How to Move and Save Email messages to your computer while using Microsoft Outlook (Client Version not Web Version)

Please note: Before you start this process, it is highly recommended you create a folder on your Desktop or in My Documents named after the particular folder in Outlook that you want to backup. In this tutorial, I will call it "SAVED EMAIL". Within Outlook, you may create folders and other subfolders with names that are significant to you. For example, you may want to create folders organized based on Listing's MLS ID number, contact or transaction name etc. while you can create these folders as you go, it is more effective to create them ahead of time.
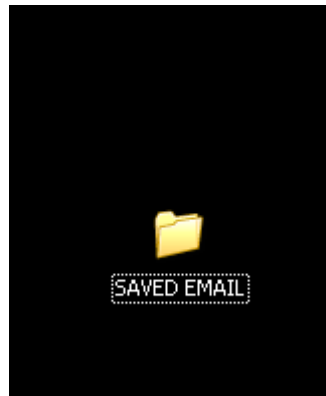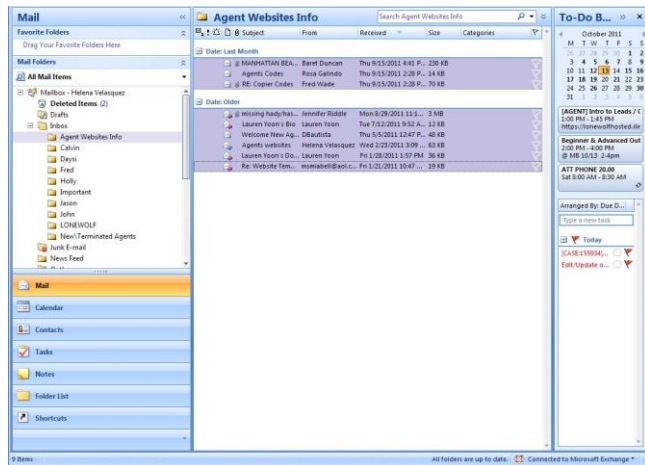
1. Open Microsoft Outlook and reduce the window size so you can view your Desktop.

2. Create a folder on your Desktop named Saved Email (or select another name).

3.Select the messages from the specific folder in your inbox, then right-click and hold the mouse button down while you drag the selected file over the new folder you created, (folder on your Desktop will highlight when you are above it correctly) then release.

4. Once your messages are highlighted, right-click any of the highlighted area and drag it over the new folder as described above, and release (and/or select Move).

You can select multiple or specific messages within a folder with shortcut keys by holding Ctrl + A.

Select all messages within a folder from point A to point B = left-click first message, then hold SHIFT down and left-click the last message, then release both.
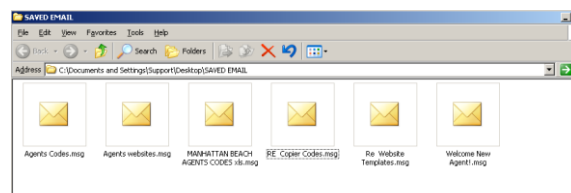
When you release you should get a list of choices, Copy, Move, or Cancel. You should select Move.

***Remember this does not work for folders, only for messages within the folders. You can't drag a folder icon out.

You have just moved those messages out of your Outlook to your computer.

Open the folder on your Desktop and you will see the messages, and any attachment they have, in the folder.

*** Warning: do not hold keys down more than about 1 second. This can turn on other functions (i.e.: sticky keys).