

# Turn All Emails and Attachments in an Outlook Folder into one PDF File

Note: This method is not for everyone and only needed in specific situations. There are software apps that can perform this task (mostly) very easily, but that involves buying software that you would seldom use. The following method utilizes only Windows, Outlook, Microsoft Print to PDF, and Word.

Situation: You have numerous emails about a project, such as a planned trip with emails from different people with separate itineraries, contact information, instructions, etc. that you will need to refer to. You have a smart phone and can access those emails from your mail server; however, many of the places where you will be when you need to access those emails don't have service to connect to your mail server. On an iPhone you can save an email as a PDF and you can save an attachment as a PDF or photo file, but all the emails have to be saved one at a time, separately and the attachments are saved separately resulting in many PDF files with the task of figuring out which attachment goes with which email. Having all those emails with their attachments in a single PDF that you uploaded to your phone allow easy access to the information in those emails and attachments even when there is no service.

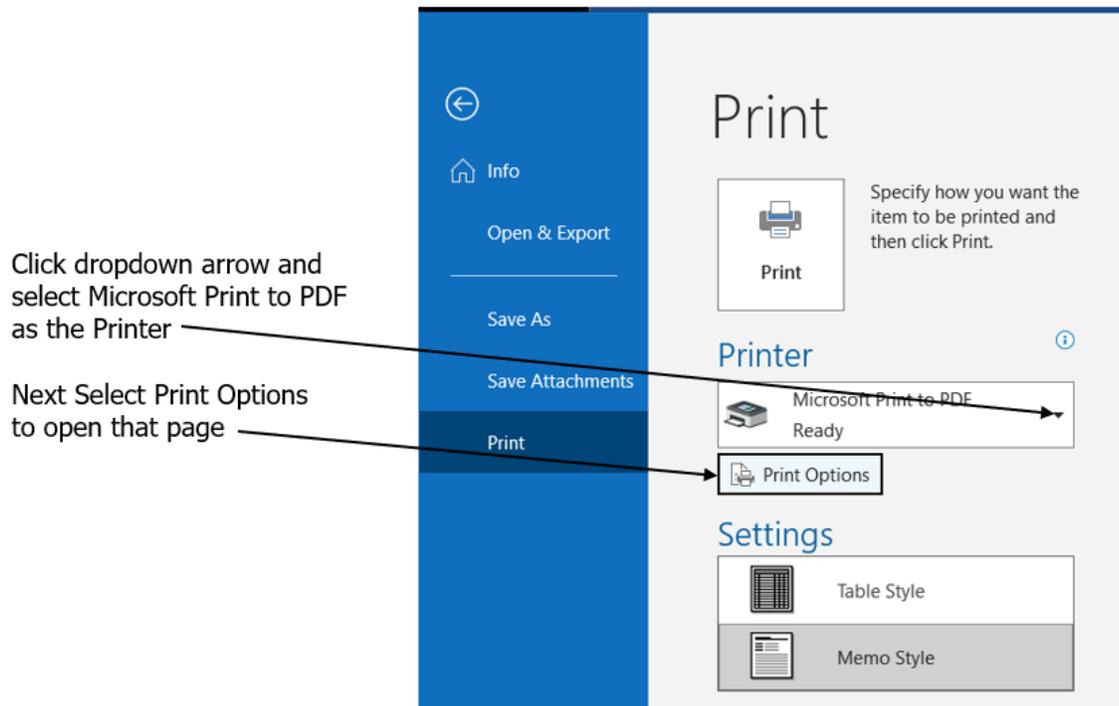
This was performed on a fully updated Windows 10 Home with Outlook and Word from Office 2019 click to run installed software.

## Step 1: *Group the Emails Together*

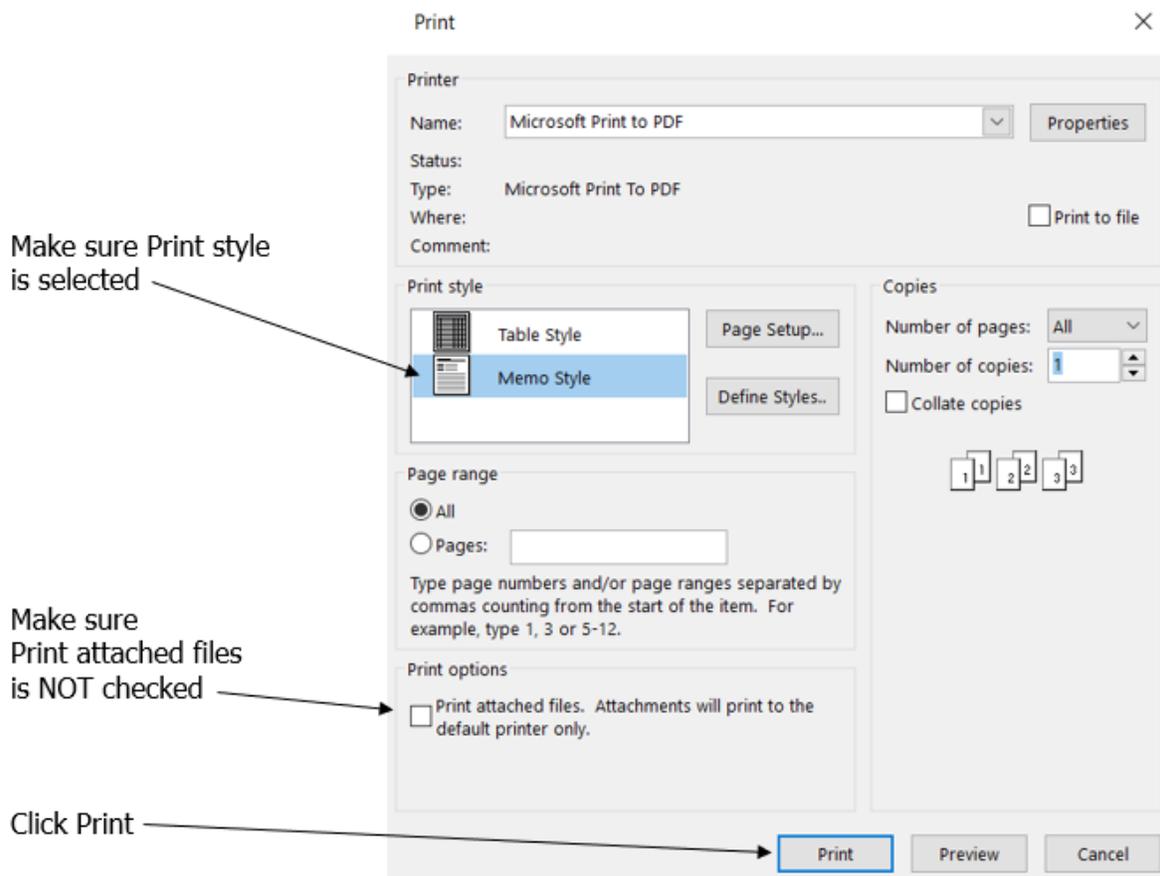
Place all the emails for this project in a separate folder in Outlook that contains only these emails.

## Step 2: *Print the Emails to a Single PDF File*

- In the left pane in Outlook select the folder that has all the emails so those emails display in the right upper pane.
- By default the emails will be displayed in reverse chronological order (most recent listed first and oldest listed last). This display order will be the order of the emails in the PDF. If you wish to have the emails in chronological order (oldest to most recent) click the Received column header to change the chronological order the emails are displayed.
- Once you have the order of the emails as you like, place the pointer among the displayed emails and click to activate that pane. Press Ctrl + A keys at the same time to select and highlight all the emails in that folder.
- With all the emails highlighted select File > Print to bring up the Print screen as shown below. Do not use the right click Quick Print function which will print all those emails on your printer. In the box under Printer, click the dropdown arrow and select Microsoft Print to PDF as the printer. Next select the Print Options button to open that page of settings.



- In the Print Options page make sure that Memo Style is selected under Print Style as shown below and make sure that Print attached files is NOT checked.



- Click the Print button which will open a save window for you to select where you want to save the PDF file and what to name this file.

### Step 3: Save Attachments as PDF Files

- With the emails displayed, select an email with an attachment so it displays in the reading pane below.
- If the attachment is already a pdf file, click the dropdown arrow to the right of the attachment box and select Save as to open the save as window. Make sure you select All Files and save with the .pdf file extension (if your browser is your default pdf viewer it will try to save the attachment as an HTML file). Save the attachment PDF with your email PDF for easy access.
- If the attachment is not a PDF, click the dropdown arrow and select Open. This will cause the app that is default for that file type to open displaying the attachment. In that app Print the attachment using the Microsoft Print to PDF printer to save that attached as a PDF with the other saved PDF files.
- Repeat for each email that has an attachment until you have a pdf for all the attachments in that folder.

### Step 4: Insert Attachments into Email PDF File

- Using File Explorer go to the Email PDF file, right click and select Open with > Choose another app. Select more apps and scroll down and select Word and press OK.
- This will open the PDF file in Word. Sometimes Word will open with a yellow highlighted notice that the document is not editable. Click the Enable editing button to remove the notice and make the document editable.
- The emails will be one after the other in the order that they were "printed". Each email will start with your email address that received this email with a solid line under this email address. Below that solid line is the headers for that email. Sometimes the solid line not there but the header group will always be at the beginning of an email. If that email had an attachment(s), the file name(s) will be listed next to Attachments in the headers.
- Go thru the emails in the order listed until you get to an email that had an attachment. Using the file name of that attachment in the header and File Explorer locate the PDF file with that name. Right click and use the Open with options as above to open that PDF in a separate Word window. Press Ctrl +A keys to select everything in that document and press Ctrl + C to copy everything. Return to the Email file opened in the other Word window, move the cursor to the end of that email but before the next email and press Ctrl + V to paste that copied attachment to the end of the email it was an attachment to.
- Repeat until all the attachments have been copied and pasted to their corresponding email in the Email file.
- Once all the attachments have been saved, save this modified Email file in Word as a PDF file.
- Now you have a single PDF file of all the emails with their attachment(s) and you didn't buy software or place your personal information on the Internet.