<u>Use OneNote to save your emails. Screen shots from Outlook 2010 and OneNote.</u> Screen shot 1 – Opened email in Outlook 2010



Screen shot 2click the OneNote icon in tool bar

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Delete Reply Re	Select Location in OneNote ? X	lp ≠	Translate	Zoom Zoom	
Extra line breaks in this	Pick a section or a page in which to put the e-mail: Search by text in title				
om: Fred Kagel <1	Recent Picks		Sent: Tue 12	2/1/2015 10:5	8 F
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Screen shot 3 Email saved in OneNote. Notice the search on the right.

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Notebooks: <	General Unfiled Notes *	:h All Notebooks (Ctrl+E) 🔎 🕶
General A General Unfiled Notes	New BCUG Discussion Board Post "Win 10 Windows Mail sucks" Wednesday, December 2, 2015 10:04 AM	New Page VIntitled page New BCUG Discussion B Forget Pulling a Rabbit
	Subject New BCUG Discussion Board Post "Win 10 Windows Mail sucks" From Fred Kagel	
	10 Sent Tuesday, December 1, 2015 10:57 PM A new message, "Win 10 Windows Mail sucks" was posted on the BCUG Discussion Board by Fred Kagel on Tuesday, 1 December 2015, at 10:57 p.m.	
Unfiled Notes	What email client are you running in Win 8/8.1 or 10? I haven't done an upgrade in place yet, so I don't know what will happen to my old Windows Mail. But Windows Mail in 10 is really bad lacks full and easy control of settings; too stark, designed for a mobile device; can't point to email 'store' of old email folders, doesn't sync properly and similar 'defects.' I don't particularly like Outlook, but I may have no choice. However, I may need to go back to OL2007 as there IS an Adobe Acrobat 9 feature that I've	
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Screen shot 4 Info of save location. Options for OneNote

