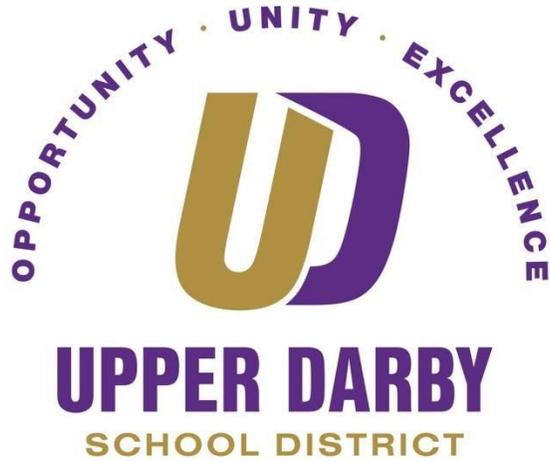
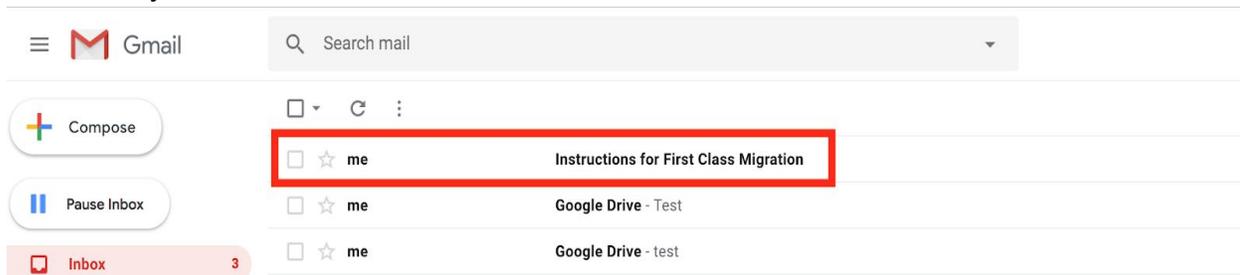


How To: Save Emails to Google Drive

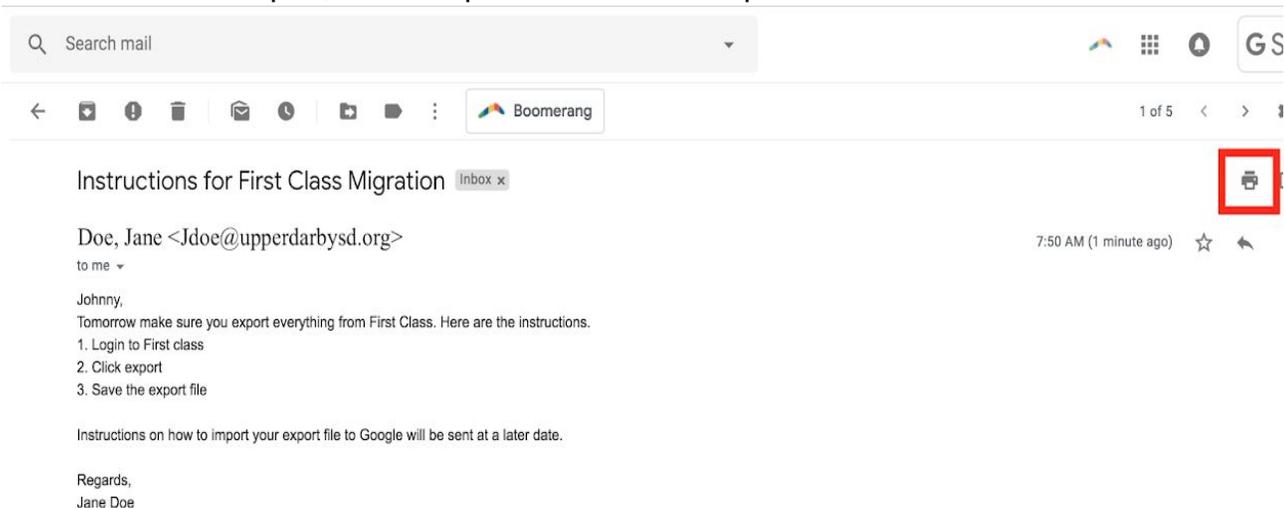


The following instructions provide information on saving a copy of an email to your Google Drive. The purpose of saving these emails to your Google Drive is to ensure that is saved and exempted from the 90 day retention policy.

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



2. Once the email is open, click the printer icon in the top corner



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



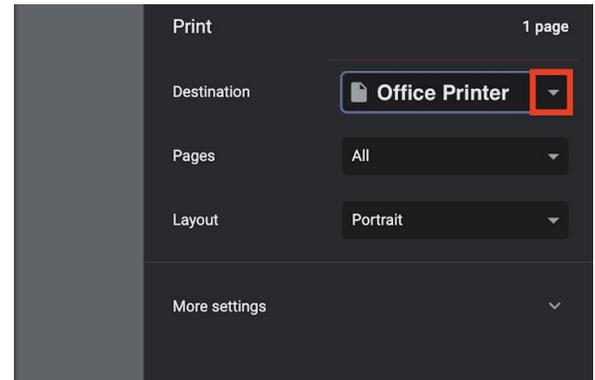
Test Email

1 message

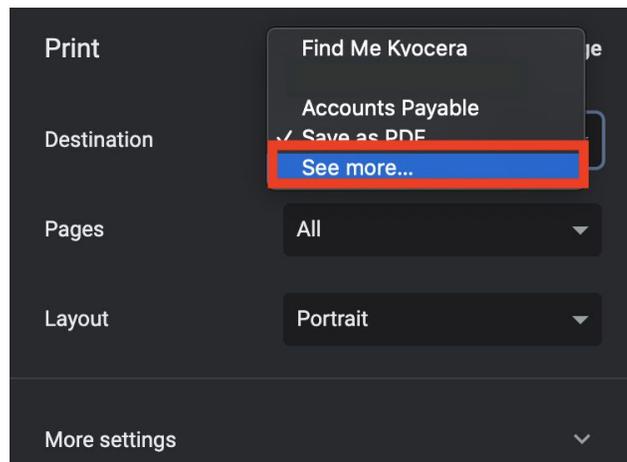
Fri, Feb 26, 2021 at 1:21 PM

Test Test Test

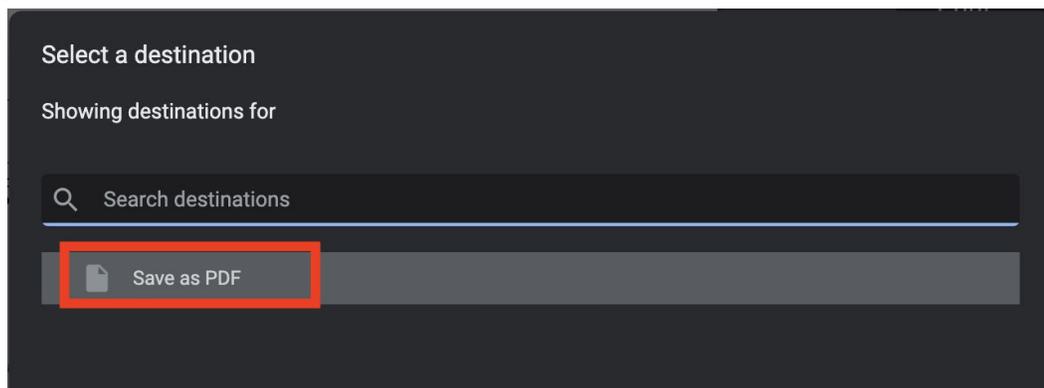
Please use the following link and your district login to access How-To documents provided by the Technical Services Department. <https://www.upperdarbysd.org/Page/7134>



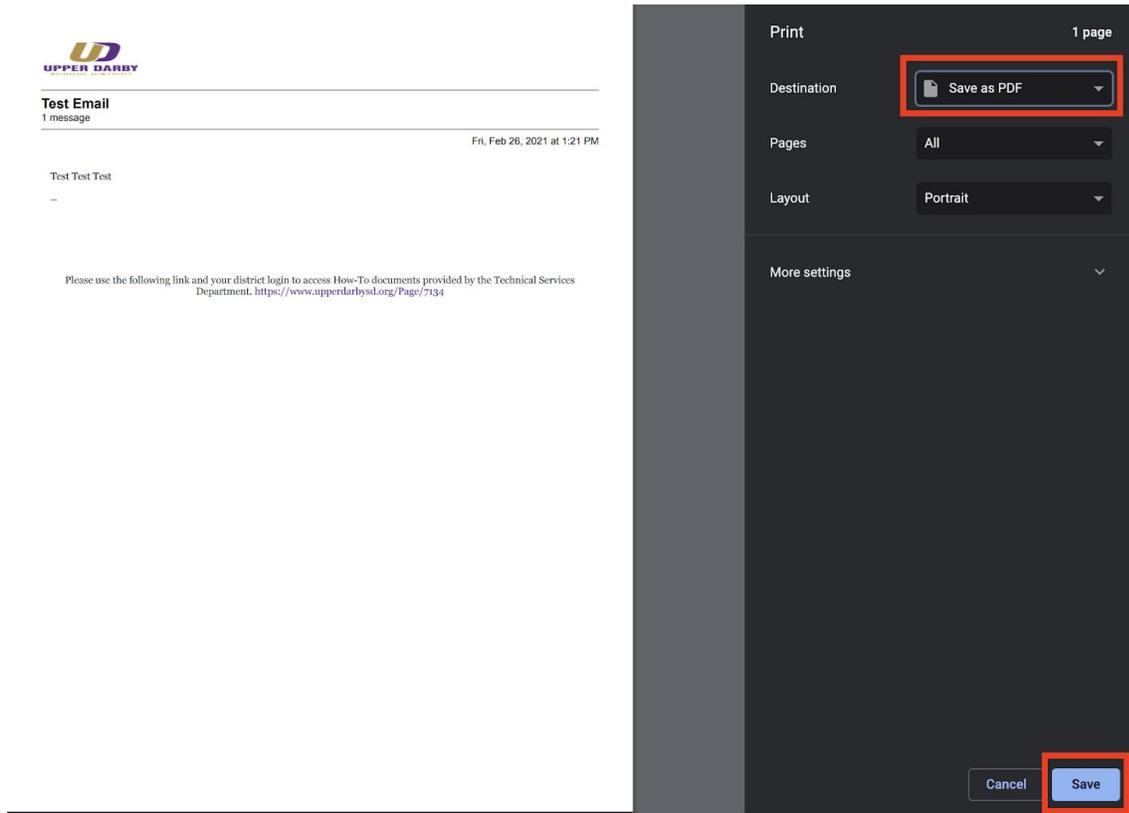
4. Click "See More"



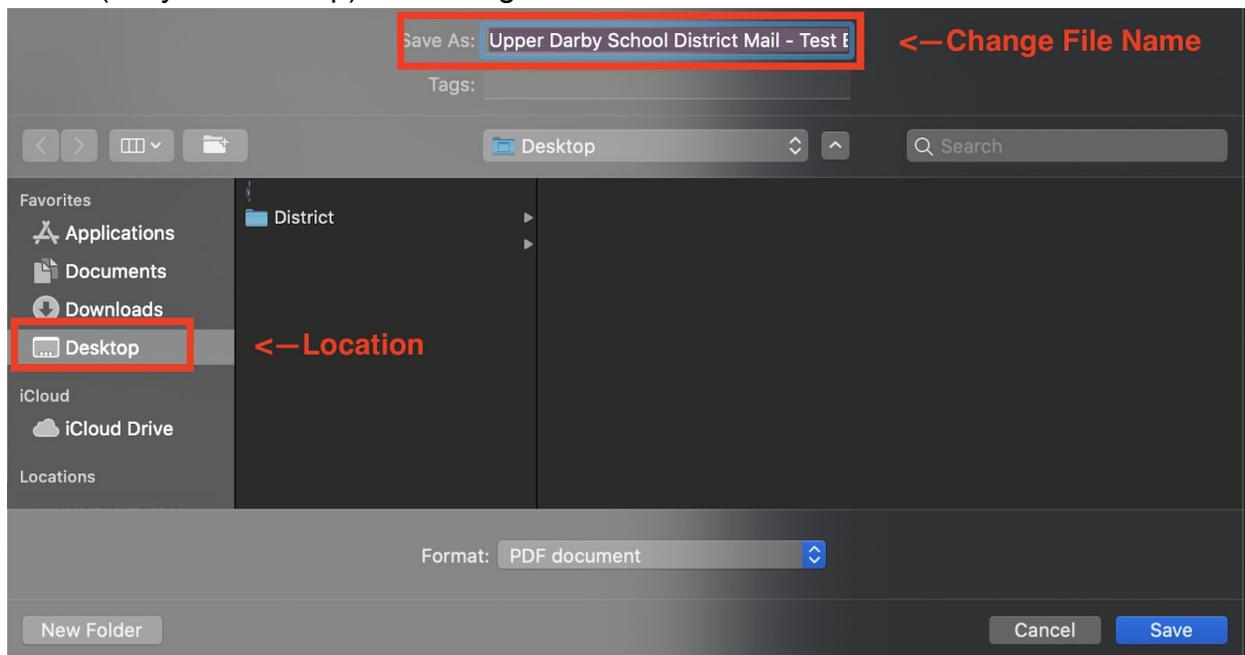
5. Another window will open asking you where to print the email. Select "Save As PDF"



- Note that the Destination has now changed
- Click "Save"



- 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

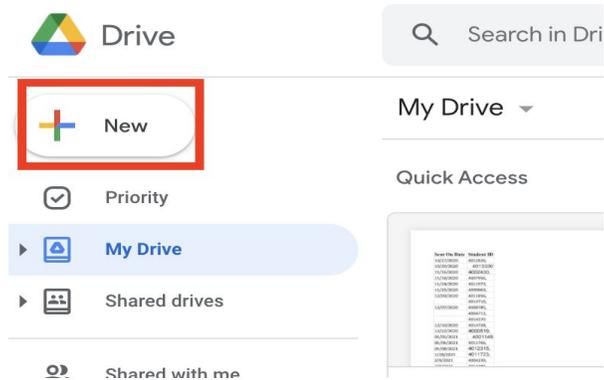


9. Click the blue “Save” button

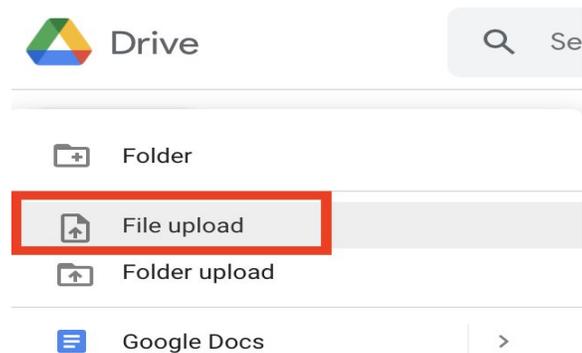
*****You have Successfully Saved Your Email to Your Computer.***
The following instructions will provide you with information on how to upload
your saved email to Google Drive**

10. Go to [Google Drive](#)

11. Click the “New” Button in the upper left corner



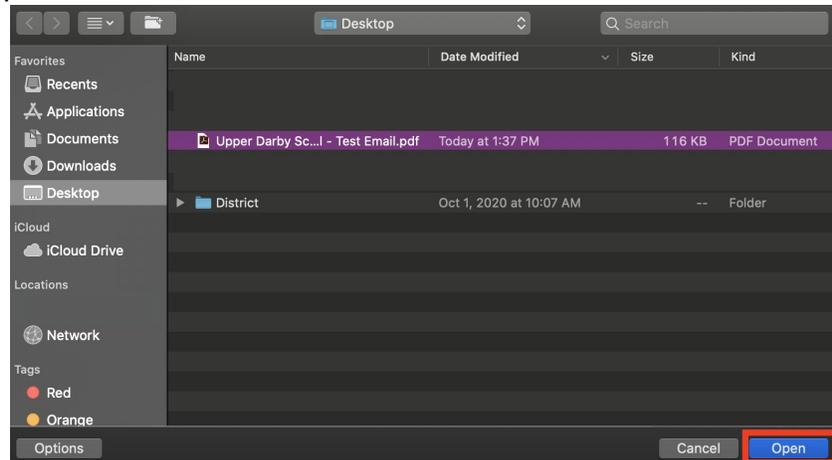
12. Click “File Upload”



13. Navigate to where you saved the email

14. Click once on the file

15. Click Open



16. Once you click “Open,” your file will begin to upload to Google Drive
17. 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

