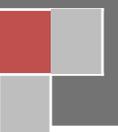V2

AssistMyTeam

Microsoft 365 Email to PDF Converter

Export emails & attachments from Microsoft 365 mailbox to PDF

Welcome to Microsoft 365 Email to PDF Converter

Convert and save emails, attachments, folders from Microsoft 365 Email Accounts to PDF or PDF/A files, while preserving the folder structure and hierarchy – all in a click.

Includes a diverse range of Microsoft 365 Email to PDF converter options for file attachments: extract to a disk, convert into PDF files, embed as individual files in their original formats into PDF, or combine with the email as continuous pages into one PDF.

- Convert email to PDF with attachments embedded within the PDF file.
- Convert common file attachment types to PDF (up-to 120 or more types).
- Convert appointments, tasks, notes, journals, contacts into PDF files.
- Bulk extract email file attachments to a location on your hard drive.
- Convert multiple emails into a single PDF file.
- Archive emails using PDF/A for long-term preservation.
- Use keywords and filters to search and find specific emails of importance before converting to PDF files.
- Different mode of conversion – single email to PDF, multiple emails to PDFs, whole folder or Microsoft 365 Email Account into PDFs.
- Maintains original folder structure to keep PDF version of emails in same folders.
- Retains embedded images, attachments, metadata, and mail attributes while exporting emails from Microsoft 365 Email accounts to PDF.
- Set security restrictions to PDF files e.g., ability to edit or print.
- Secure PDF documents by setting a user password for viewing.
- Apply watermark image, text or stamp bates to PDF (i.e., logo or name).
- Add table of contents or bookmarks in One PDF file for easy navigation.
- Add page number, header and footer information in PDF such as copyright or disclaimer information.
- Automatically fix inline images to fit the page in the resultant PDF.
- Basket feature – place emails or documents of interest from different folders/mailboxes and combine to one PDF.
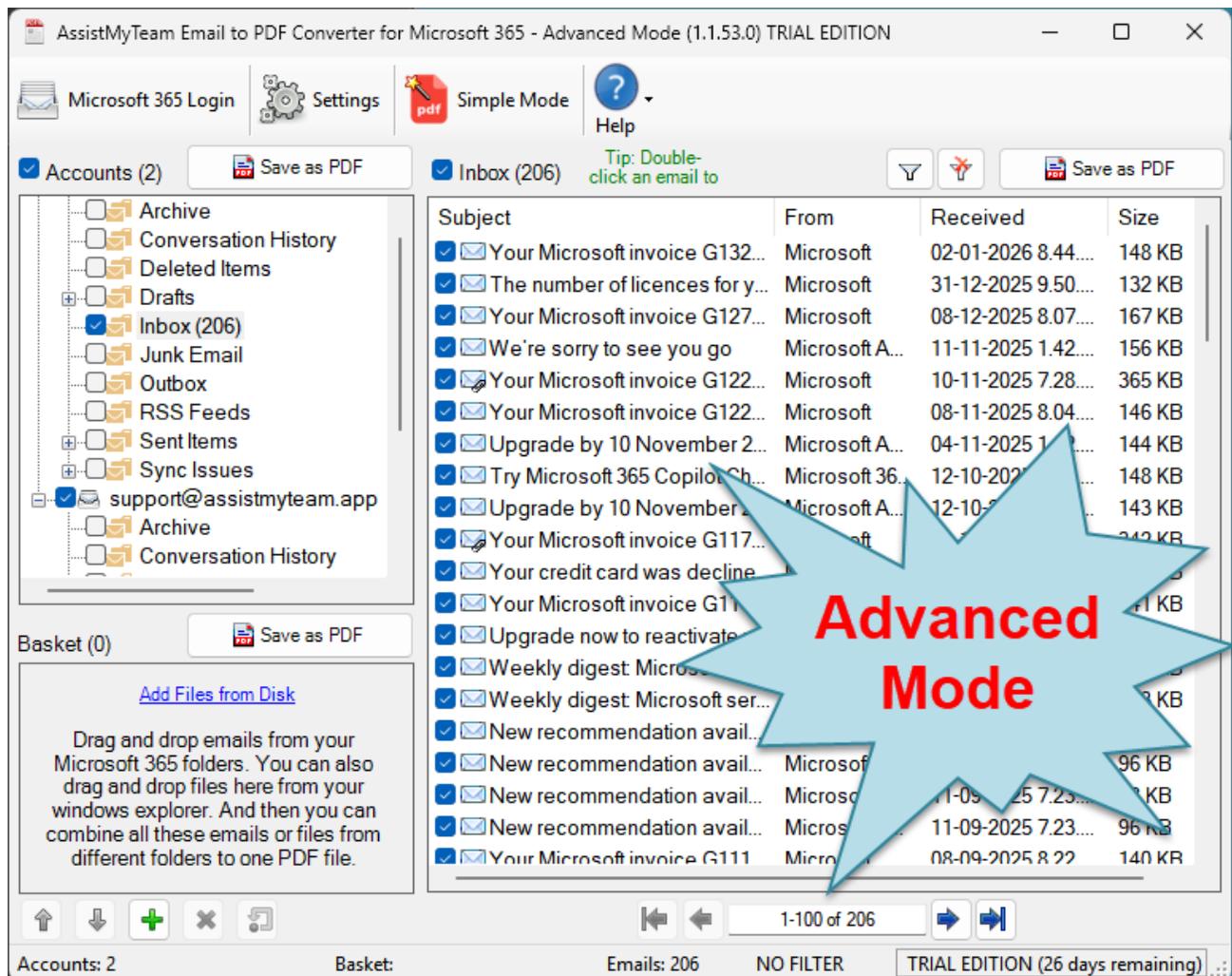
For a quick overview, refer to our [video demonstration](#) available on the product website.

How It Works?

AssistMyTeam Microsoft 365 Email to PDF Converter can operate in two modes – **Simple** (default) and **Advanced**, which has an interactive user interface with many options to export emails to PDF documents.
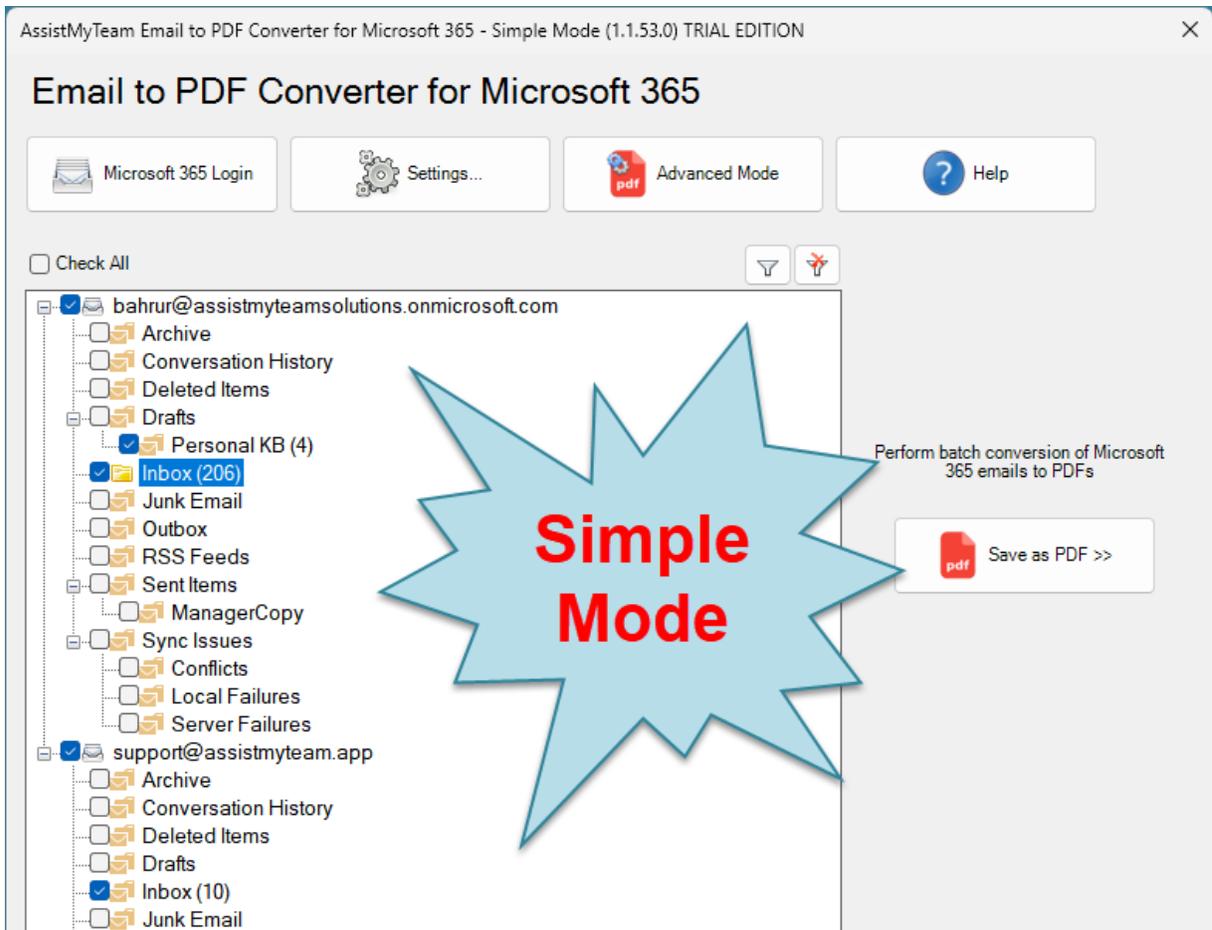
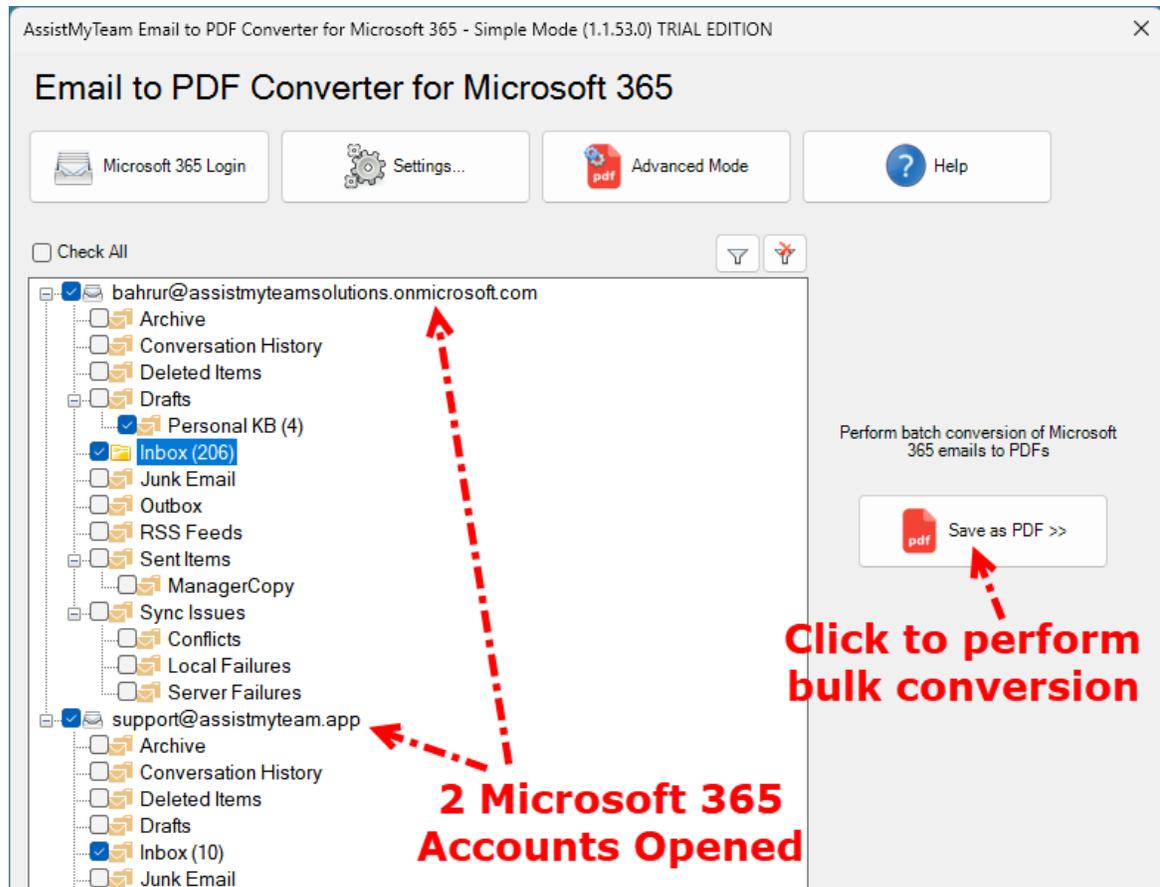**Microsoft 365 Email to PDF Converter – Simple Mode**

Microsoft 365 Email to PDF Converter – Advanced Mode

There are four ways to perform PDF conversion with Microsoft 365 Email to PDF Converter:

A. **Whole Microsoft 365 Email Account to PDF**
B. **Chosen Microsoft 365 Email Folder to PDF**
C. **Chosen Microsoft 365 Email to PDF**
D. **Basket list to PDF**

A. Convert whole Microsoft 365 Email Accounts to PDF (bulk conversion)

In this mode, you can perform bulk conversion of the whole contents of each Microsoft 365 Email account to PDF format. Simply, click the '**Save as PDF**' button option just above the tree-view control.
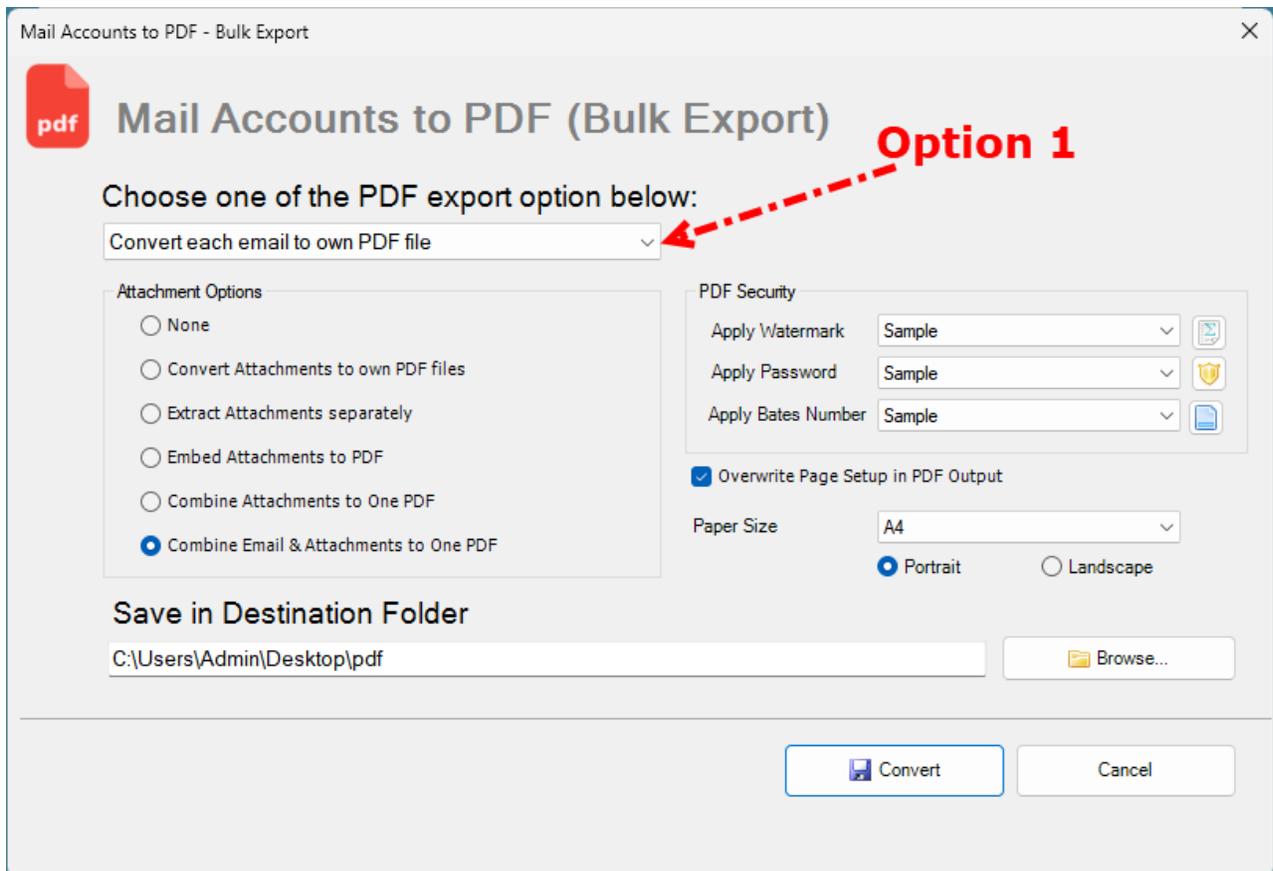

Bulk PDF Conversion in Simple Mode
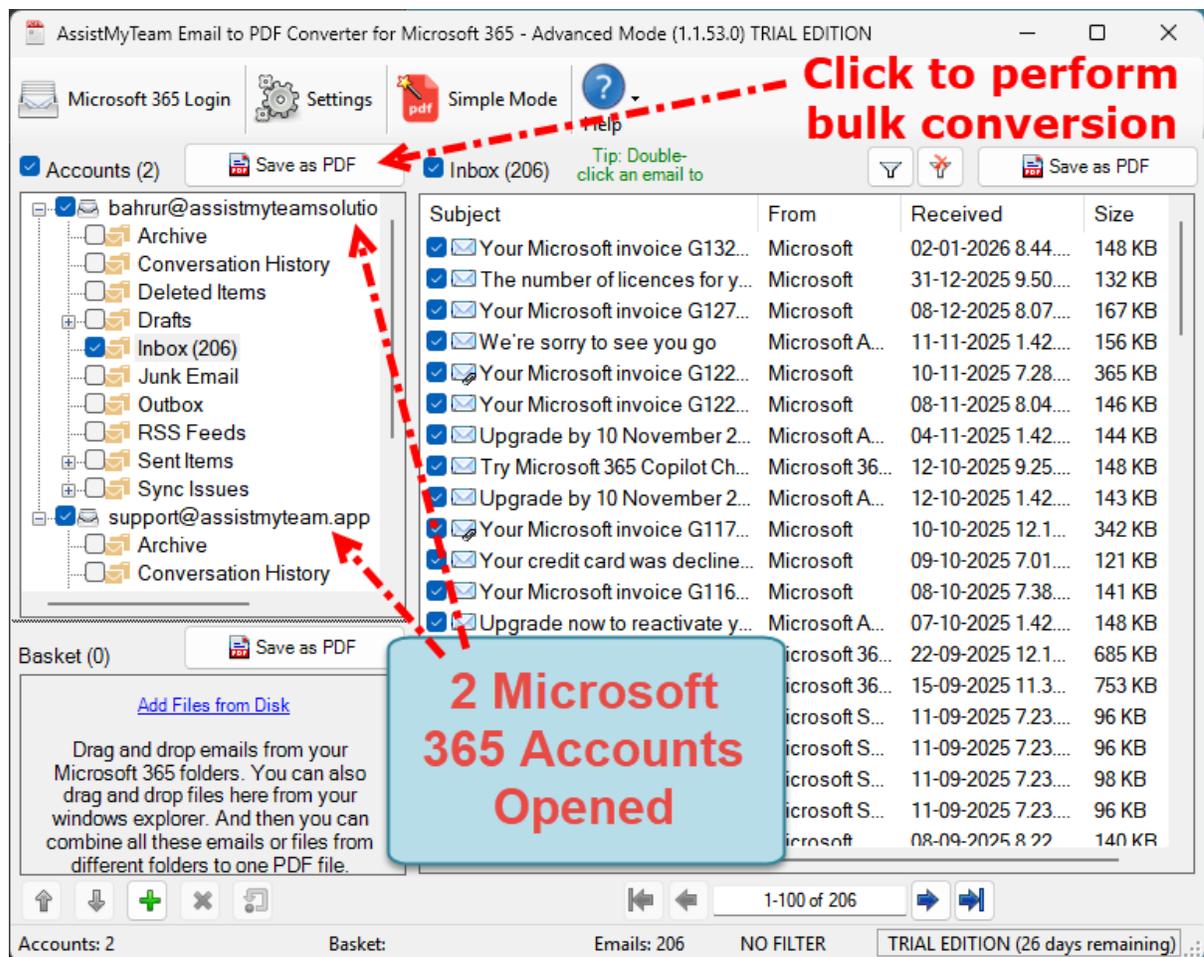
Bulk PDF Conversion in Advanced Mode

From the 'Save as PDF' dialog box, you have myriads of options for PDF conversions of the emails and their attachments.

Option 1: *Convert each email of Microsoft 365 account to own PDF file*

By default, each email in the Microsoft 365 will be converted to their own PDF file, without the attachments. If you want the attachments to be part of the exported PDF file, you can choose one of the following possibilities:

- Convert each attachment to their own PDF file.
- Extract the attachment to disk in its original format as a separate file.
- Embed the attachment in its original format within the PDF file of the email.
- Combine all attachments into one PDF file and output separately than the PDF of the email content.
- Append and combine each attachment as PDF pages to the PDF of the email as one long, continuous PDF file.

Watermark and Security Password

In addition, you can apply a watermark to each page of the converted PDF file in the form of a text (e.g., your company name) or an image (e.g., your company logo). After that, to protect and limit certain operations on the converted PDF file by users, you can apply a security password. Consequently, a user who want to open and view the PDF file in PDF Viewer will need to enter this security password. The same is hold true when a user tries printing, making changes, copying etc.

Option 2: *Combine emails of each folder to one PDF file*

In this option, you can combine all the emails of each folder and merge to one PDF file. And the generated PDF will bear the name of the email folder. For instance, if the email folder name is 'Inbox', the resultant PDF file will be named as 'Inbox.pdf'. By the same token, if you have 10 email folders in your Microsoft 365 Email account, this mode will output 10 PDF files, each PDF file containing all the emails of a particular email folder.
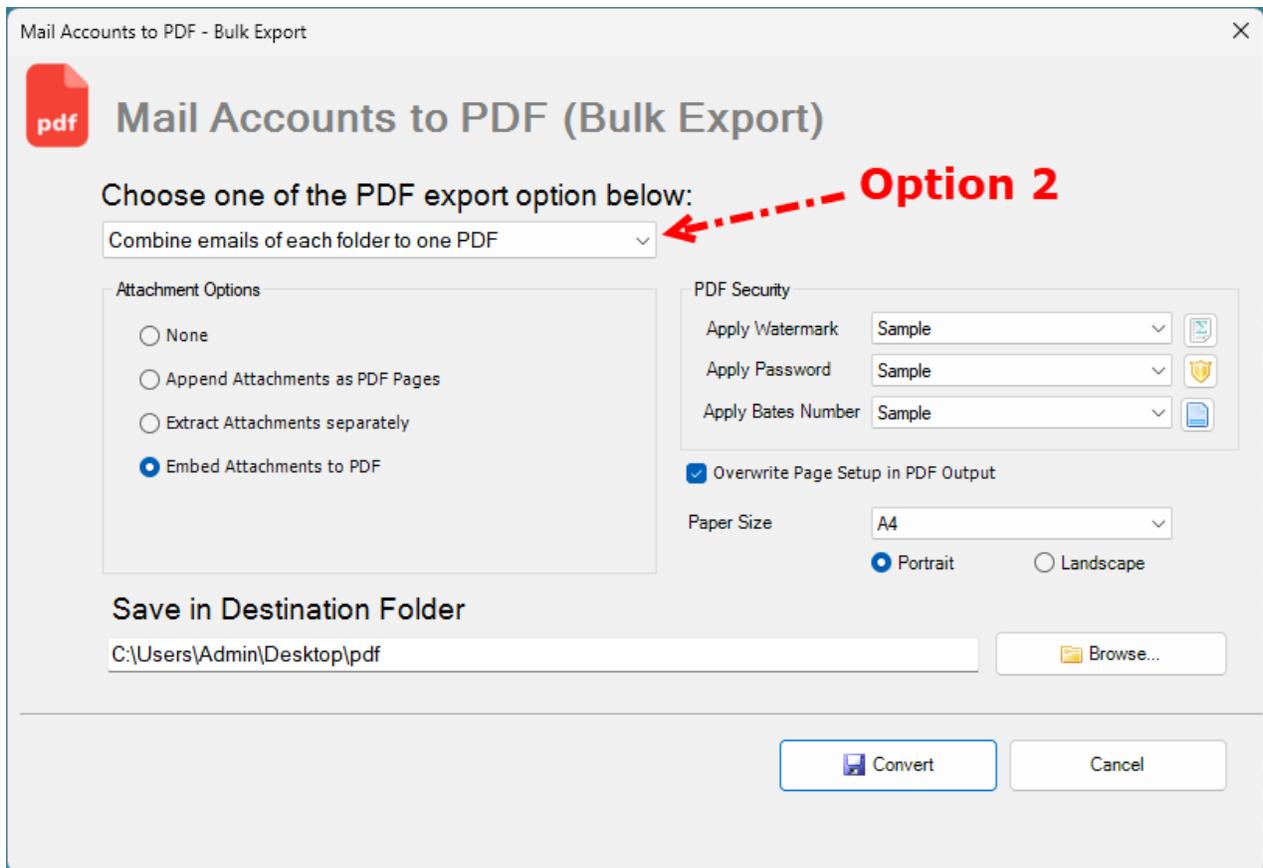
Optionally, you can configure how the attachments of the emails will appear in the one PDF file. You can choose one of the following possibilities:

- Each attachment is embedded in their original format in the PDF.
- Each attachment is appended as PDF pages and merged with the PDF of the email.
- Each attachment is extracted to their original format as separate file in your disk.

Option 3: <u>*Combine all emails of the Microsoft 365 account to one PDF file*</u>

In this option, all emails from all folders of a Microsoft 365 Email account will be combined and merged together to one PDF file. And the generated PDF file will bear the name of the Microsoft 365 Email account. In other words, if the name of the Microsoft 365 Email account is 'support@domain.com', the resultant PDF file will be named as 'support@domain.com.pdf'.
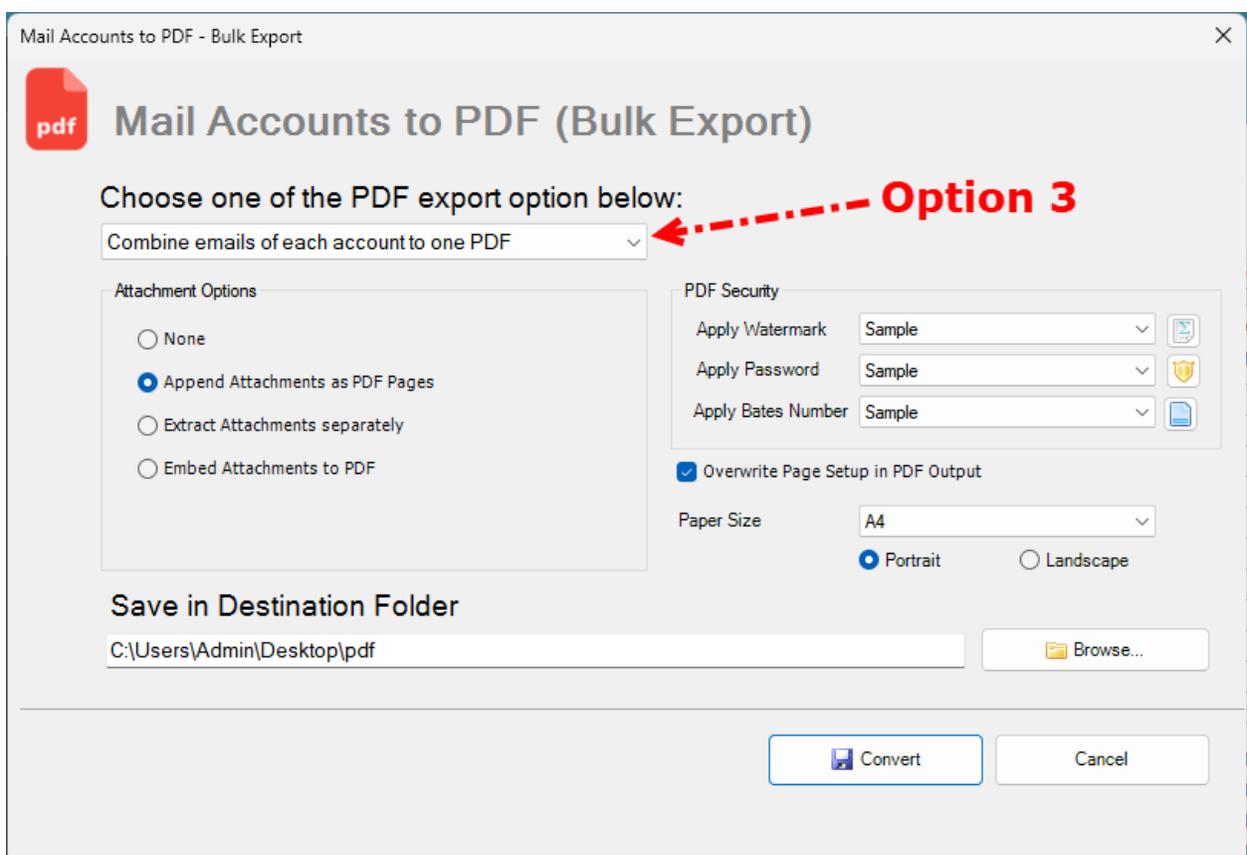
If you have opened 3 Microsoft 365 Email accounts at once, 3 different PDF files will be generated, one for each account.

Likewise, you can configure what to do with the attachments of the emails. That is, you can choose one of the following possibilities:

- Embed the attachments in their original formats into the PDF.
- Append as PDF pages and merged with the PDF of the emails.
- Extract and save the attachments in their original formats as separate files in your disk.

Apply keywords search and filters

You can choose to perform a keyword search and apply filters and only perform the bulk conversions of those emails in the Microsoft 365 Email account that fulfil the search parameters to PDF. To do that, click the '**Filter**' button available on top of the tree-view control box.
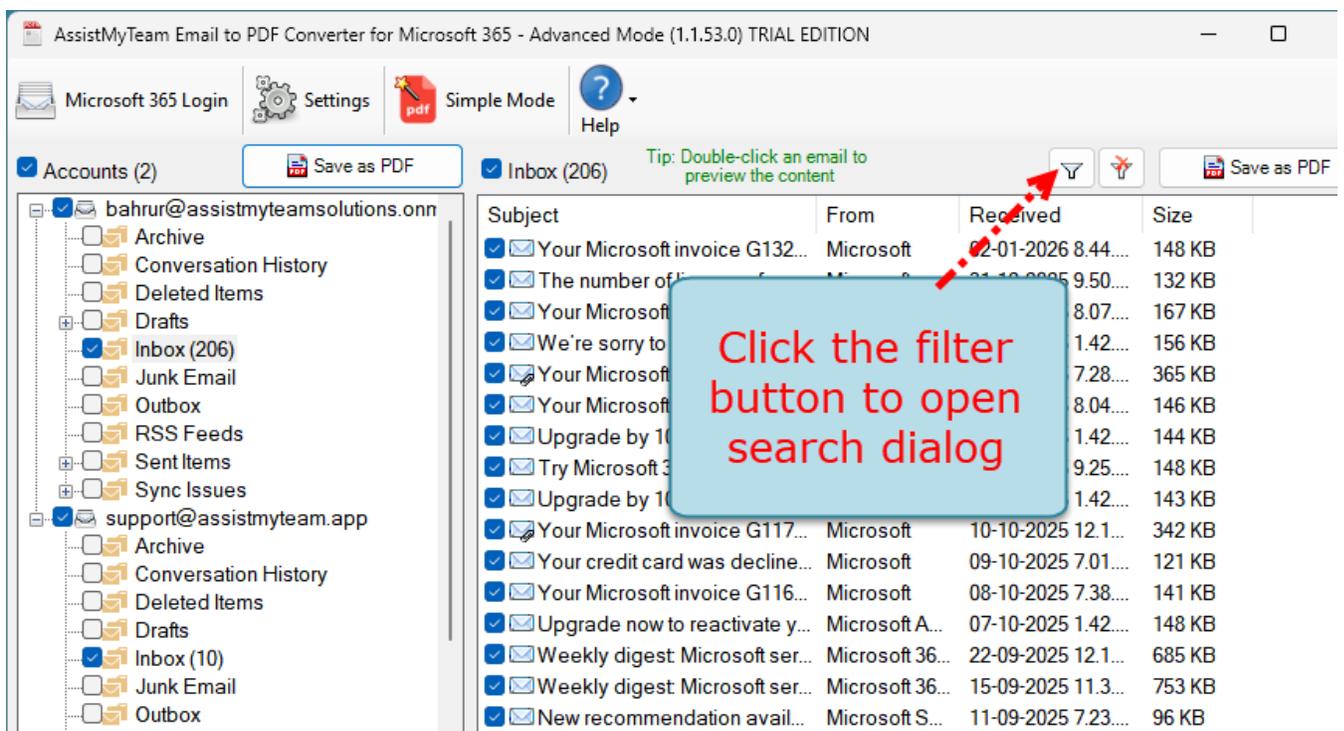
A dialog box for the search pop ups enabling you to input keywords search in the subject or body or both. You can also filter the emails by matching the sender in the '**From**' field and/or the recipient in the '**To**' field. Additionally, you can specify a time duration to restrict the emails that fall between the start and end date.
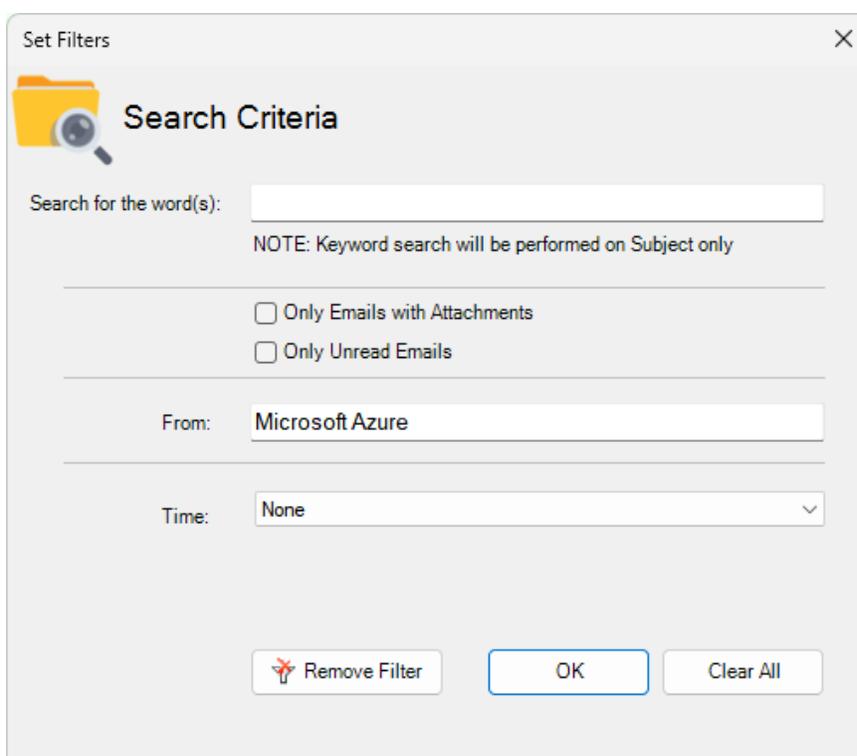
After applying the filters, the filter icon will change with a green tick mark, and the background colour of the email's container box will also be in green.
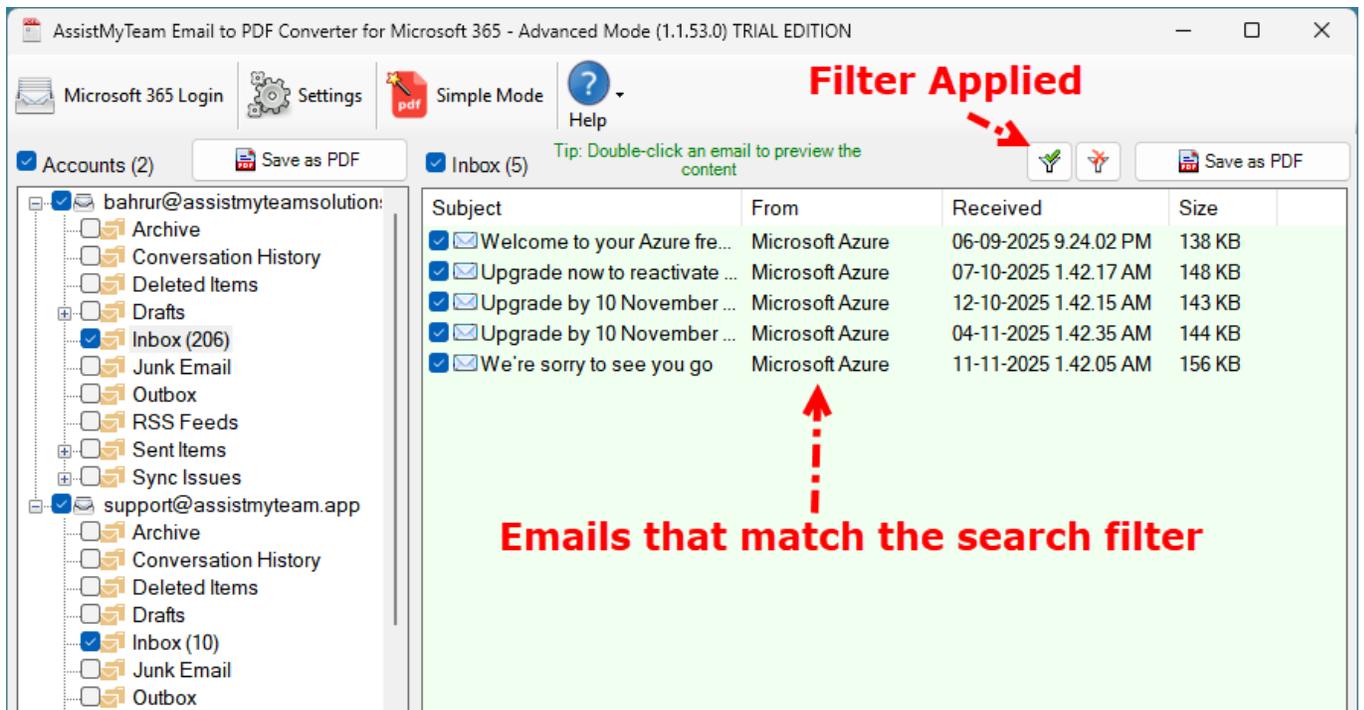
B. Convert Emails of a Microsoft 365 folder to PDF (multiple conversion)

At times, what you may need is only to convert emails of a particular folder within the Microsoft 365 Email account. In such needs, you can perform the PDF conversion by clicking the particular folder from the folders tree-view control box on the left side. This will show you all the emails in the folder view control on the right side. You can then proceed to click '**Save as PDF**' button located on the extreme right corner of the folder view control.
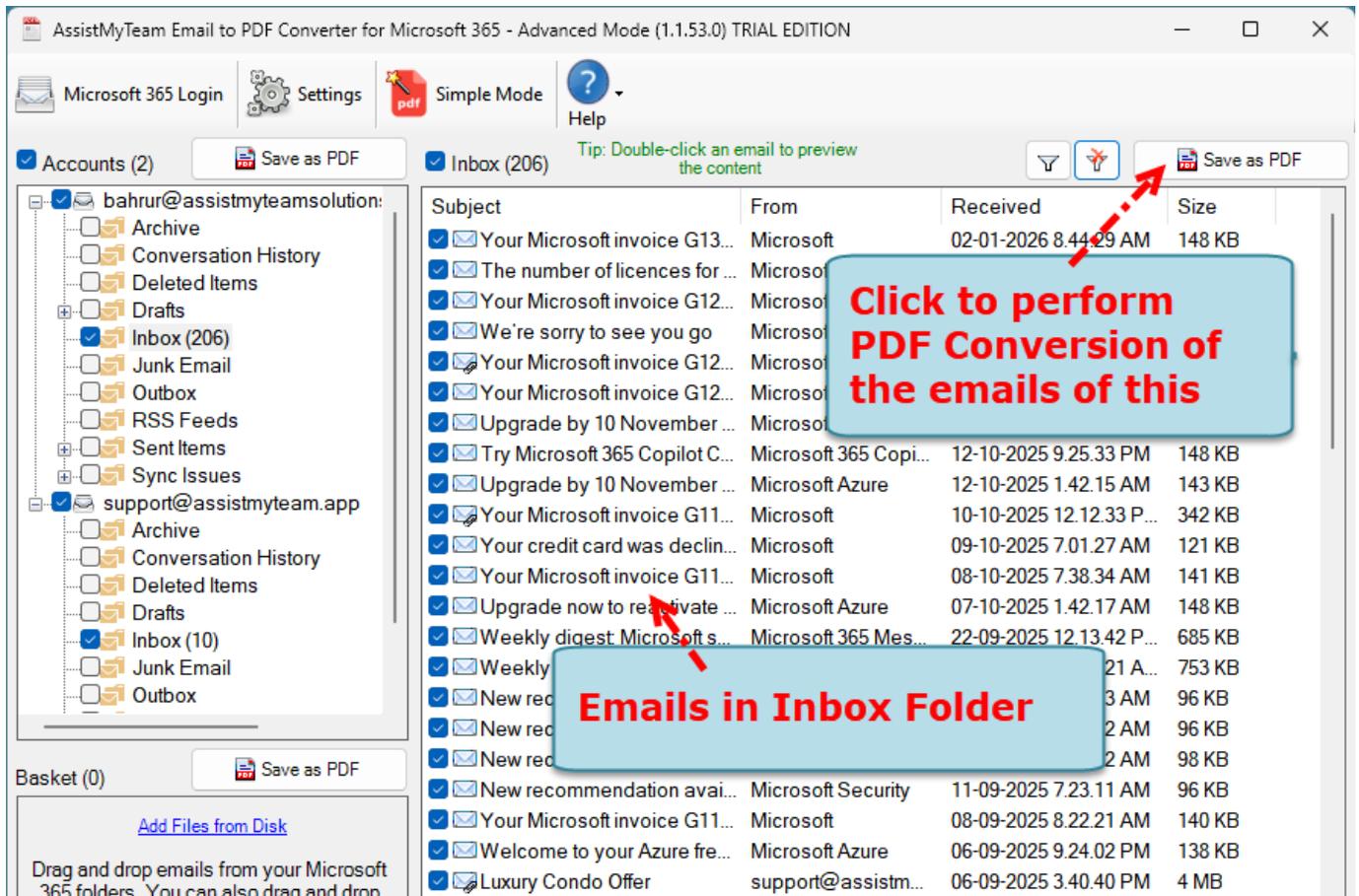
From the 'Save as PDF' dialog box, you have multiple options for PDF conversions of the emails and their attachments.
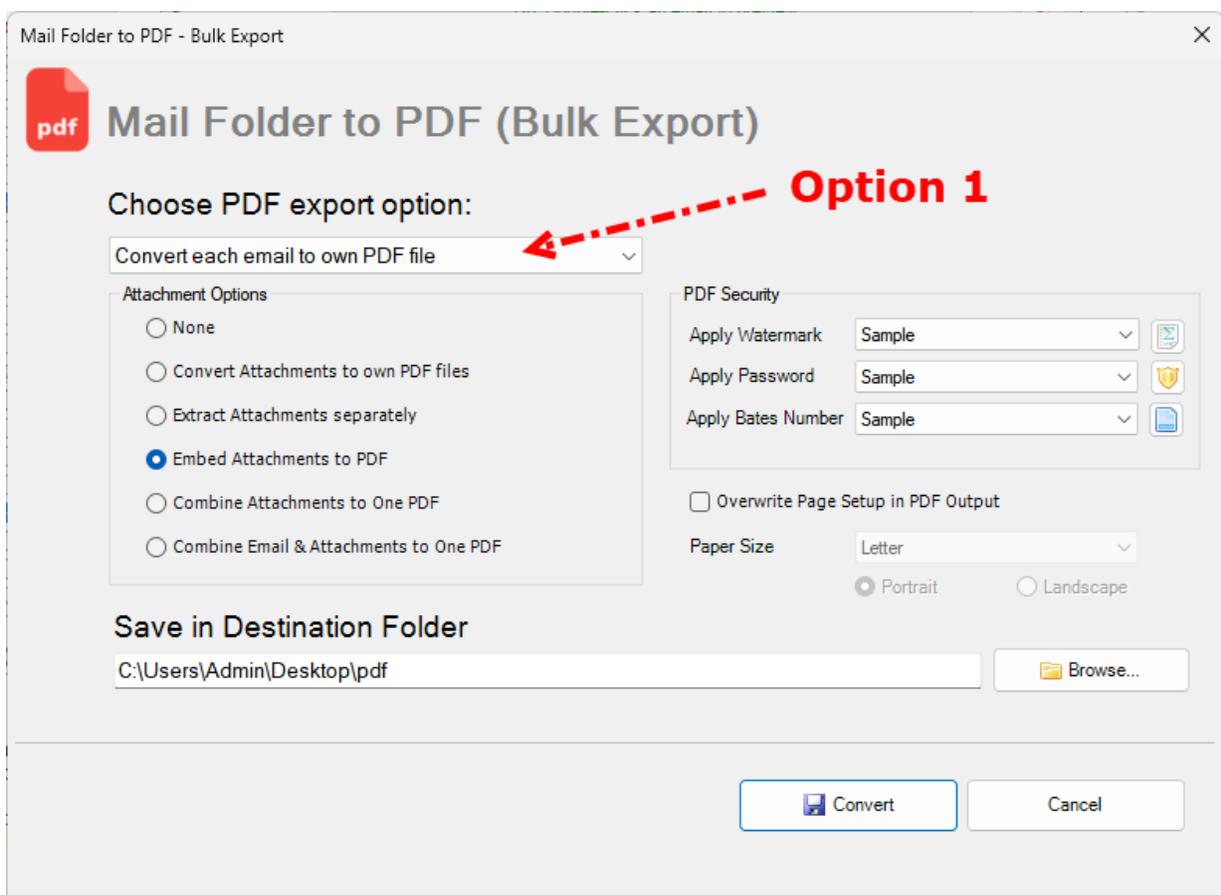
Option 1: Convert each email to own PDF file

By default, each email in the selected folder will be converted to their own PDF file, without their attachments. If you want the attachments to be part of the exported PDF file, you can choose one of the following options:

- Convert each attachment to its own PDF file.
- Extract each attachment to disk in its original format as a separate file.
- Embed the attachment in its original format within the PDF file of the email.
- Combine all attachments into one PDF file, separated from the PDF file of the email content.
- Append and combine all the attachments along with the email content as pages to be one long, continuous PDF file.

Watermark and Security Password

In addition, apply a watermark to each page of the converted PDF file in the form of a text (e.g., your company name) or an image (e.g., your company logo). Above all, to protect and limit certain operations on the converted PDF file by users, apply a security password. As a result, PDF Viewer or reader software will then prompt the user for this password when opening or viewing the PDF file. Furthermore, the PDF software will also allow or deny certain operations such printing, making changes, copying etc. if these were marked as restricted by the author.

Option 2: Combine all emails into one PDF file

In this option, all the emails of the selected folder will be combined and merged to one PDF file. And the generated PDF will bear the name of the folder, by default. As an illustration, if the email folder name is 'Samples', the resultant PDF file will be named as 'Samples.pdf'. You can of course, customize the name of the PDF from the dialog box below.
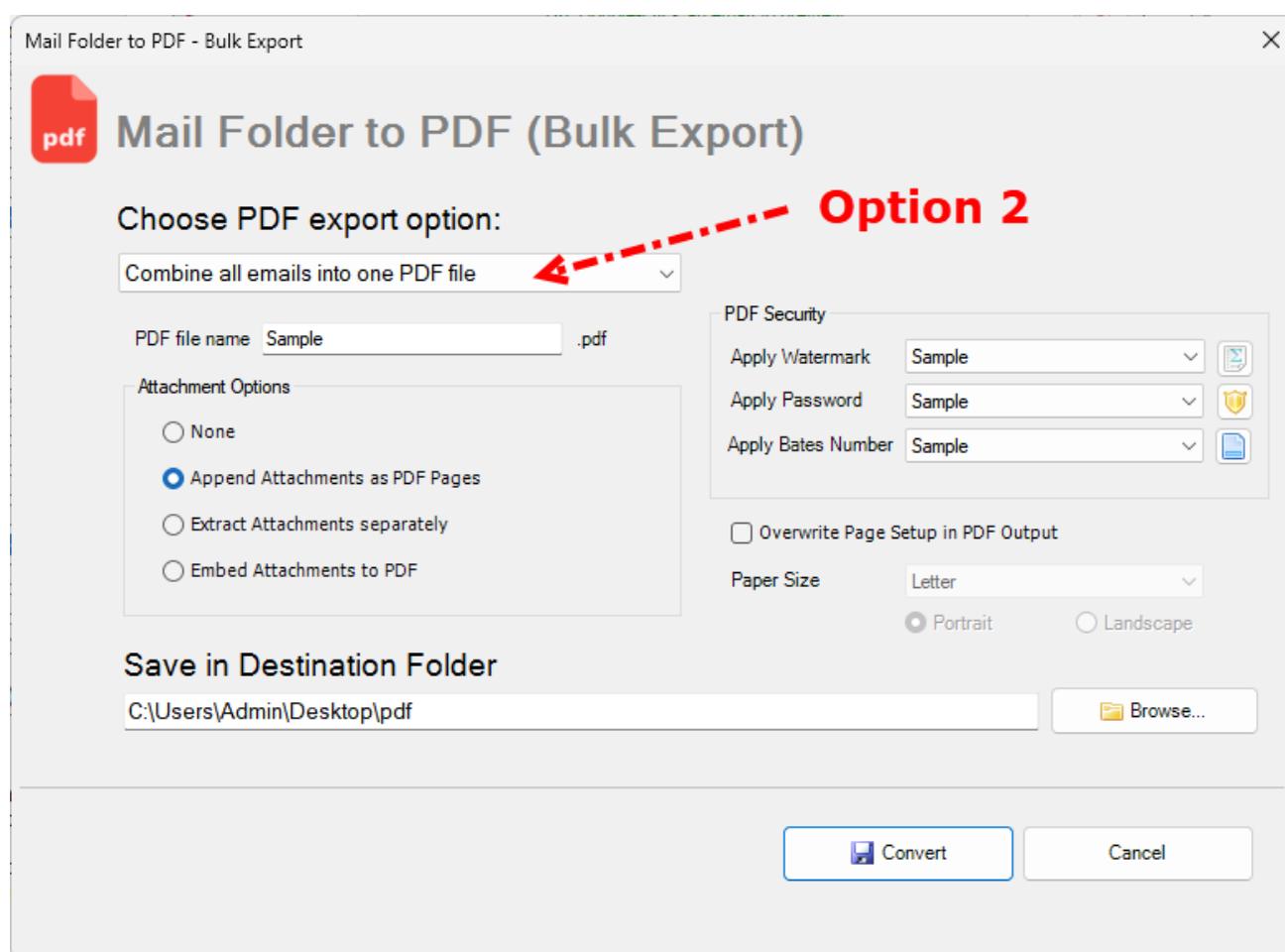

Optionally, you can configure how the attachments of the emails will appear in the one PDF file.

- In the first place, each attachment can be embedded in their original format in the PDF.
- In the second place, append each attachment as PDF pages and merged with the PDF of the email.
- In the third place, extract the attachments to their original format as separate files in your disk.

## C. Convert a particular Microsoft 365 Email to PDF (single conversion)

In this mode, you can selectively choose an email in the Microsoft 365 Email account and save it to PDF.
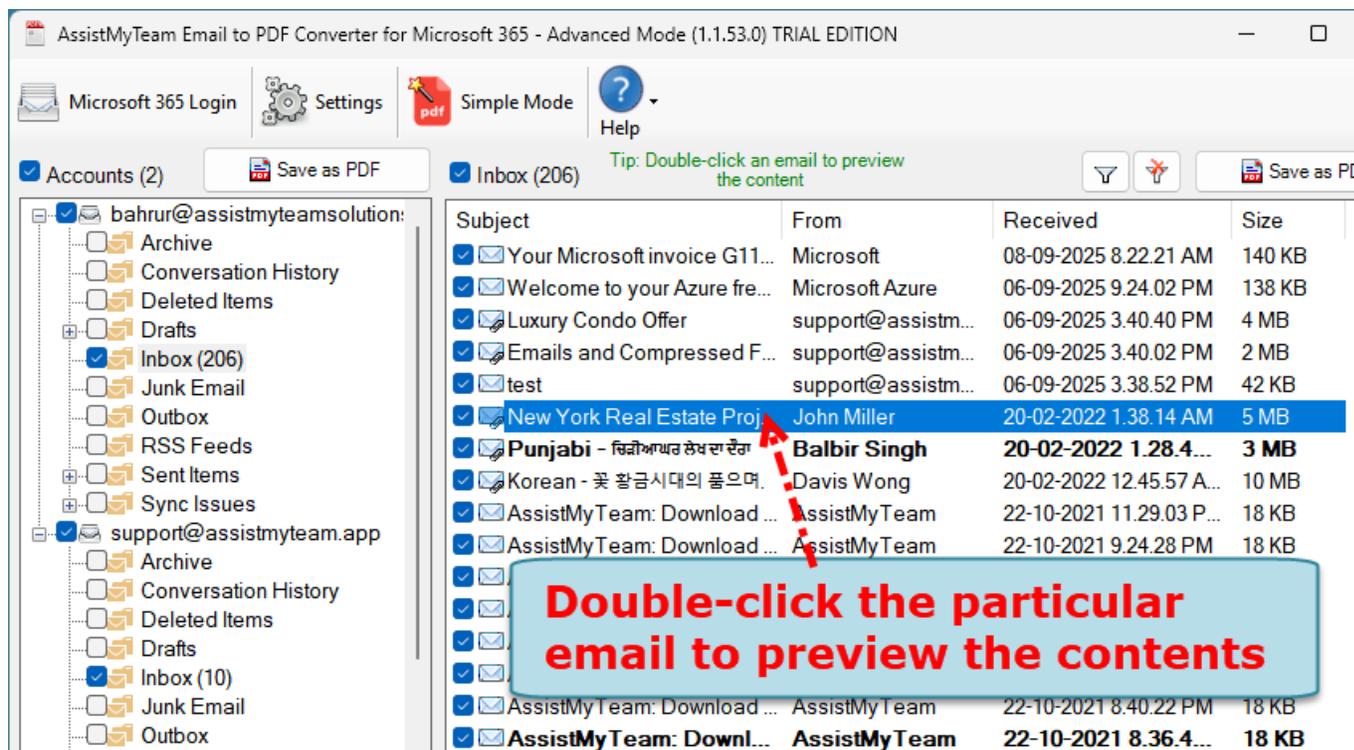
To achieve this, preview an email of interest by double-clicking it from the list of all emails shown in the folder view. And then choose to save the previewed email to PDF by clicking the '**Save as PDF**' button located on the upper right side.

From the 'Save as PDF' dialog box, you have options for PDF conversions of the attachments.
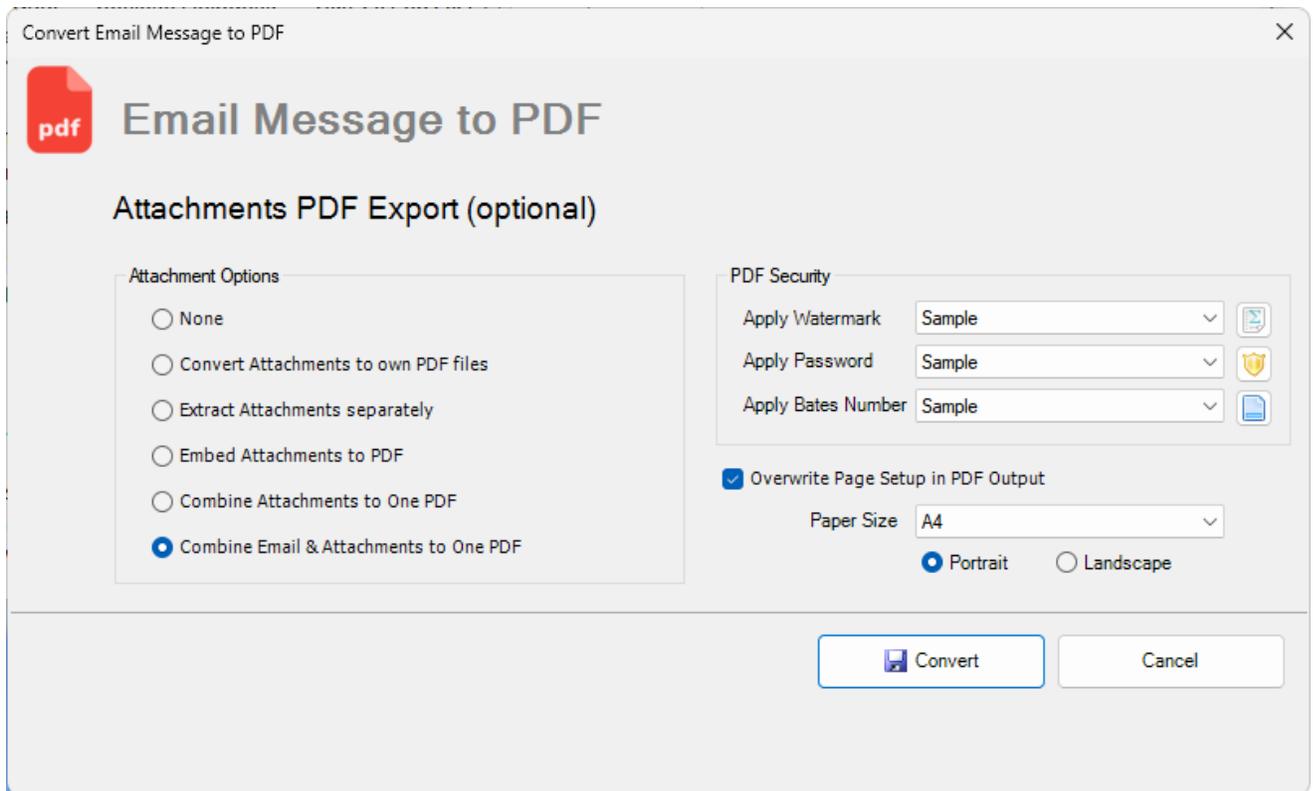
As regarding attachments of the email, firstly you can convert each attachment to their own PDF file. Secondly, you can choose to extract the attachment to disk in its original format as a separate file. Thirdly, you can embed the attachment in its original format within the PDF file of the email. Lastly, you can choose the option to append and combine the attachment with the email content as pages of one long, continuous PDF file.

Watermark and Security on PDF file

At this point, you can apply a watermark to each page of the converted PDF file in the form of a text (e.g., your company name) or an image (e.g., your company logo). Equally important, to protect and limit certain operations on the converted PDF file by users, you can apply security password that is required to open and view the PDF file in PDF Viewer, as well as restrict printing, making changes, copying etc.

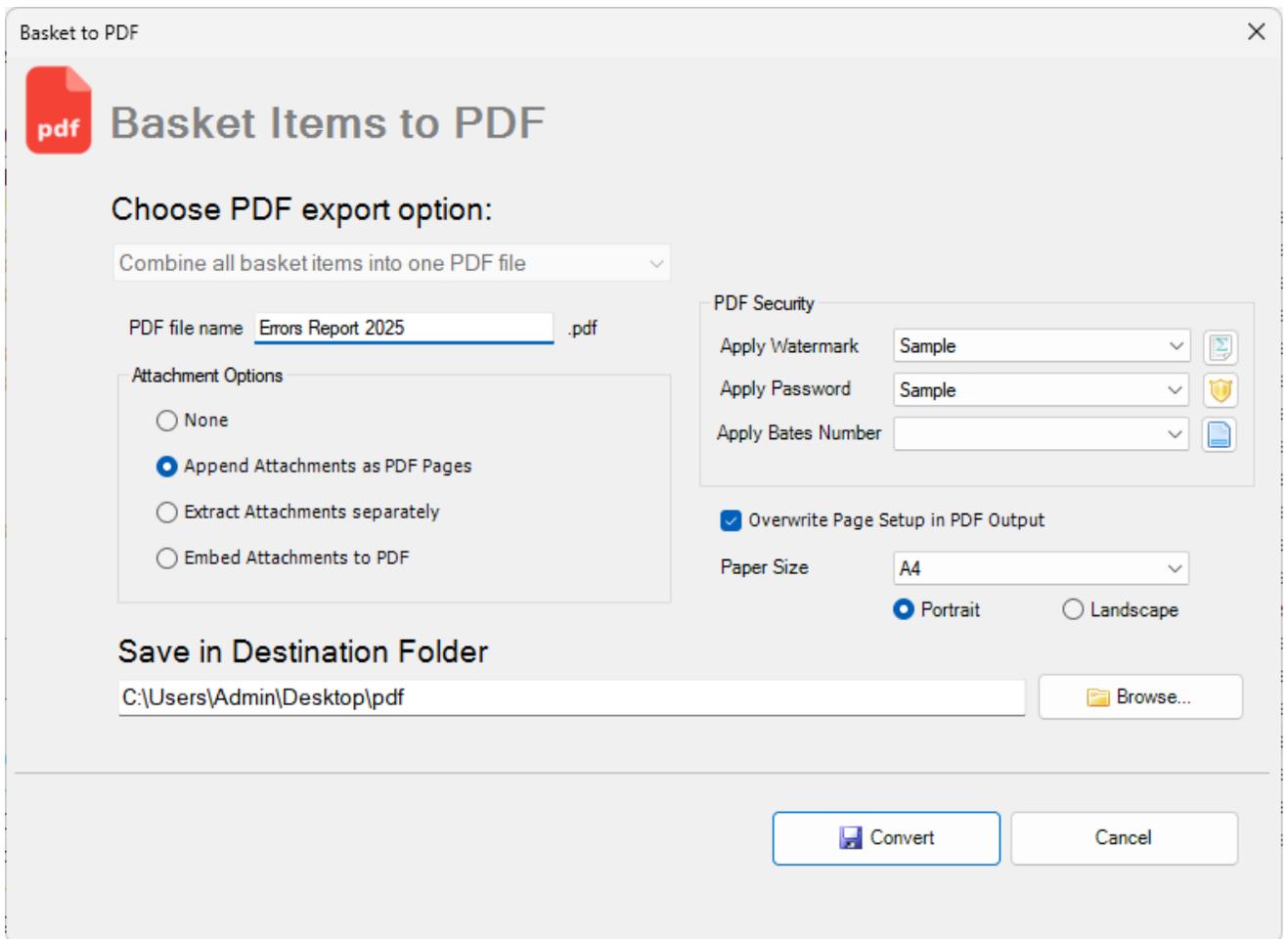## D. Convert Basket list of emails and files to PDF

Often you may have the need to club together or consolidate multiple emails or files from different accounts or folders into a single PDF document. Typically, one would convert the individual email or file to own PDF file and then merge these PDF files together into one file. This is a time consuming and cumbersome process.

To make this much simpler and easier, you can drag and drop those emails or files of interest, from your email or file folder to the basket control.
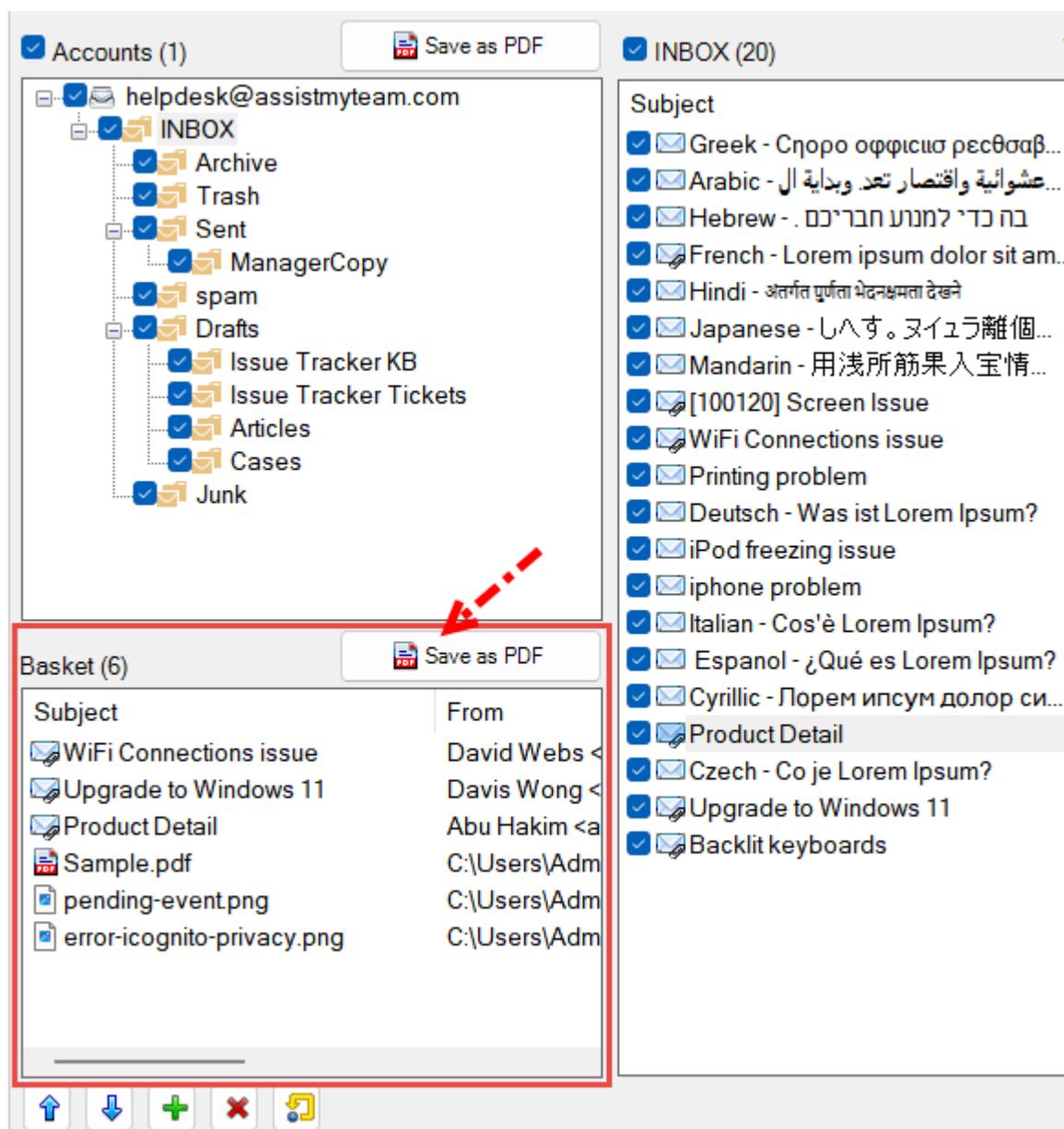

Alternatively, you can use add the files from your computer to the basket by clicking the '+' button located just below the basket control. You can re-arrange the sequence of the emails and files in the basket by dragging and dropping each of the email/file to the intended position of the queue, or you can use the 'up' and 'down' buttons to arrange the sequence of the chosen email/file.

As you build up the emails/files on the basket and once you have them all, you can then combine them all into one PDF file.

And this is how the generated PDF looks like in PDF Reader software. Notice the emails and file are combined in the same order/sequence as in the basket list of the Microsoft 365 Email to PDF Converter app.
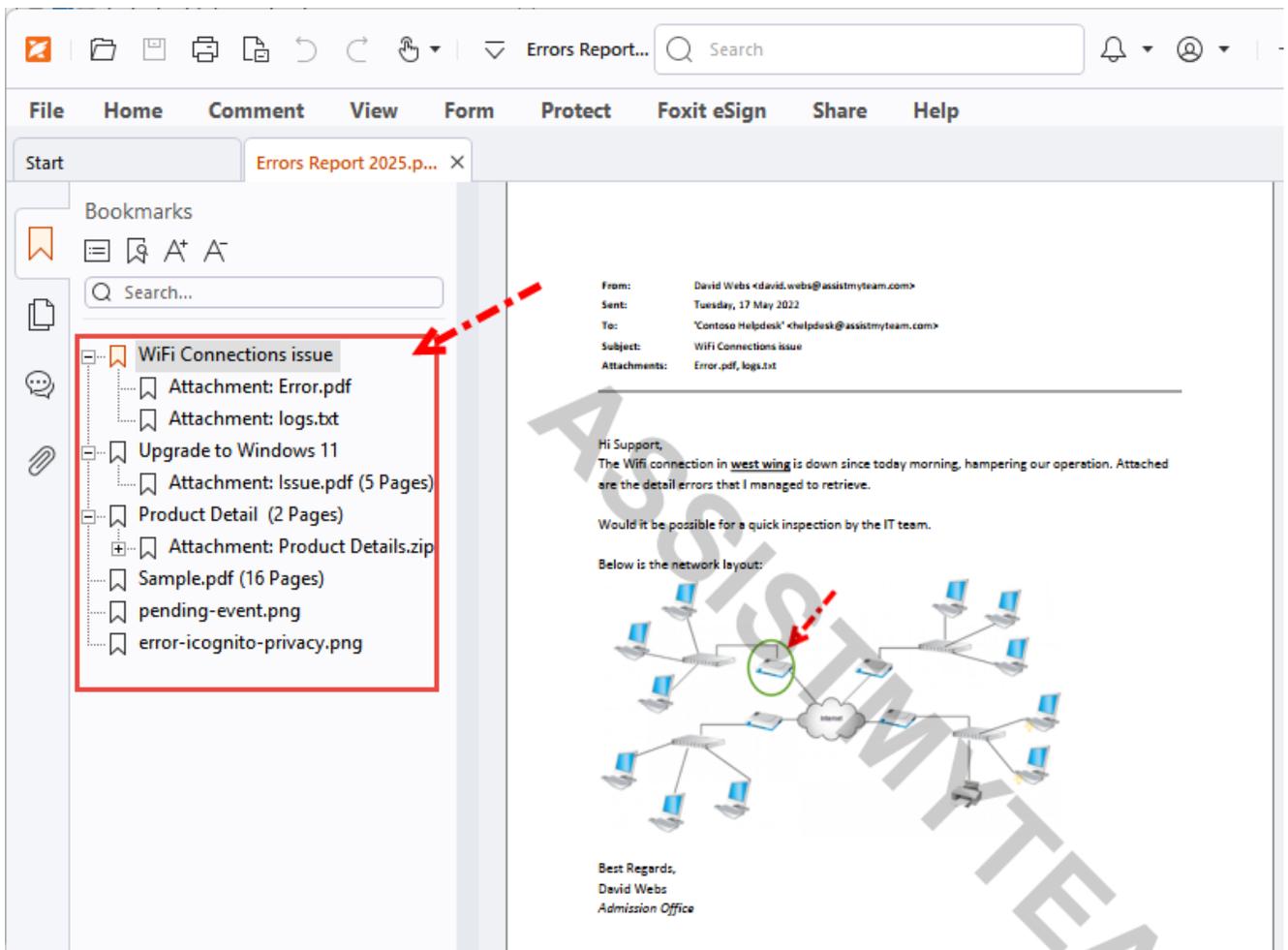
Supported Attachment types for PDF Conversion

If you are the type of person who work with a lot of documents in various types and formats, from PDF and Word files to JPEG or RAW files, and many a times, you surely will have come across the need to produce PDF documents out of them or combine all of them into a single unified one PDF file.

But why to convert to PDF at all? Turning your documents to PDF format makes them portable, smaller, searchable and generally easier to view, print, store and share, independent of application software, hardware and operating systems. This makes PDF the most usable and suitable format for all types of business presentations. Another analogy is that PDF is the format people use when they need an electronic 'hard copy' document. Many businesses, publishing and records-keeping applications require a reliable, flexible and capable analogue for paper. Some love their TIFF files, but those are pictures, not documents. For the vast majority, PDF remains the most popular document format.

Along with the most conversion options and content control over your PDF contents, Microsoft 365 Email to PDF Converter provides you with the unique ability to convert attachments of different formats to PDF documents.

Microsoft 365 Email to PDF Converter app can produce PDF documents from the following file/attachment types or formats:

Microsoft Word Files *(.docx, .docm, .doc, .dot, .dotx, .dot, .dotm)*
Microsoft Excel files *(.xl, .xlsx, .xlsm, .xlsb, .xlam, .xltx, .xltm, .xls, .xlt, .xla, .xlm, .xlw, .uxdc,)*
Microsoft PowerPoint Presentation files *(.pptx, .ppt, .pptm, .ppsx, .pps, .ppsm, .potx, .pot, .potm)*
Single File Web Page *(.mht; .mhtml)*
Web Page *(.htm; .html)*
Rich Text Format *(.rtf)*
Plain Text *(.txt, .prn, .csv, .log, .ini, .config)*
Programming files *(.c, .h, .cs, .vb)*
XML Document *(.xml)*
OpenDocument Formats *(.odt, .odp, .odc, .ods)*
Works 6.0 – 9.0 *(.wps)*
Multi-page TIFF *(.tif)*
Compressed Zip[1] *(.zip)*
MSG[2] **Email file** *(.msg)*
EML[3] **Email file** *(.eml)*
Camera RAW[4] **files** *(.raw, .nef, .nrw, .cr2, .crw, .pef, .arw, .srw, .sr2, .orf, .mrw, .mdc, .dcr, .kdc, .mos, .erf, .raf, .3fr, .dng, .mef, .rw2, .x3f, .srf, .ari, .bay, .cri, .cap, .iiq, .eip, .dcs, .drf, .k25, .fff, .ptx, .pxn, .r3d, .rwl, .rwz, cs1, cxi, j6i)*
Image files *(.bmp, .gif, .png, .jpg, .jpeg, .tif, .tiff, .pcx, .psd, .cut, .dds, .ico, .lbm, .pcd, .pcx, .pic, .psp, .sgi, .tga, .exr, .hdr, .iff, .jng, .ppm, .pgm, .pbm, .pfm, .ras, .wbmp, .xbm, .xpm, .mng, .koa, .j2k, .jp2, .jbig2, .wmf)*

[1]Also supports converting files from inner ZIP file (embedded within another ZIP/MSG/EML file attachment) to PDF.
[2]Also supports converting inner MSG and attachments (embedded within another ZIP/MSG/EML file attachment) to PDF.
[3]Also supports converting inner EML and attachments (embedded within another ZIP/MSG/EML file attachment) to PDF.
[4]RAW formats and Brand

Add company logo as watermark to PDF

Adding a watermark of your company logo on publication material not only adds a professional touch but also helps to identify ownership without completely locking the PDF down. More importantly, watermarking each page of your PDF helps protect your intellectual property from being passed off as someone else's work when it is shared with others.
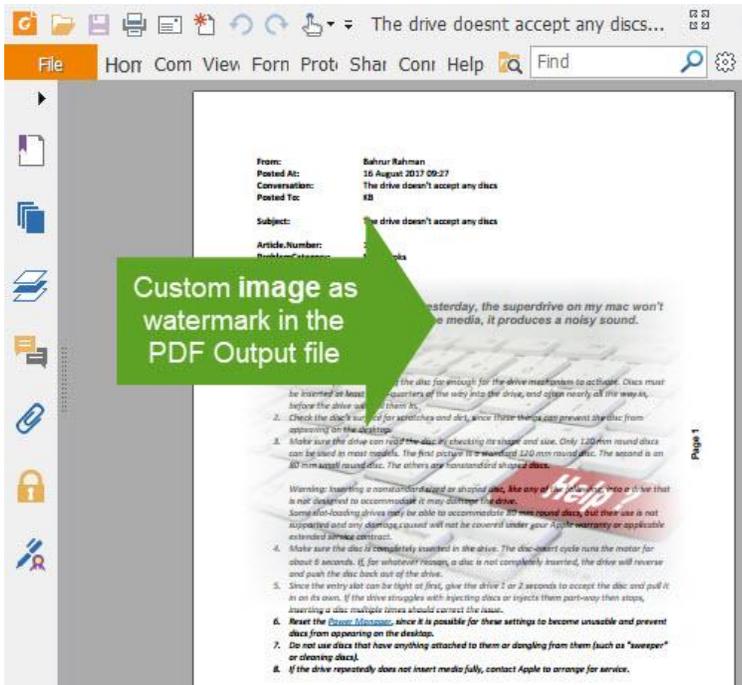
In Microsoft 365 Email to PDF Converter, to add a watermark image or text annotation to your PDF files, you will need to create a profile under **Settings > Watermark** tab.
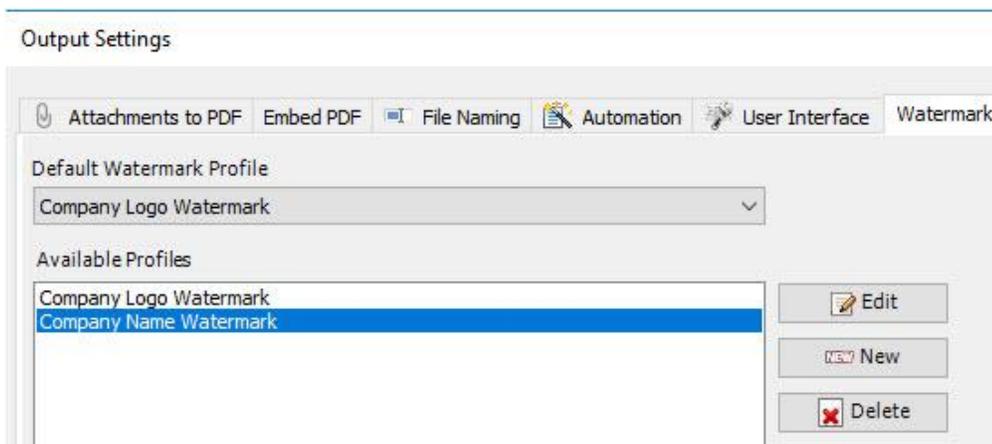
Click the **'New'** button to create a watermark profile. You'll get the following dialog box where you can choose the type, position of your watermark. Click on the **'Image as watermark'** radio option. To insert an existing image as a watermark, click on the Image button located at the extreme right corner and browse the open dialog box and select your image from your computer. You can see the preview of the selected image on the right side.
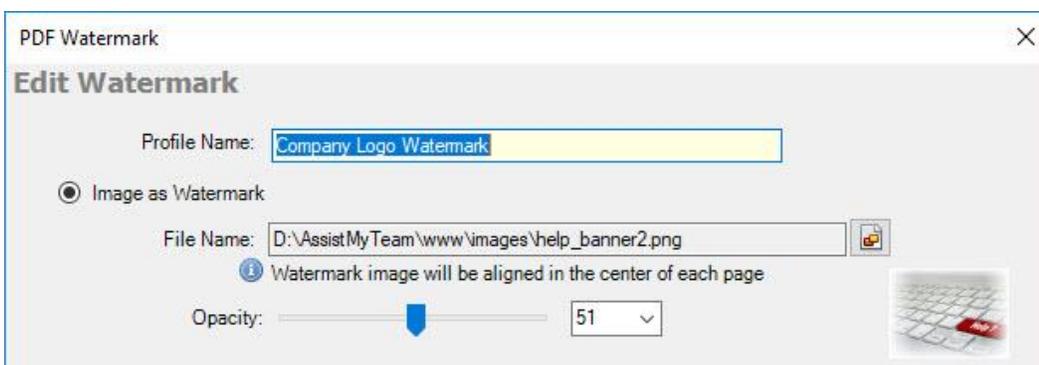

You can adjust the opacity of the image in relative to the background of the PDF document. We recommend an opacity of 25-30% for better legibility. And this is what the converted PDF file looks like (in PDF reader software) – with the image embedded in the middle of each page of the PDF.
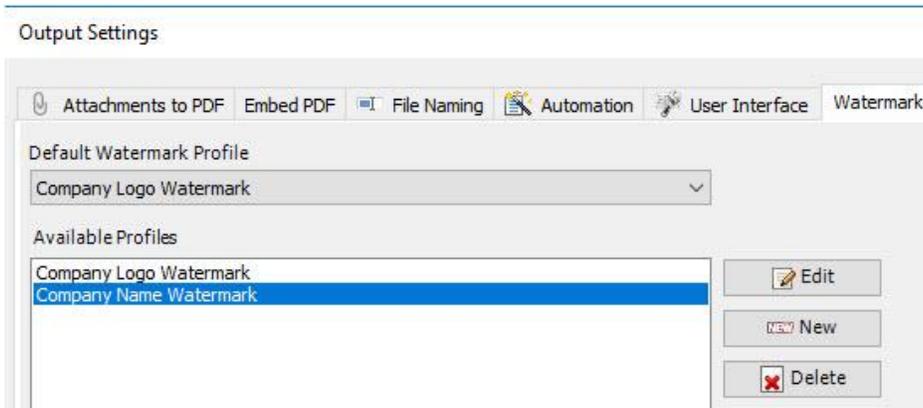
NOTE:

It is possible to define multiple watermark profiles. However, you have to choose only one default profile that would be applied to the PDF. And you do that from the drop-down field.
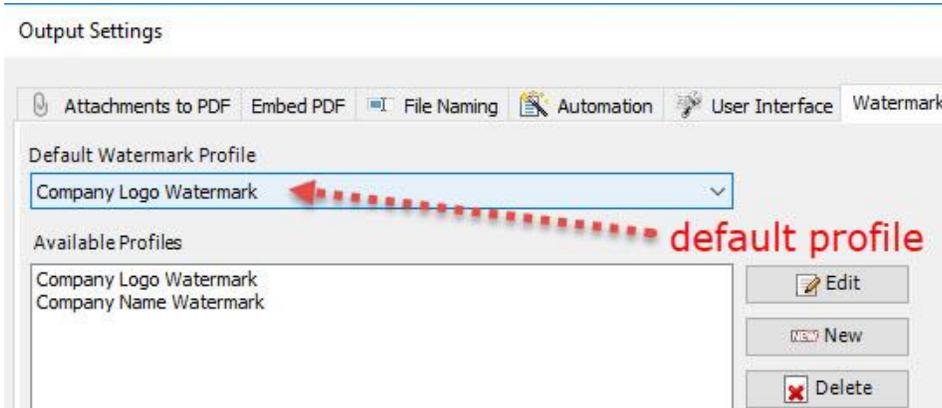
# Add your name or brand as watermark in PDF

In Microsoft 365 Email to PDF Converter, to add a watermark image or text annotation to your PDF files, you will need to create a profile under **Settings > Watermark** tab.

Click the '**New**' button to create a watermark profile. From watermark dialog box, click on the **'Text as watermark'** radio option. Type in your text (such as your company name, product name or brand etc.). Customize the Font, Size, and Colour of your text watermark. You can adjust the opacity of the watermark to allow text from behind to show through. You can also adjust the angle and rotation at which you want the watermark.
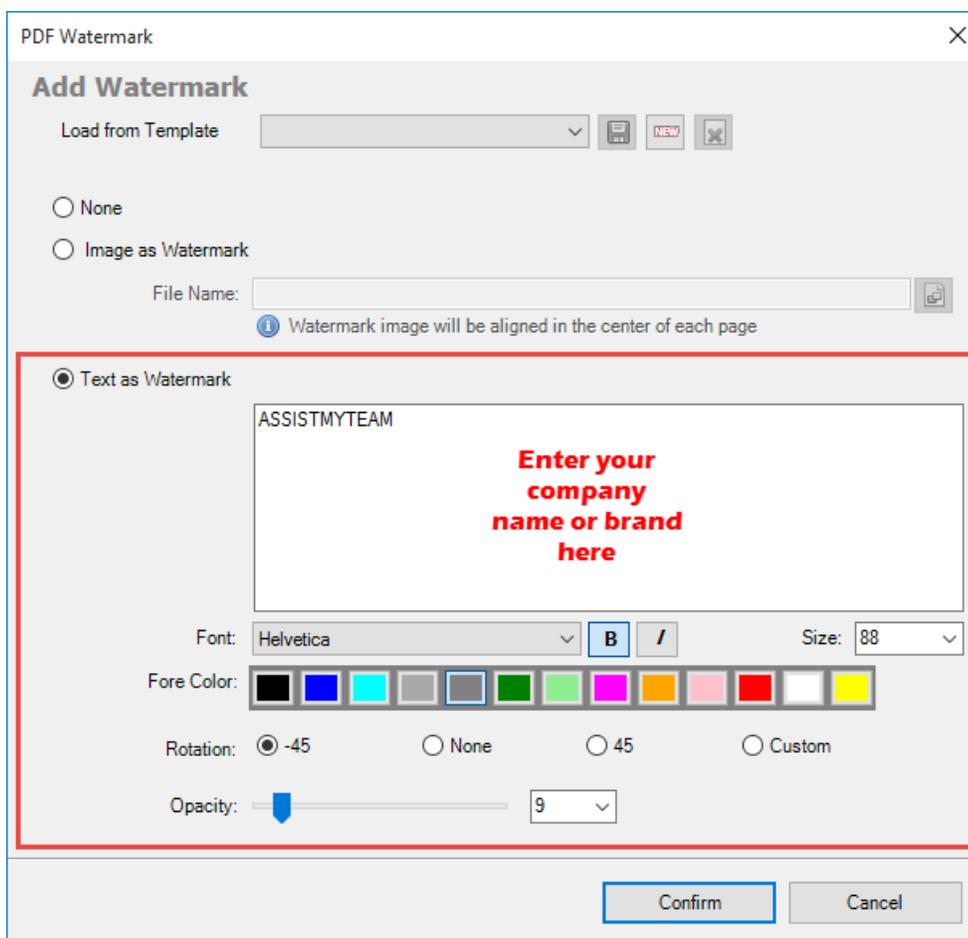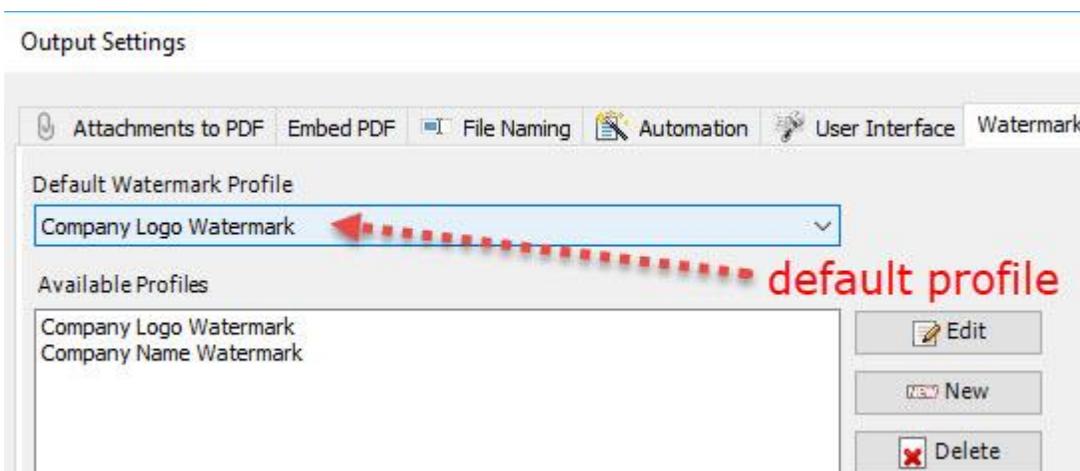

And this how the converted PDF file appears like when viewed in PDF viewer – with the custom text (e.g., company name embossed in each of the page)
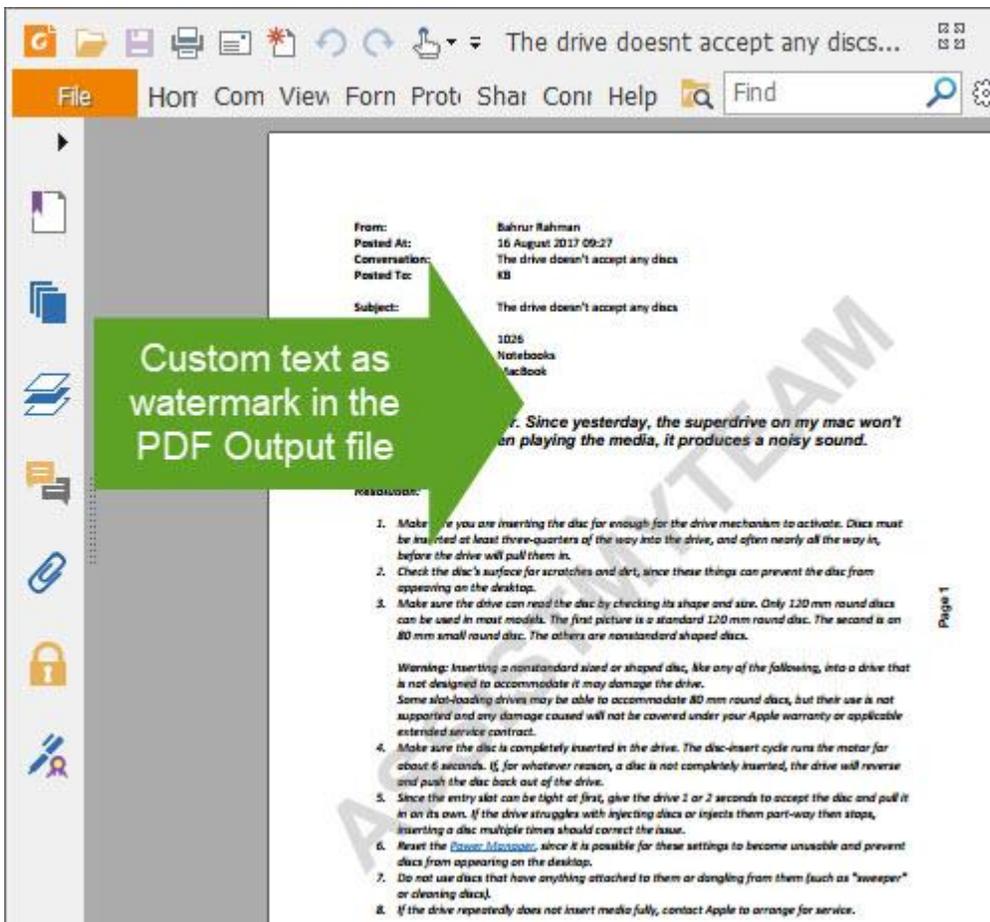
NOTE:
It is possible to define multiple watermark profiles. However, you have to choose only one default profile that would be applied to the PDF. And you do that from the drop-down field.

Apply security restrictions to PDF

A PDF file on its own is not as secure as you may think. Despite the versatility of PDF (as a universal file format) that preserves the look and feel of your original document regardless of platform or device, without security settings on your PDF publication, there is no way to prevent malicious users from tampering the file and taking credit for your content.

With Microsoft 365 Email to PDF Converter, you can lock down your PDF content (generated from emails and attachments) by setting a permissions password (also known as a master password) and restrict printing, editing and copying content in the PDF. Your intended recipients don't need a password to open the document (unless a 'Document Open Password' or 'User Password' is enforced on that PDF). They do need this permissions password (master password) to change the restrictions you have set.

To apply restrictions and set Permission password, first, you have to define a security profile under **Settings > Security** tab.
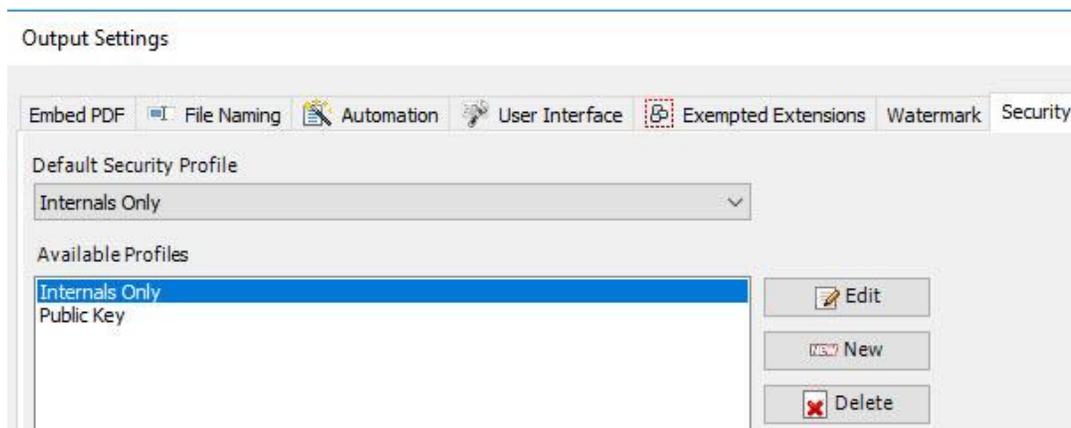

Click the '**New**' button to create a new profile. The security panel option shows up and has two sections – **Document Open** and **Permissions**.
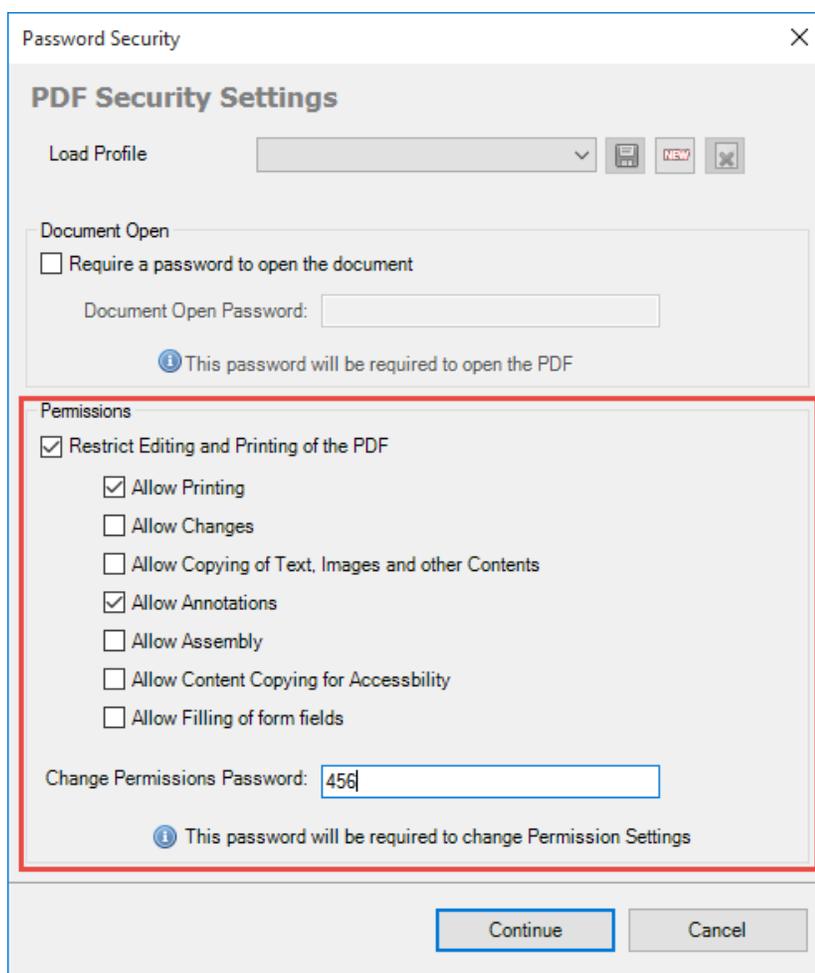

Under the **Permissions section**, check the option '**Restrict Editing and printing of PDF**' to add another level of security to your PDF content should your file be accidentally accessed. While people may be able

to view it, ensure that viewing is all they can do with it. For instance, you can restrict activities from printing content to copying text. You can also set a master password so that in case you want your team members to perform unrestricted activities on the PDF material, they can do so by entering this master password.

Once done, save the profile. It is possible to define multiple security profiles. However, you have to choose only one default profile that would be applied to the PDF. And you do that from the drop-down field.
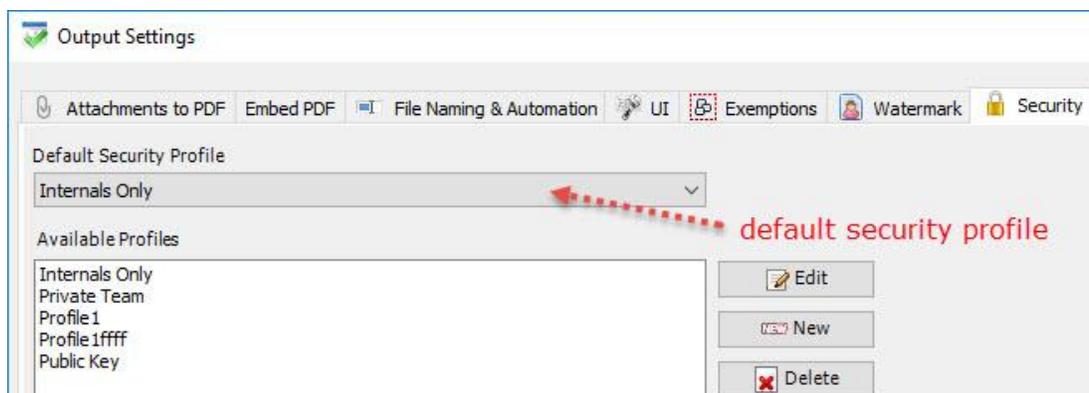
Checking the PDF's Properties > Security dialog in any PDF viewer, users can see what permissions are given to the file, if any.
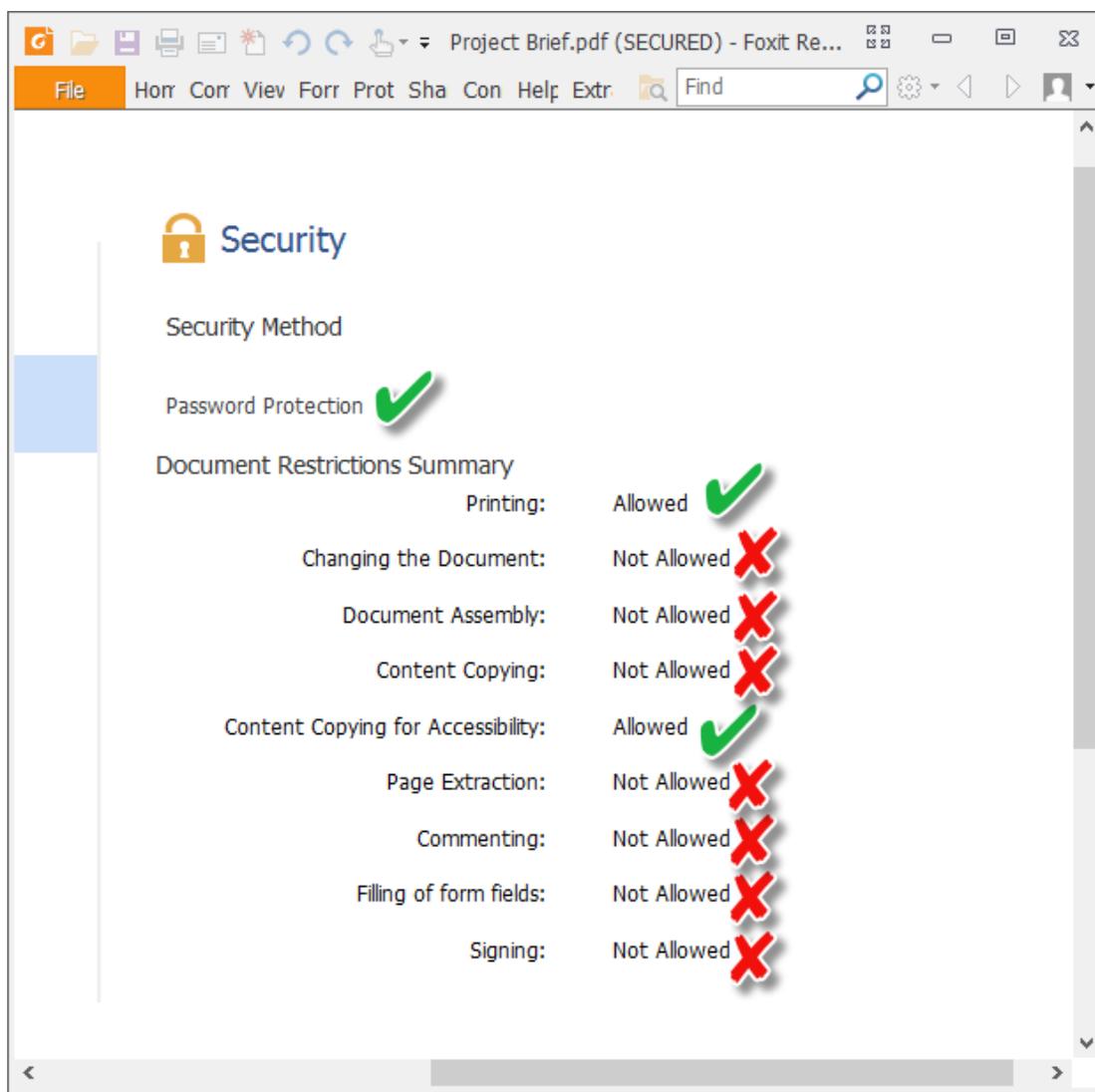
NOTE: If your PDF documents are secured with both types of passwords (*i.e., Document Open Password and Permissions Password*), they can be opened with either password. However, only permissions password would allow user to change the restricted features. Because of the added security, enabling both types of passwords are beneficial.