MICROSOFT WEB – PRINT EMAIL TO PDF

You may get asked to upload an email, as a file, to MediViewer. This guide covers the required steps.

OUTLOOK CLIENT

Click on the required email in Outlook	The email is selected:
Click on the **…** Ellipsis menu, top-right within the email 	The **File** sidebar displays:
Click **Print**, from the menu	The **Print** window displays: Change the Printer field, to **Microsoft Print to PDF**, from your default setting – in this screen, the default was canonprint.
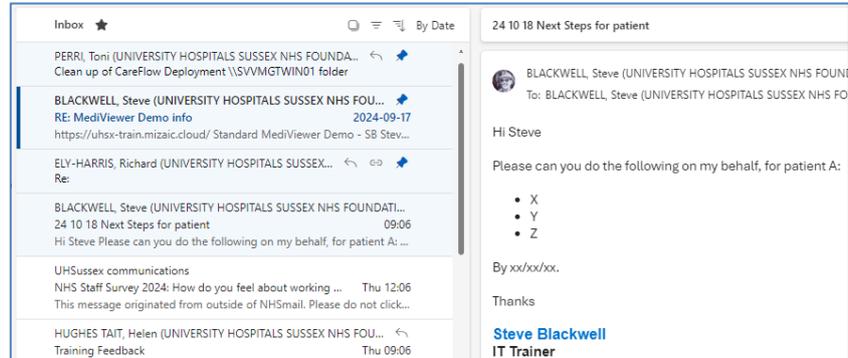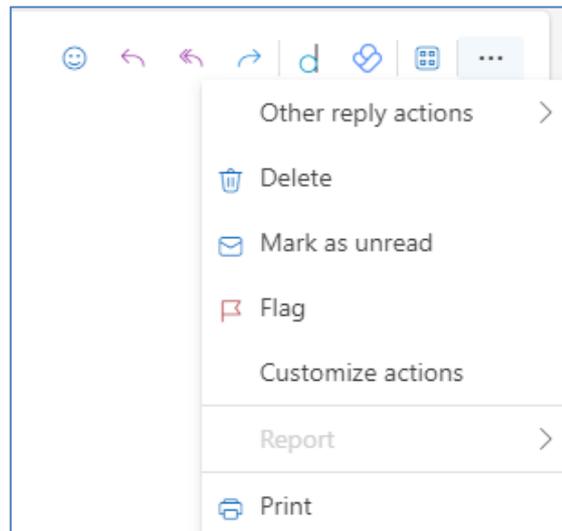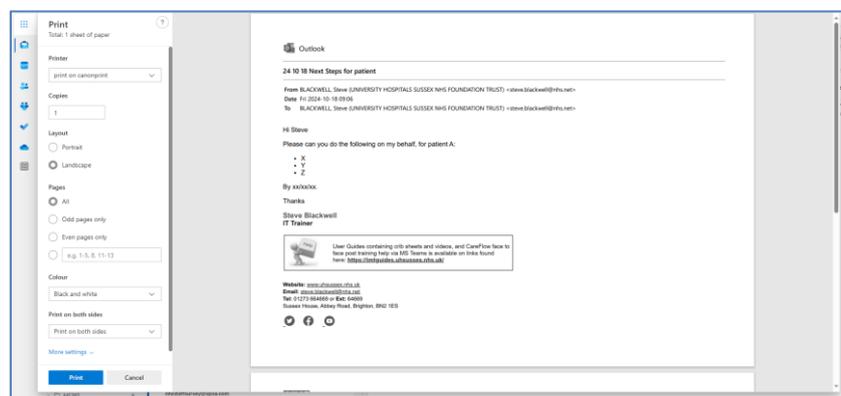
Click on the **Print** button	The **Save Print Output as** pop-up displays:
	Select the appropriate location on your PC – noting that you will delete the **email PDF** once you have confirmed it has been uploaded and is viewable in MediViewer – and name the file accordingly.
Click the **Save** button, to save to the selected location	The email PDF file is now ready for you to Direct Upload into MediViewer. If required, follow the **File Upload for Encounter** and **File Upload – Non-Encounter** guides, as appropriate.
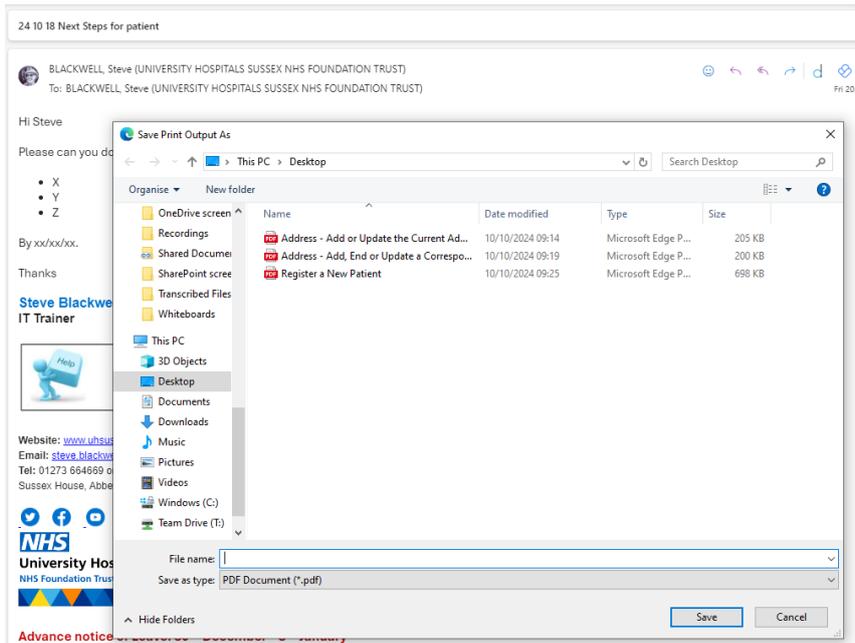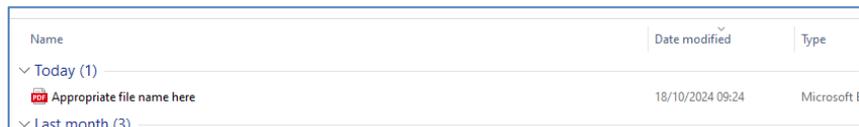
Don't forget to delete the file once you can view the file against the correct patient record in MediViewer.