



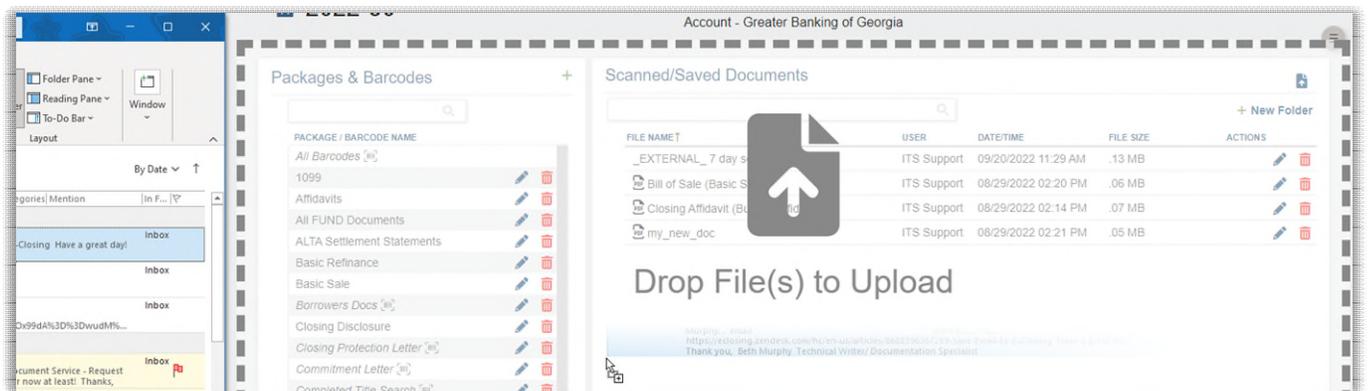
Save Email to E-Closing

Use the following steps to save an e-mail from your inbox to E-Closing. Options include Drag and Drop or save in .msg, PDF, or Text file formats. Once completed a copy will be found in the Scanned Saved area of the Document Management/File Summary pages.

Save as .msg

Uploading a .msg file has two options, depending on the browser being used. Both work only with desktop Outlook. After saving to the file, it can be viewed when logged in to your account and will include images and clickable links.

Drag and Drop – Click and drag works from desktop Outlook to E-Closing file only IF logged into E-Closing on **Chrome** or **Edge**. Click and hold on to the message and drop on the File Summary or Document Management pages.

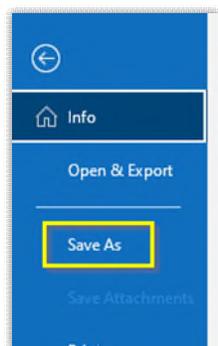


Save as .msg file –

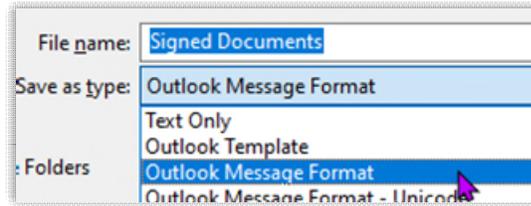
1. Find and click **FILE**



2. Choose **Save As**



3. Change **Save as type** to **Text only**



4. Type **File Name** and choose **Destination** on your computer

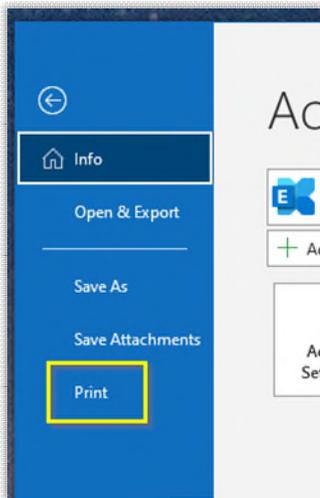
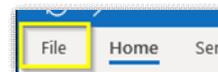
5. **Upload to E-Closing** file on the Document Management or File Summary page in the Scanned/Saved section.

Save as PDF

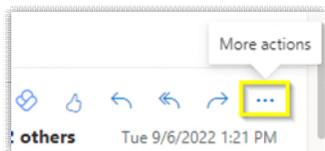
This process will work for Outlook (desktop and webmail), Gmail, and any other e-mail that allows saving as PDF. This process will include images.

1. Find and click **Print in** desktop or webmail:

- **Outlook Desktop** - choose **FILE** and select **PRINT** from the menu on the left.



- **Outlook/Gmail Webmail** (accessed from a browser) - click on the 3 dots  and choose **PRINT** and **PRINT** again.



2. **Print as PDF**

- Before clicking on the **Print** button change the **Printer** or **Destination** to **Print as PDF**, **Save as PDF**, or **Power PDF** (option naming may vary).

3. **Choose File Name and Destination** on your computer

4. **Upload to E-Closing** file on the Document Management page in the Scanned/Saved section or the File Summary page.

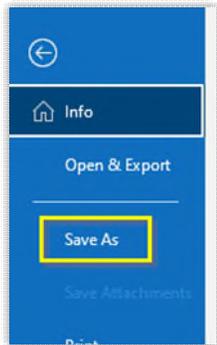
Save as Text Document

This process likely works only for the Outlook desktop version and will save as a .txt file type (without images).

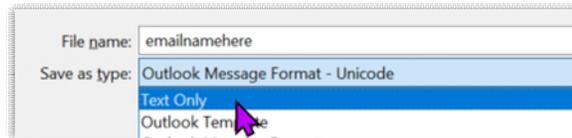
6. Find and click **FILE**



7. Choose **Save As**



8. Change **Save as type** to **Text only**



9. Type **File Name** and choose **Destination** on your computer

10. **Upload to E-Closing** file on the Document Management or File Summary page in the Scanned/Saved section.

FAQ

"I used to be able to save emails as HTML or Web Page, then upload in E-Closing, why can't I do that?"

Due to security reasons, where people can embed malicious content in HTML, we no longer allow those file types to be uploaded and saved.

Updated 09/26/2022