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 https://financials.utexas.edu/resources/open-records-requests

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

There are several ways to save or export email out of Outlook for Windows. The most supported format is simply a single text file, although there are other options including individual texts files for each email in an Outlook mailbox folder or a single .pst file that then can be imported into other email applications. For the simplest single text file, if the number of emails are limited to a few criteria, highlight those emails and go to the File Menu and choose Save As and save the format as Text Only . A single text document will be created that will contain all the emails you selected. Do this for Inbox, Sent or any mailbox folders that might apply.	
If the date range is specific or large, search for it in the search field at the top of your Inbo x , Sent or other other folders using this format: Ex: 6/1/2018 6/15/2018	tlook Items Results Results
Note: The two periods between the date range are important.	received: 6/1/2018 6/15/18 X Current Mailbox *
Once the search has returned results, highlight those emails and follow the Save As instructions above.	All Unread By Date ✓ ↑ All Unread By Date ✓ ↑ All Unread Treat and the set of the set
You may choose to do an advanced search on a certain date range depending on the request and the level of folder organization you have. In Outlook, go to the Folder menu and choose New Search Folder .	Image: Solution of the second seco
Scroll down and choose Create a custom Search Folder . Click on Choose to provide custom criteria.	New Search Folder X Select a Search Folder. Mail crit to public groups Organizing Mail Critopoted mail Organizing Mail Critopoted mail Mail with stachments Mail with stachments Mail with stachments V Customite Search Folder V Customite Search Folder V OK Cancel
Give your search criteria folder a name and click on Criteria.	Custom Search Folder X Image: My Test Search folder Select "Criteria" to specify what items this Search Criteria Select "Criteria" to specify what items this Search Criteria Criteria Mail from these folders will be included in this Search Folder: scott.calhoun@austin.utexas.edu OK Cancel

In the windows that opens, choose the Advanced tab and select the Field type for Date /Type fields . From that list, choose Received .	Serie finities Crease X Manager, Mann Aller Manager, Mannad Manager, Mannada, Mannada Manager, Mannada Manager, Mannada, Mannada Manager, Mannada Manager, Mannada, Mannada Mannada State Crease, Mannada Mannada Mannada, Mannada, Mannada Mannada Mannada, Mannada, Mannada Mannada State Crease, Mannada Mannada Mannada, Mannada, Mannada Mannada Mannada, Mannada, Mannada, Mannada, Mannada Mannada Mannada, Ma
 Further customize the date Received field by choosing between and specifying a date range following this example format: 6/1/2018 and 6/15/2018 Click Add to list. Select OK and get back out to your Outlook interface. Your new search folder should appear in your folders list. You can then select the emails within and save following the method above. 	Search Folder Criteria X Messages More Choices Advanced Find items that match these oriteria: <add below="" criteria="" from="" list="" this="" to=""> Define more oriteria: Field Condition: Value: Received between Sign 6/15/2018 Add to List OK Cancel Clear All</add>

Export email to PDF in Apple Mail

Apple Mail allows you to export individual emails as PDF files or as .mbox mailbox folders for import into other email programs.	
In general terms, highlight the email(s) you want to save to a file, and go to the File menu and choose Export as PDF	
If the date range is specific or large, create a New Smart Mailbox by choosing that option from the Mailbox menu.	Malibox Message Format Window Take Al Accounts Online Take Al Accounts Online Take Al Accounts Online Synchronize "Exchange" Frase Deleted tems Frase Deleted tems Farse Deleted tems New Malibox New Malibox New Malibox Soft Service Malibox Fort Service Malibo
Give your Smart Mailbox a name and set the conditions to Date received and is in the date range , then specify the date range. Include the check boxes for Trash and Sent if they those apply to your needs.	Smart Malibox Name: MY Smart Malibox Contains messages that match all cl of the following conditions. Data received all cl on the data range cl or 112018 to er ar 2018 - + + Cl include messages from Trash cl include messages from Sect Cancel 04
Look for your newly created Smart Mailbox in your list of email folders. Highlight the contents and follow the Export as PDF selection from the File menu as above.	