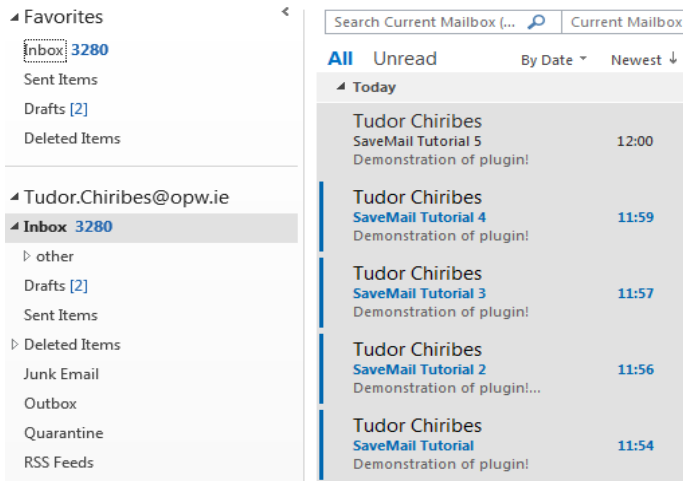




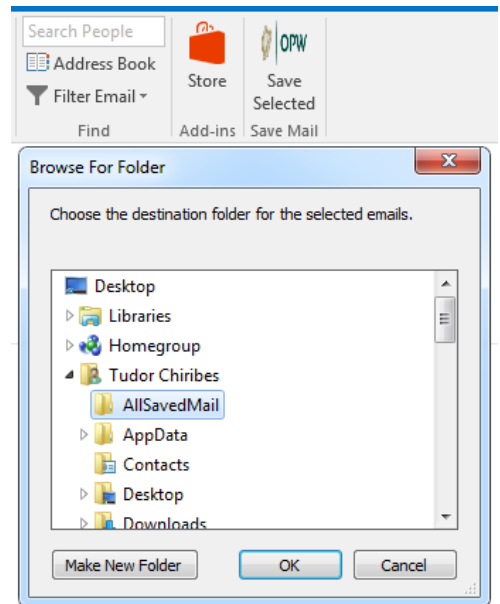
OPW

# SaveMail Outlook plugin

## Step 1: Select e-mails



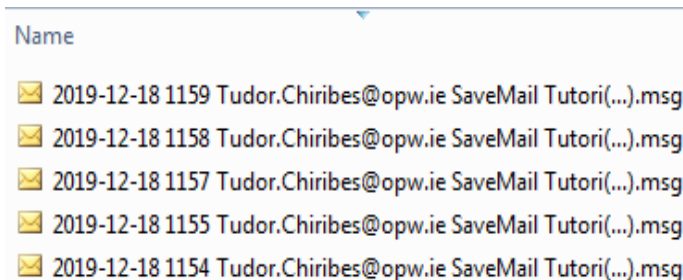
## Step 2: Click on plugin



## Step 3: E-mails are saved in the selected destination

The naming format is standardised to the following:

- yyyy-mm-dd for easy sorting
- sender for received mail and first recipient for sent mail
- subject shortened to 15 characters to prevent long paths



## Step 4: A new mail folder is also created and saved e-mails are moved to it

