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Therefore, if you would like to achieve it, you have to make some extra efforts.. Please read on to get them in detail Method 1: Use “Save” Feature • To start with, launch your Outlook program.. If you want to convert existing Word documents into As an attachment in an e-mail message when.. • Subsequently, in the popup dialog box, select a destination folder and choose “Text Only” in “Save as type” field.. Method 2: Use Outlook VBA • In the first place, press “Alt + F11” key shortcuts in Outlook.. • In the popup “Open” dialog box, select “All Files” in “File name” line and pitch on the previously saved text file.. • After click “Save” button, you can open your Microsoft Word application • In MS Word, turn to “File” menu and select “Open”.. • Then in the popup Outlook VBA editor window, open a new module • Next copy and paste the following VBA codes into it.. Outlook doesn’t offer any native features to save or convert an Outlook email as a word document.. Here we will teach you 2 quick methods One is to smartly use “Save” feature.

A Word document to an InfoPath form template The other one is to tactfully use Outlook VBA.. • Finally in the “Save as” dialog box, choose “Word Document” in “Save as type” and hit “Save”.. • After click “Open”, the email in text fil type will open in word • Later you can select “File” > “Save As”.. If you want to save or convert an Outlook email to a word document, you can use the 2 methods introduced in this article.. • Then pitch on an email • Next turn to the “File” menu and select “Save As” option.

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