

Microsoft 365 Email to PDF Converter

Installation and Configuration ***(‘Per User Installation’ and ‘Per Machine Installation’)***

With this guide, you would be able to quickly install and easily configure Microsoft 365 Email to PDF Converter in your system, and effortlessly generate PDF documents from emails and attachments of your Office 365 Email accounts.

For 'Per User Installation' (*ideal for standalone single user/workstation*)
M365EmailToPdfSetup.zip

For 'Per Machine Installation' (*ideal for installing on Citrix and Terminal Servers*)
M365EmailToPdfSetup-Citrix.zip

Extract these file contents to a folder.

NOTE: ‘Per User Installation’ and ‘Per Machine Installation’

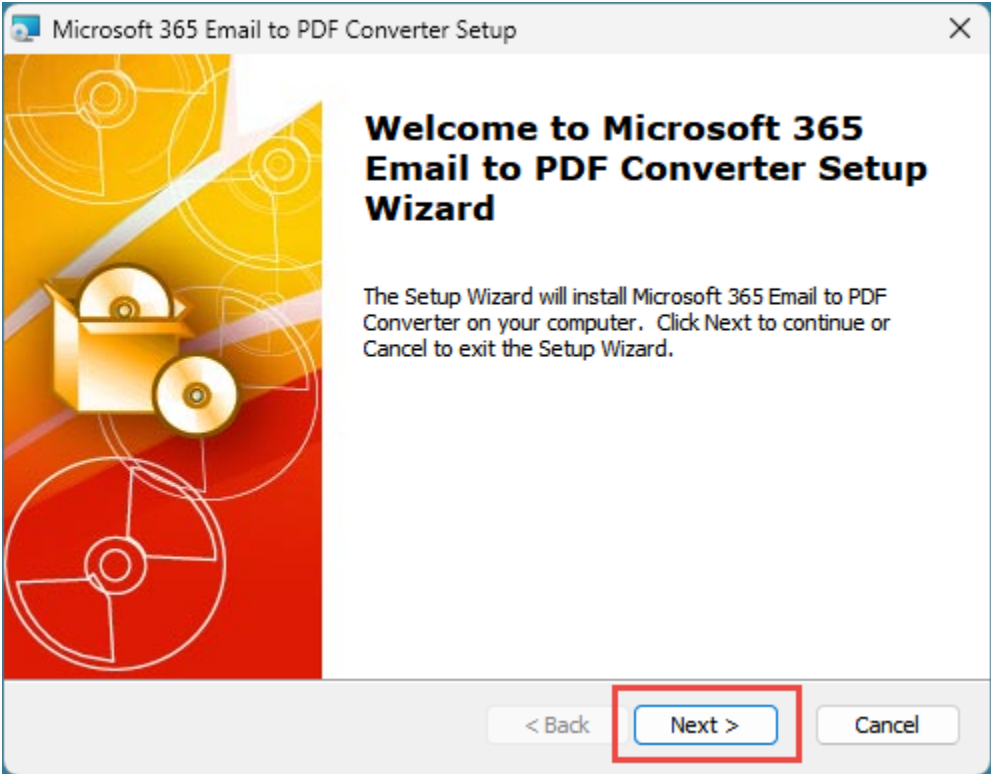
In ‘Per User Installation’, the add-in install is performed 100% on the local system and nothing is installed on your Exchange or Windows Server. Further, this install is intended to serve only the current logged on user of the system/workstation and will be installed under the user's application data folder (instead of Programs Files folder) and no elevated permission is required. So, there won't be a prompt from UAC to allow this install unless you change the install directory to say, Programs Files which will warrant an elevated permission/UAC prompt. If the same system is used by multiple users, each one need to install add-in on their profile with the default installation folder location.

‘Per Machine Installation’: If you have the need to have a single install that serves all users of the system (i.e., the files will be installed under Program files folder and the add-in will be registered under HKEY_LOCAL_MACHINE registry hive rather than HKEY_CURRENT_USER), download the Citrix/Terminal Server version of the setups to perform a per machine installation.

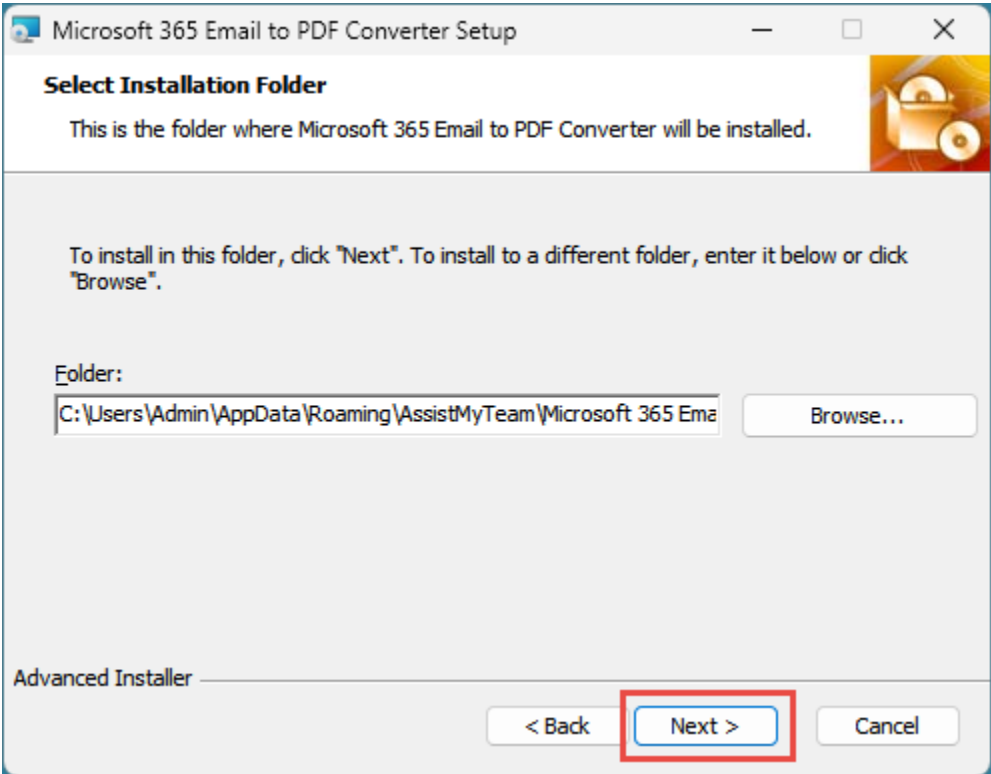
Requirements:

- Microsoft .NET framework 4.7.2
- Windows 11, Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista (both 32bit and 64bit are supported) and all server-based Windows 2012 and above.

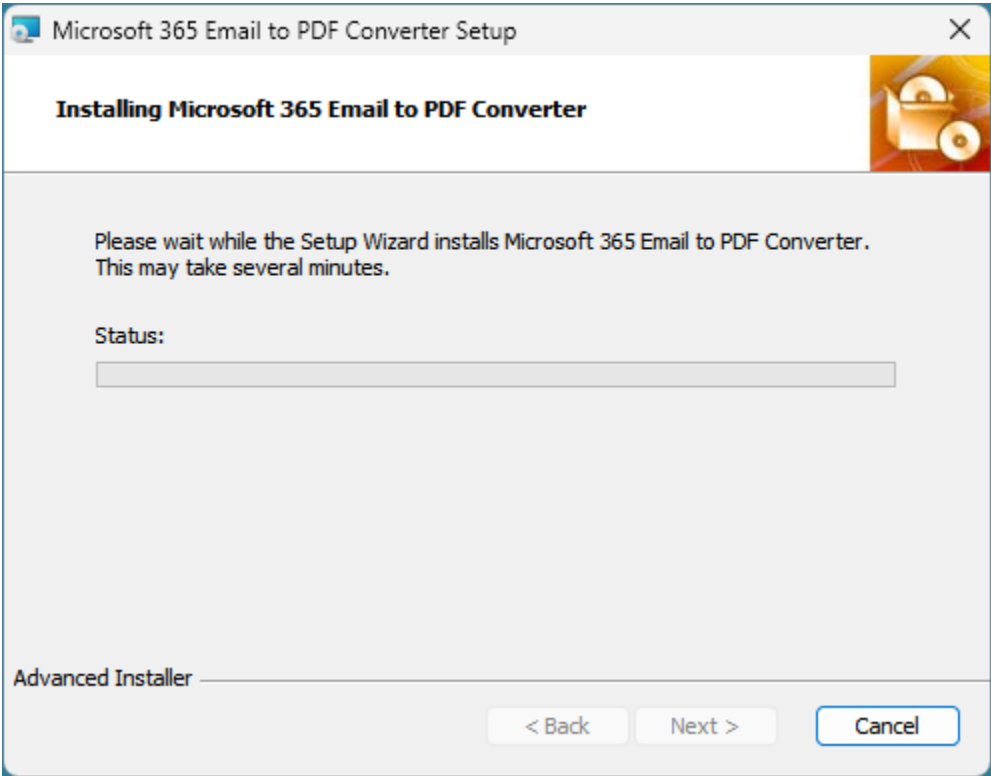
Step 1. Run the **M365EmailToPdfSetup.exe** to start the installation. Click '**Next**' to Continue.



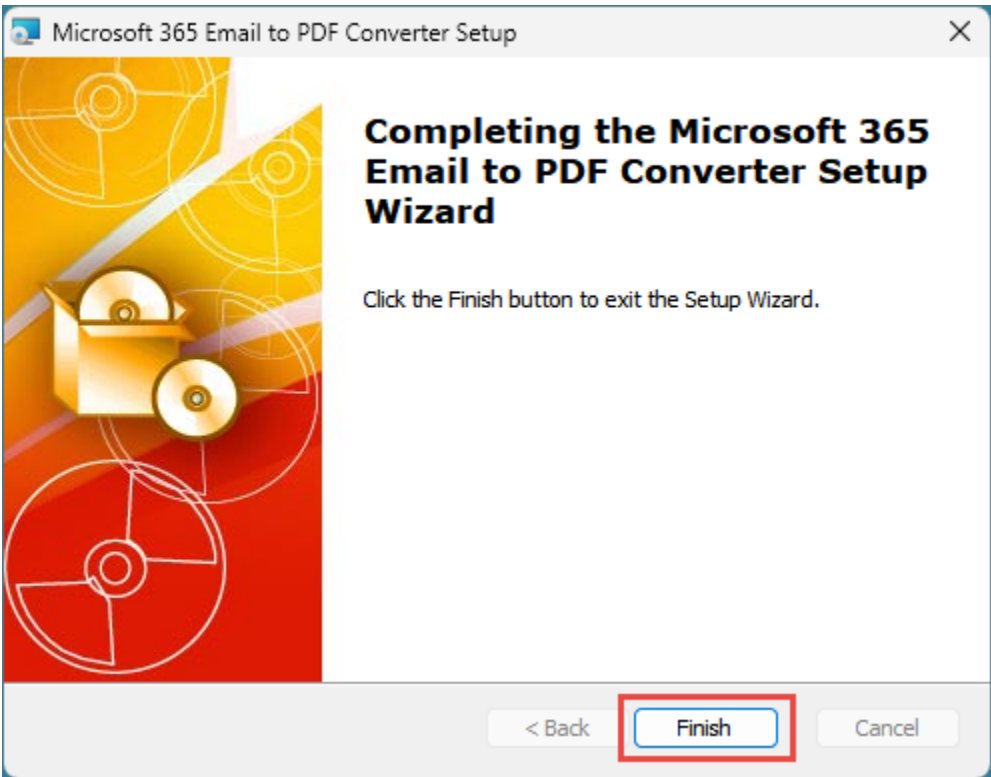
Step 2. Select the appropriate destination folder where the application files will be installed. If you change the default folder path, please make sure you have appropriate permission.



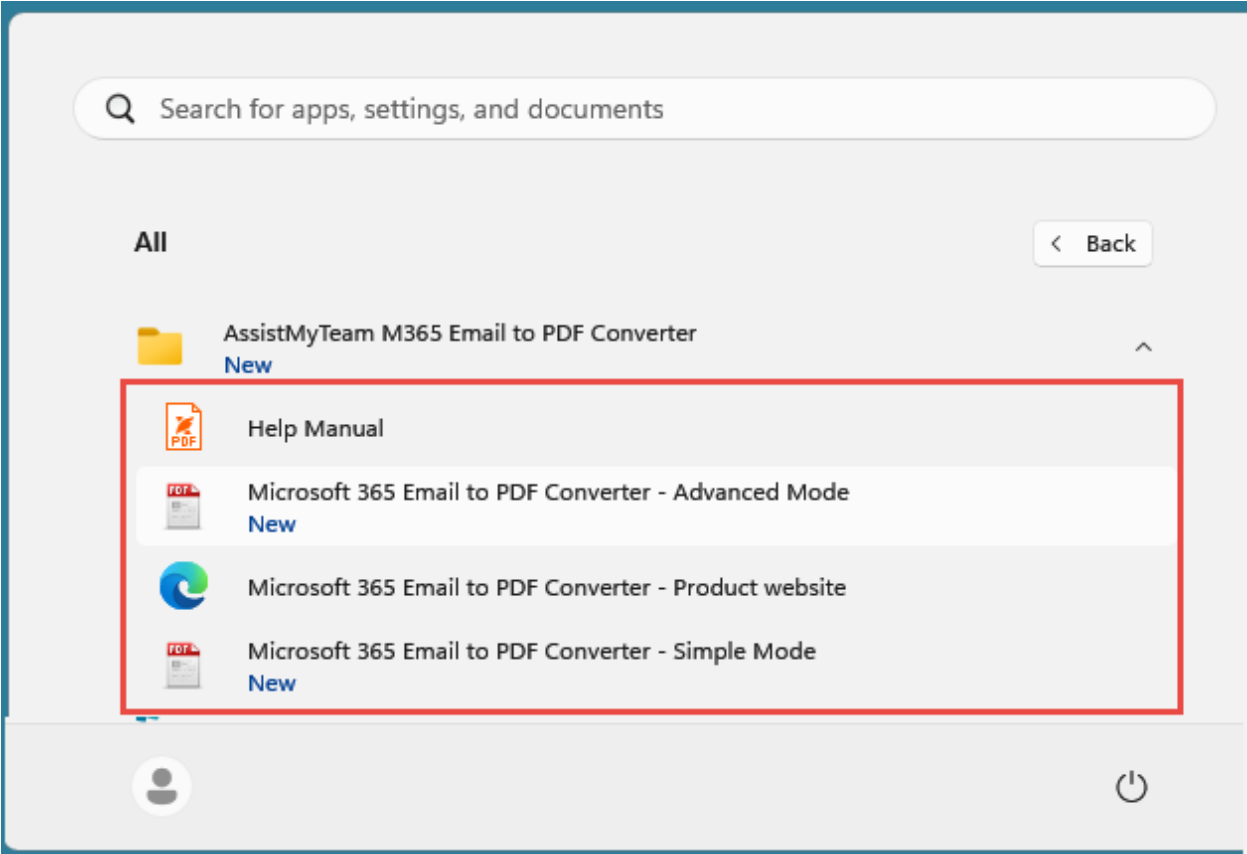
Step 3. Click '**Next**' to continue with the files extraction. It just takes a few minutes to complete the whole copying process.



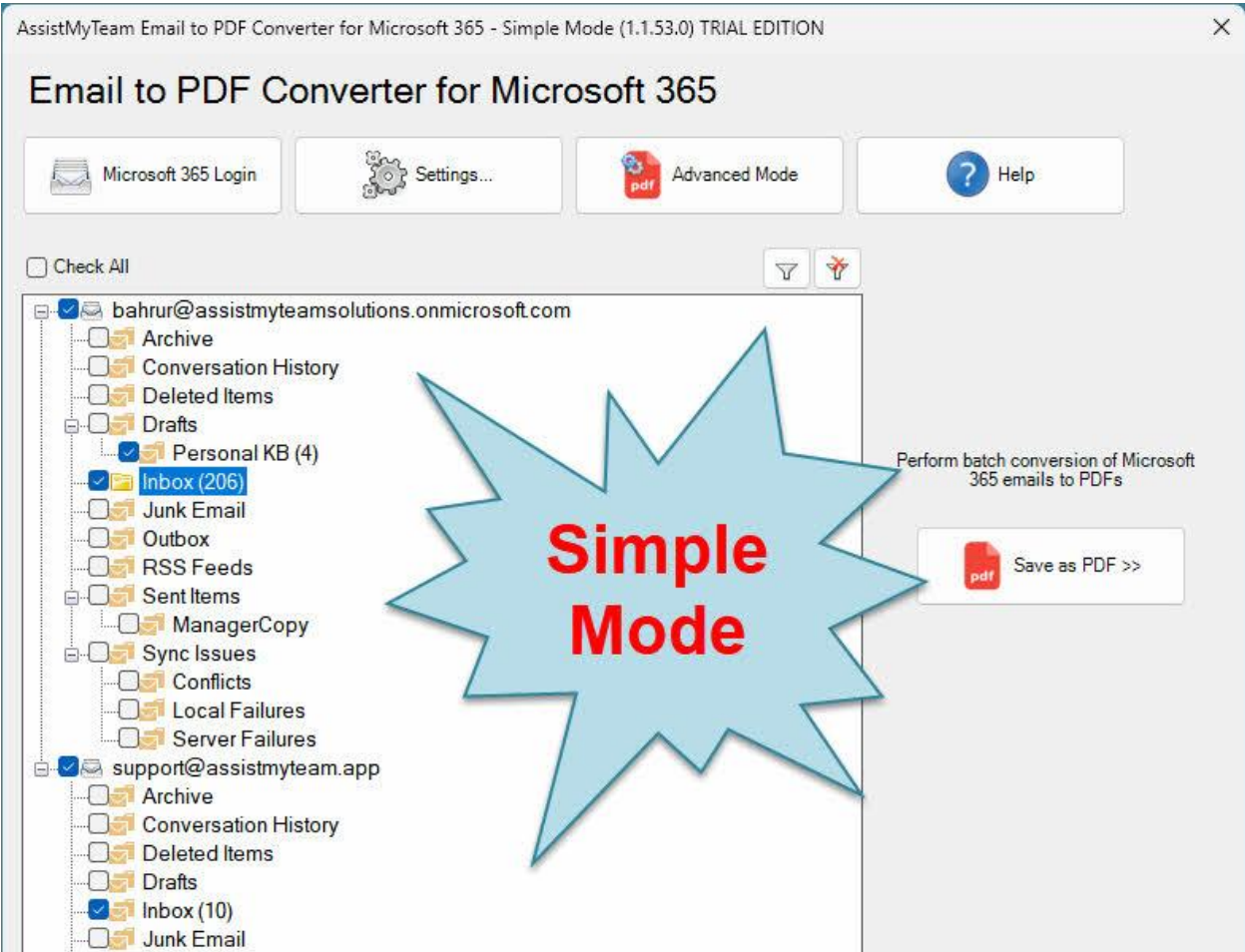
Step 4. Click '**Finish**'. This ends the files installation process in your system.



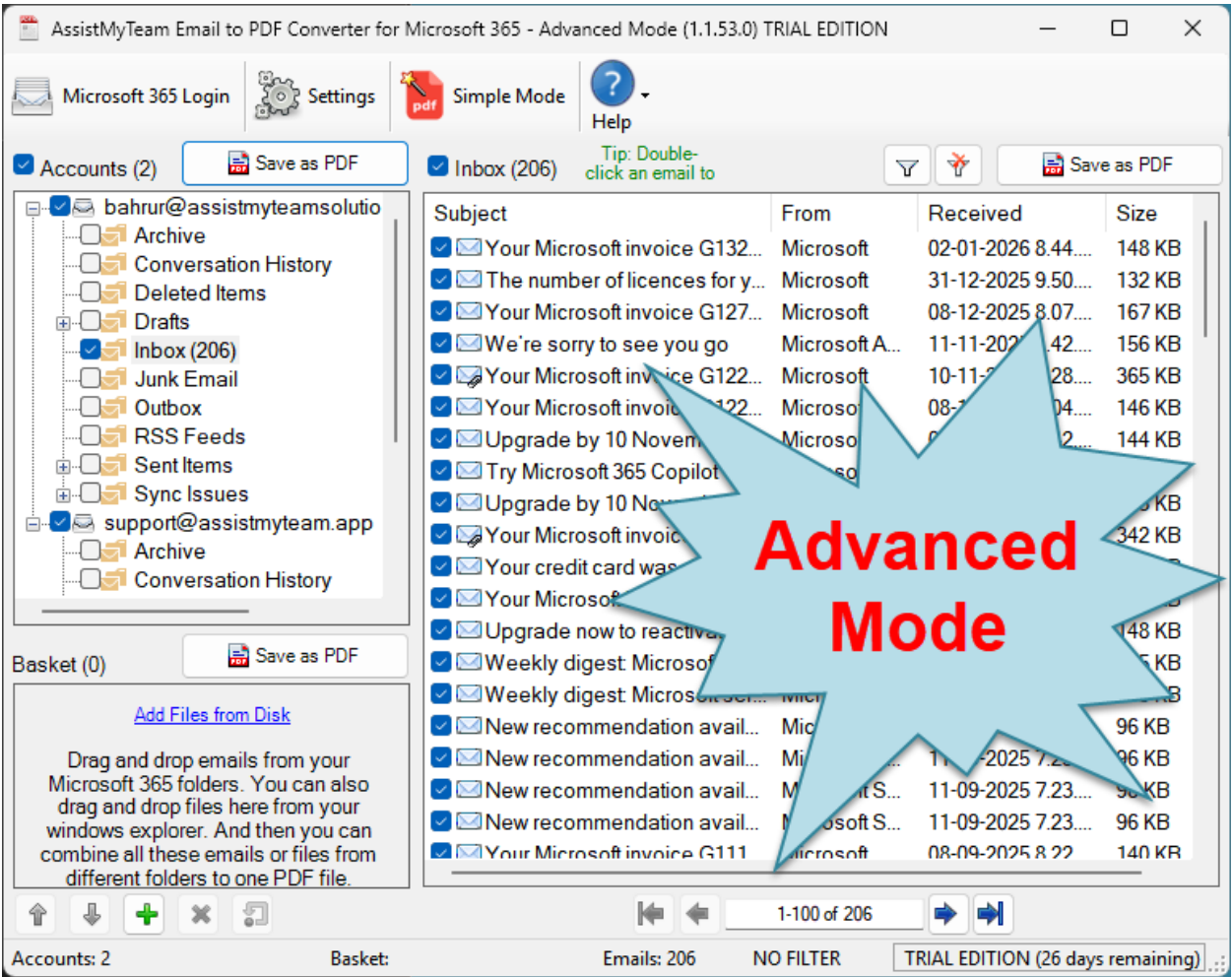
Now go to **Start Menu > All Apps**. If the installation was successful, you will see new menu entries '**Microsoft 365 Email to PDF Converter – Simple Mode**' and '**Microsoft 365 Email to PDF Converter – Advanced Mode**'.



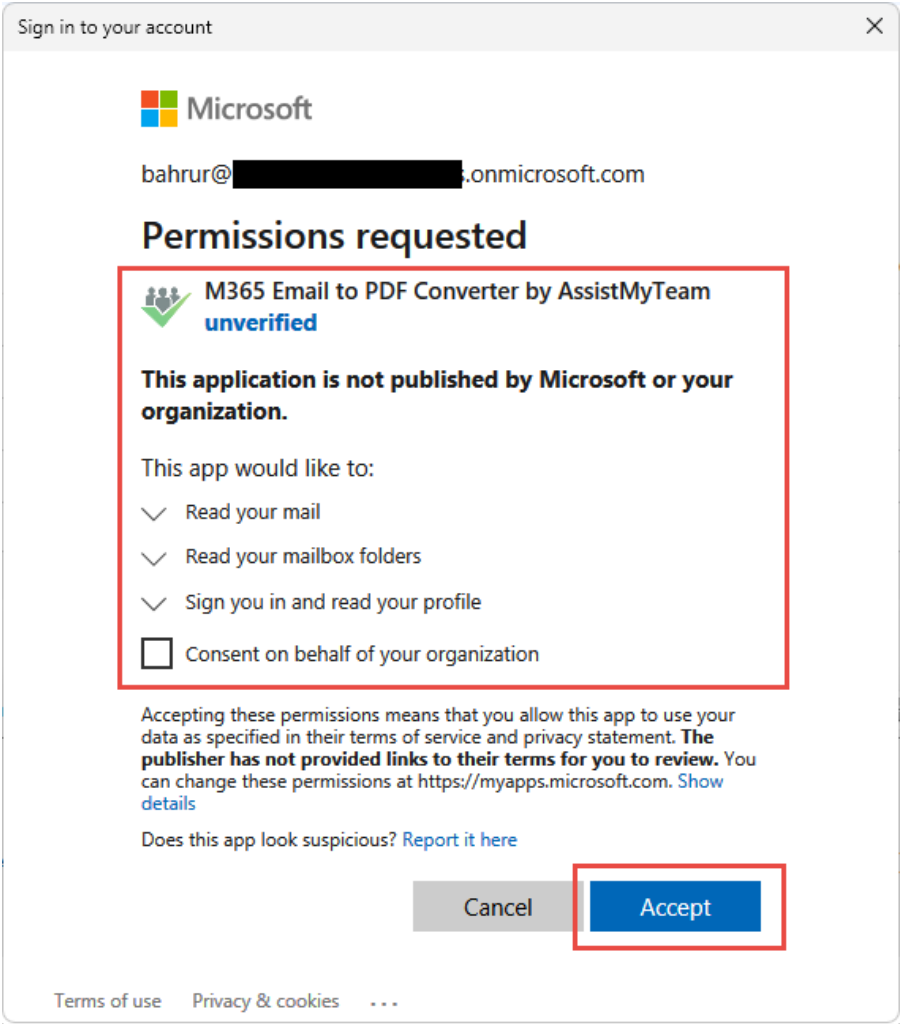
To run the app in default, basic mode, click '**Microsoft 365 Email to PDF Converter – Simple Mode**' from the menu under 'All Apps'. This will load and display the main interface of the converter app.



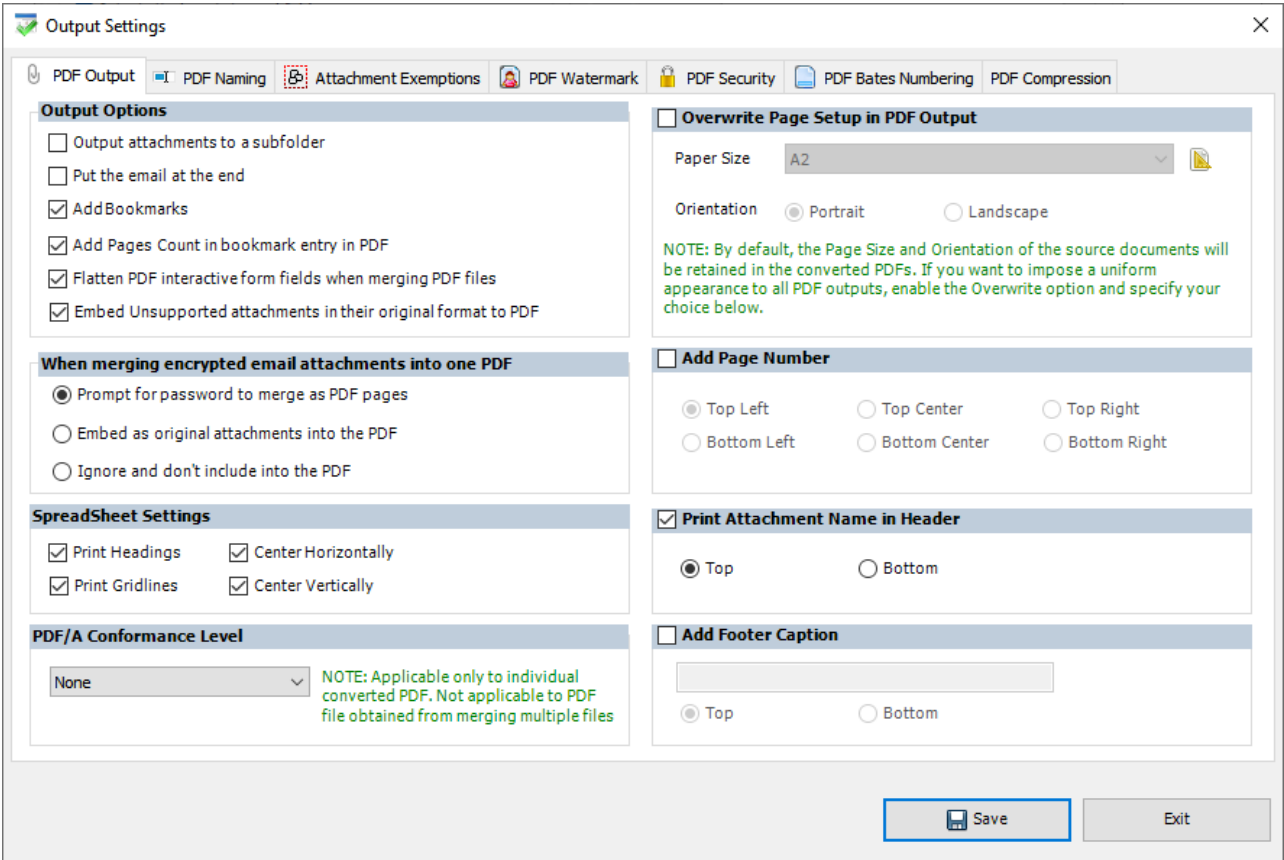
To run the app in advanced mode with full control, click '**Microsoft 365 Email to PDF Converter – Advanced Mode**' from the menu under 'All Apps'.



When you try to connect the AssistMyTeam PDF Converter app to your Microsoft 365 account for the first time, you will be prompted to grant permissions to the app to access your emails. To allow the AssistMyTeam app to convert your emails to PDF, click 'Accept' button from the prompt (which looks something like this below).



To configure the output settings for PDF from emails and attachments, click the ‘Settings’ button. Within the settings dialog, you will find options to tweak and customize the default file naming scheme, specify the PDF output behavior, set watermark text or logo, set security password to be applied to PDF, modify the page setup, paper size, layout etc.



For more references and help, refer to the PDF Help Manual, which can be invoked from **Microsoft 365 Email to PDF Converter app > Help > Help Topics**.

You can also download the full PDF help manual directly from [this link](#).