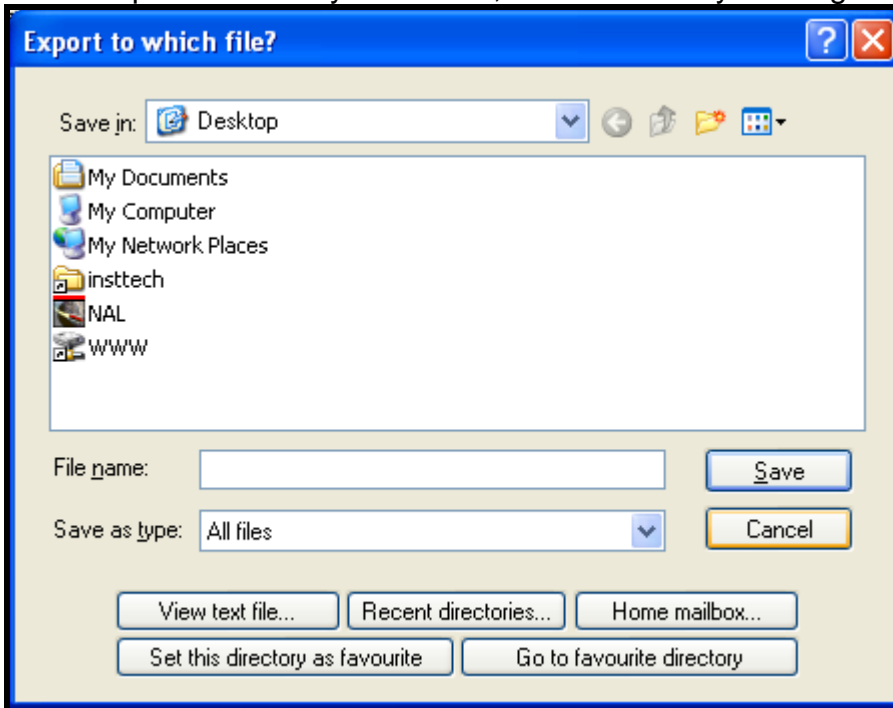
### NOTE

\*you will not get to see each email before you save it, so if you chose to name each individually, you will have to remember the order in which you selected them, in order to be specific

# How to Archiving Pegasus Email

## Step 4

Chose a place to save your emails, and the name you will give them



To View these emails, open Notepad and then open the file that you saved.

To open Notepad: Click Start>Select All Programs>Select Accessories>Select

