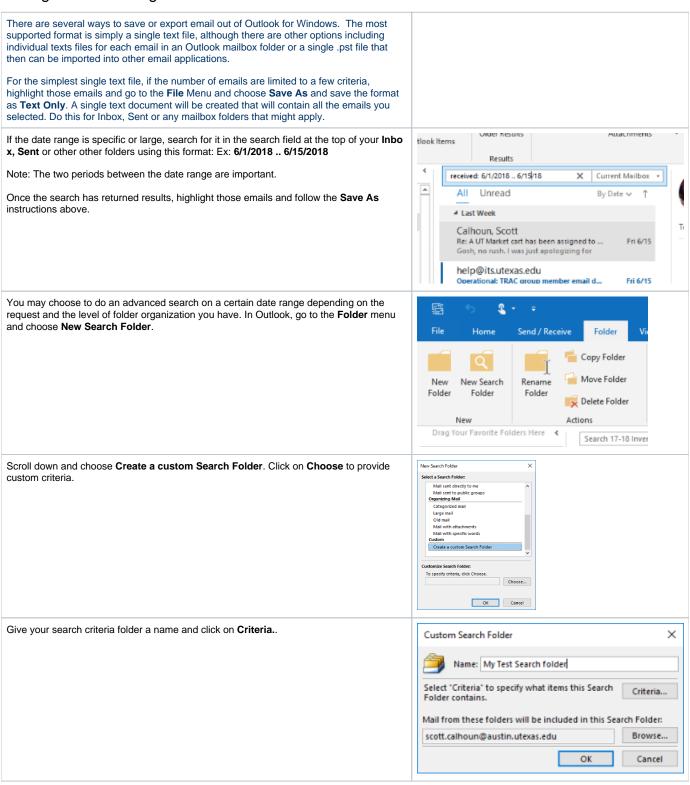
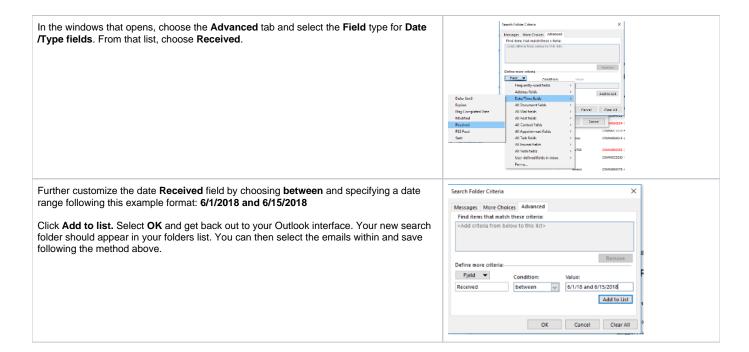
## **Email Export for Open Records Requests**

Email export is useful for many reasons, not the least of which is Open Records Requests. For more information regarding Open Records Requests and UT Austin compliance rules, see <a href="https://financials.utexas.edu/resources/open-records-requests">https://financials.utexas.edu/resources/open-records-requests</a>

This wiki covers saving as a text file from the Outlook for Windows application and PDFs from the Apple Mail application.

## Saving email to a single text file from Outlook on Windows





## Export email to PDF in Apple Mail

