How To: Save Emails to Google Drive



The following instructions provide information on saving a copy of an email to your Google Drive. The purpose of saving these emails to your Google Drive is to ensure that is saved and exempted from the 90 day retention policy.

1. Once you are logged into your @upperdarbysd.org gmail account, open the email that you wish to save.

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		🗌 🕁 me	Instructions for First Class Migration	
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2. Once the email is open, click the printer icon in the top corner



Jane Doe

3. A print dialog box will open. In the dialog box, next to destination, click the down arrow next to the name of the printer

	Print	1 page
Test Email 1 message	Destination	Office Printer
Fri, Feb 26, 2021 at 1:21 PM	Pages	All
Test Test	Layout	Portrait 👻
Please use the following link and your district login to access How-To documents provided by the Technical Services Department. https://www.upperdarbysd.org/Page/7i34	More settings	

4. Click "See More"

Print	Find Me Kvocera	Je
Destination	Accounts Payable 2 Save as PDF See more	_)
Pages	All	•
Layout	Portrait	•
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5. Another window will open asking you where to print the email. Select "Save As PDF"



- 6. Note that the Destination has now changed
- 7. Click "Save"



8. Once you click Save, you will be prompted to select a location to save the file (i.e. your Desktop) and change the file name



9. Click the blue "Save" button

You have Successfully Saved Your Email to Your Computer. The following instructions will provide you with information on how to upload your saved email to Google Drive

- 10. Go to Google Drive
- 11. Click the "New" Button in the upper left corner



- 13. Navigate to where you saved the email
- 14. Click once on the file
- 15. Click Open

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Favorites	Name		Date Modified		Size		Kind	
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- 16. Once you click "Open," your file will begin to upload to Google Drive17. Once the upload is complete, you will see a green check mark in the upload progress bar and you will be able to find the file in your Google Drive

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