

How to back up email on Gmail to PDF

To be able to save important email content on Gmail, we can convert mail to PDF or CSV files to open as needed.

Currently there are many rich email services for users to choose, besides the familiar services. However, Gmail has become the most popular and popular email communication tool. A person can use many different Gmail accounts, to cater to business needs, contact friends, relatives, .

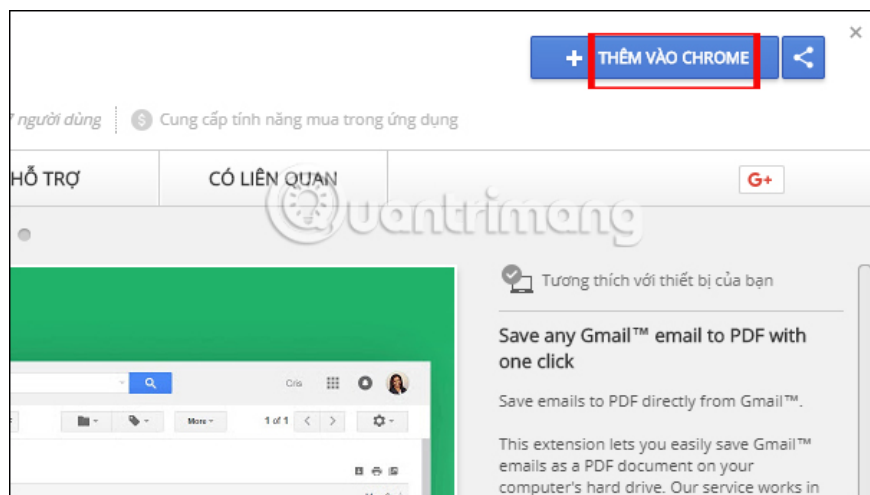
And in the process of receiving emails, there will be important mail content and we want to save them to the computer to open whenever possible. So the Save emails to PDF utility installed on Chrome browser will help you do this. The utility will save the email to the computer as PDF or CSV, XLSX file depending on the needs of each user. And when you need to use it, just open this file and you're done. The following article will guide you how to save Gmail as a PDF / CSV / XLSX file, using the Save emails to PDF utility on Chrome.

Step 1:

Visit the link below to install the Save emails to PDF utility on your browser.

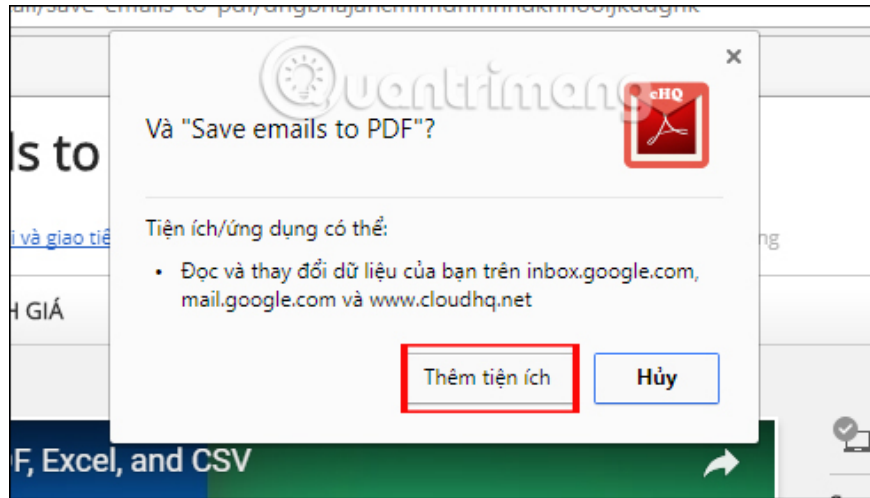
1. <https://chrome.google.com/webstore/detail/save-emails-to-pdf/dngbhajancmfmdnmhhdknhooljkddgnk>

Click the **Add to Chrome** button to install.

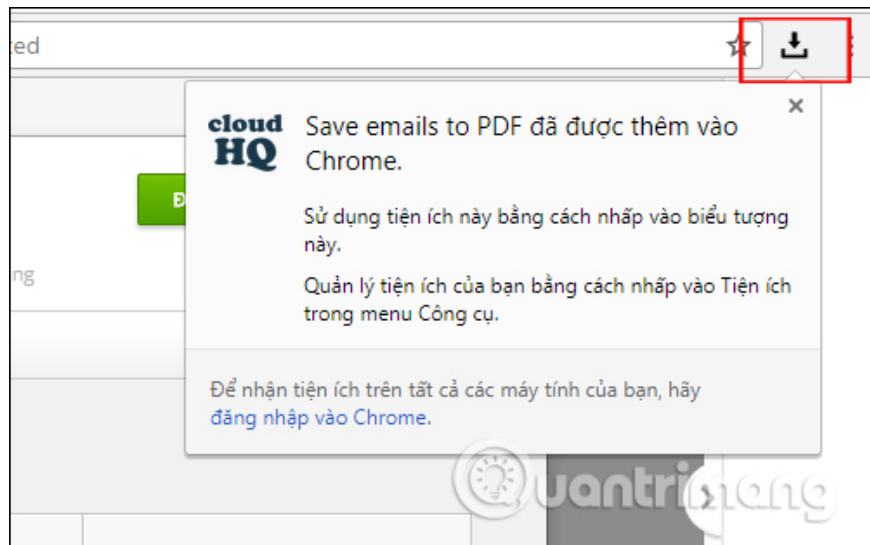


Step 2:

Then, click on the **Add add-** on button and wait for the installation of the Save emails to PDF utility on the browser.



Right after that, we will receive a notification of successful installation of the browser, along with a **utility icon** **Save emails to PDF** at the end of the web access bar. Utility developed by CloudHQ.

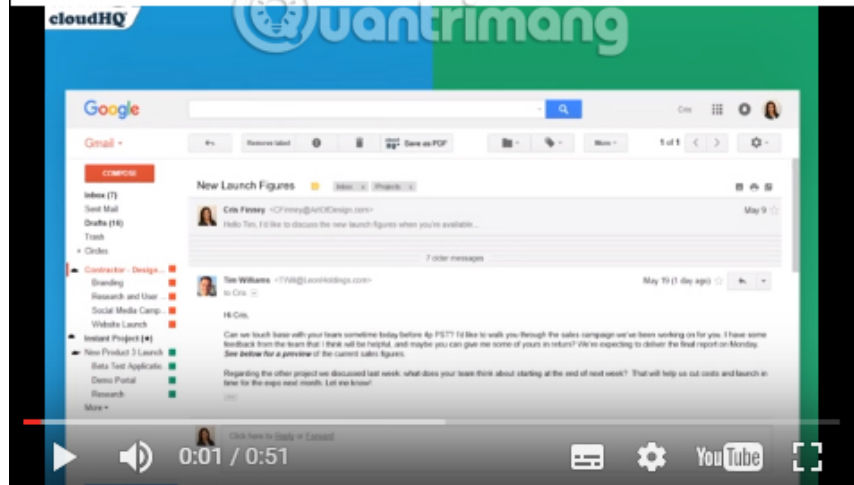


Step 3:

Next you log in to your personal Gmail account. To be able to use the utility, we need to **create a CloudHQ account** , click **Create Account** .

Save emails to PDF

Easily save Gmail™ emails as PDF documents (including all attachments) to your computer's hard drive. Just 1 click and you're done!



 **Create Account**

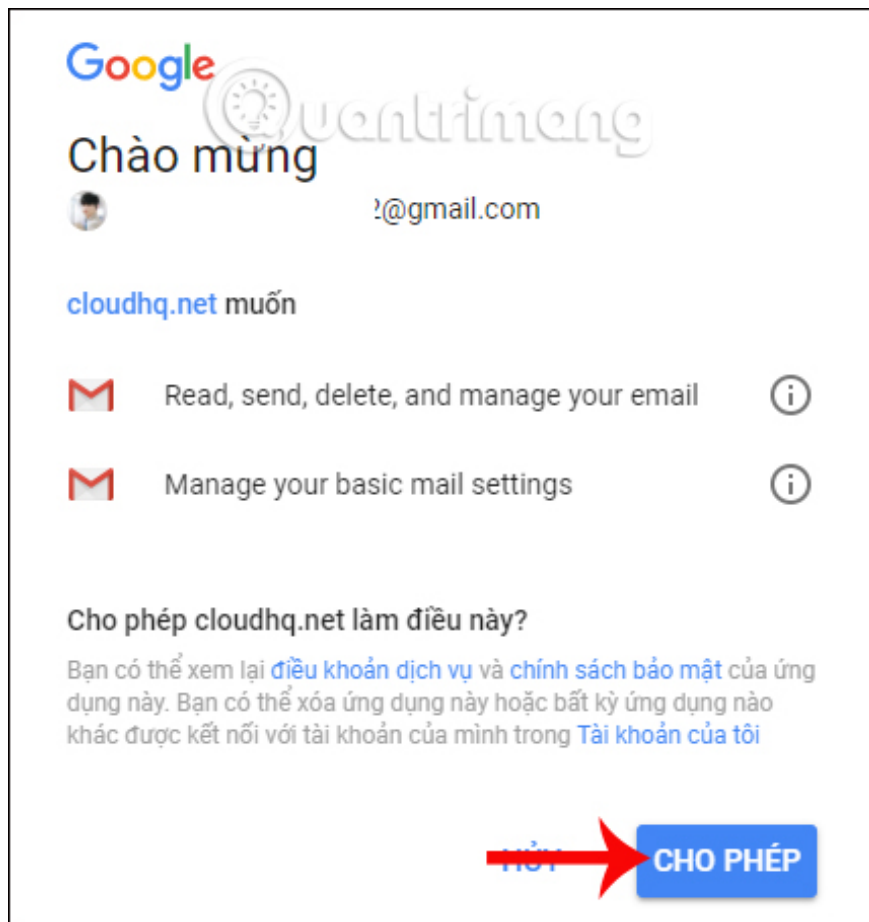
TRUSTED BY

Step 4:

Select **Gmail address** to create an account on CloudHQ. If you want to use another account, you can click on Use another account.



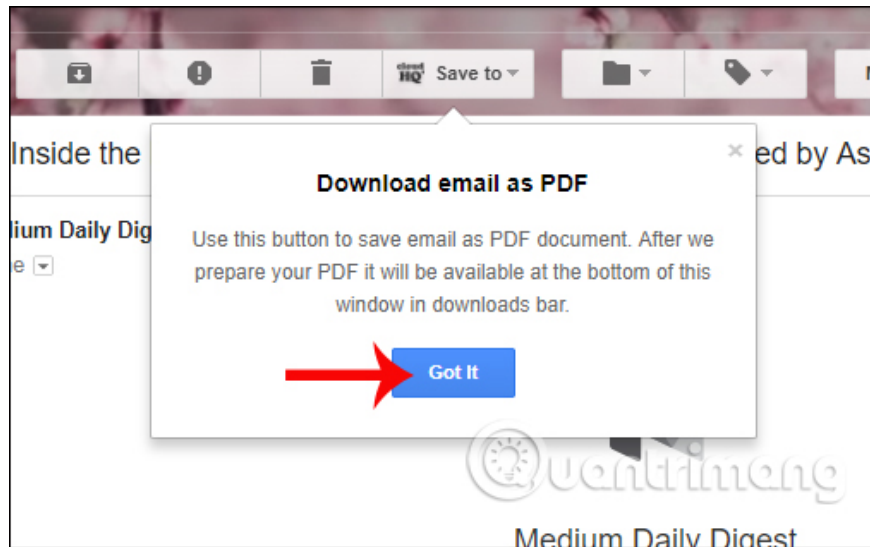
When connected to your Gmail account, CloudHQ will ask users for permission to use certain rights. Click **Allow** below.



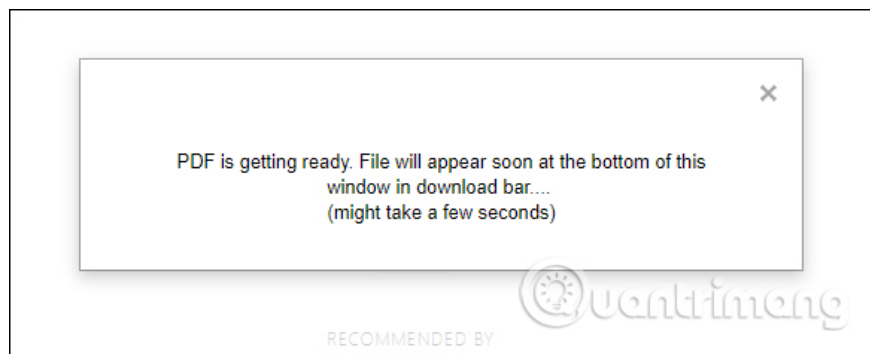
Step 5:

So you have successfully registered CloudHQ account and can use the Save emails to PDF utility on Chrome browser. Open the email you want to save to your computer, you will see the Save button in the toolbar above. Click **Got it** to use.

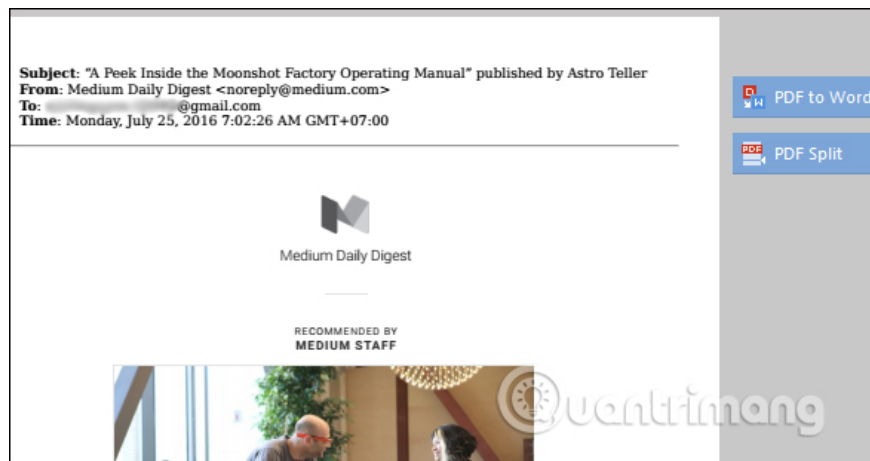
To save the selected email content to the computer, we will click **Save to PDF** .



After that, the user will receive a notification that the PDF file will be uploaded immediately.



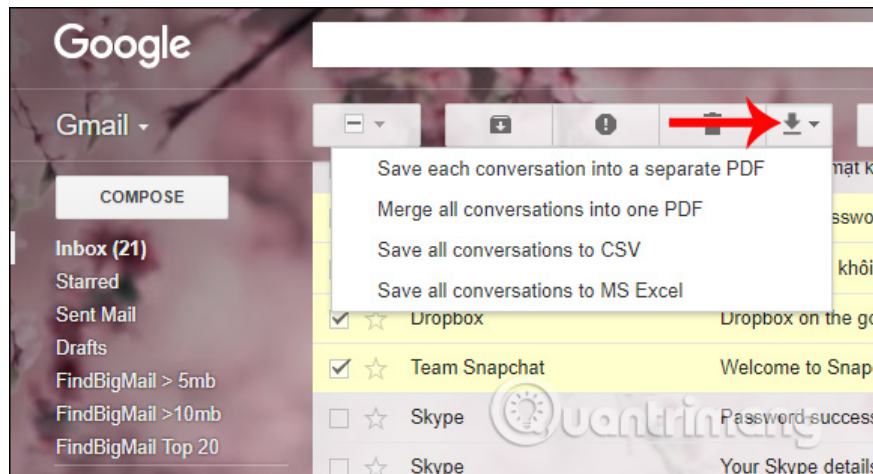
Finally you just need to open the PDF file to see the email content is finished.



Step 6:

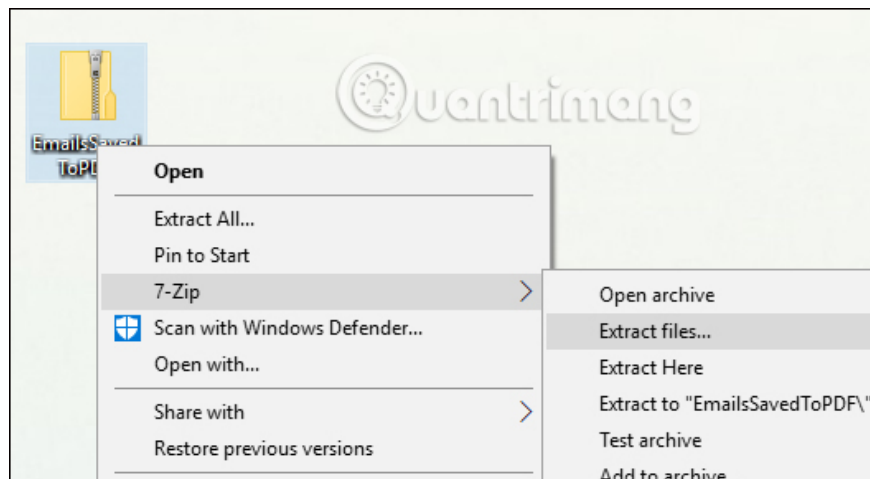
Go back to the Gmail account interface, when you **select multiple emails** and click the **Save big button** in the toolbar, we will have many different options:

1. Save each conversation into a separate PDF: the email will be saved as a PDF file, or compressed in zip archive if there are multiple emails and saved immediately afterwards.
2. Merge all conversations into one PDF: we use this option if we want to merge multiple emails into one PDF file. The conversion and creation of the file will take time so the utility will send an email with the PDF download link when done.
3. Save all conversations to CSV: support users to save email as CSV format. Note that you must choose over 5 emails to convert. The utility will send the download link when the conversion is complete.
4. Save all conversations to MS Excel: allows users to convert emails to xlsx spreadsheet format. How to do the same when saving to CSV format above.



Step 7:

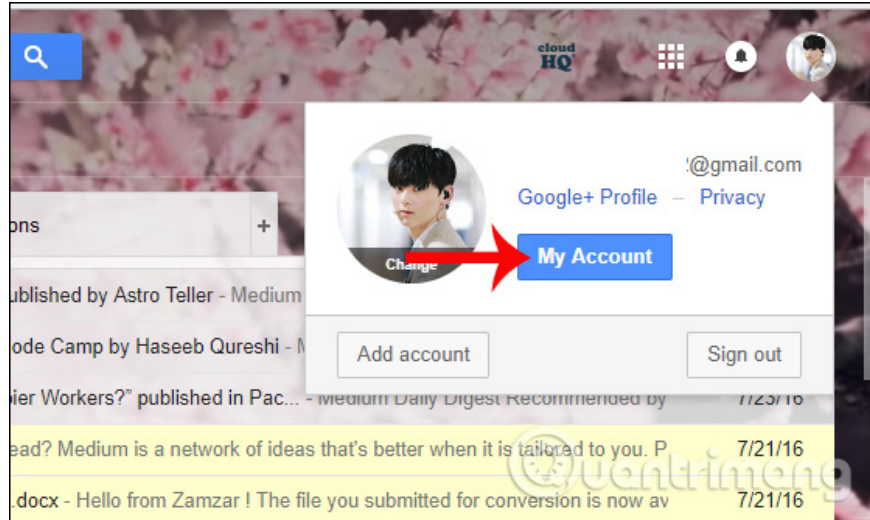
We choose how to download email content. Then, unzip **the .zip file** to see the document.



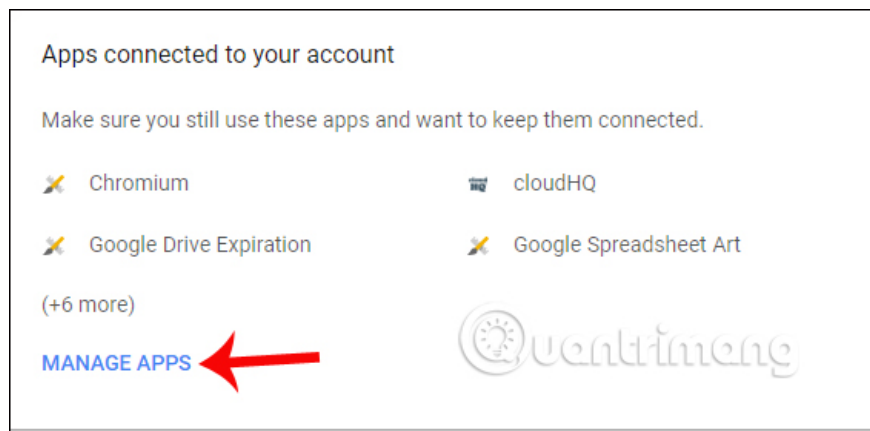
Step 8:

In case of not using Save emails to PDF, if you delete the utility from Chrome browser, CloudHQ will still have the right to link to personal Gmail account. You should remove the link permissions of the service.

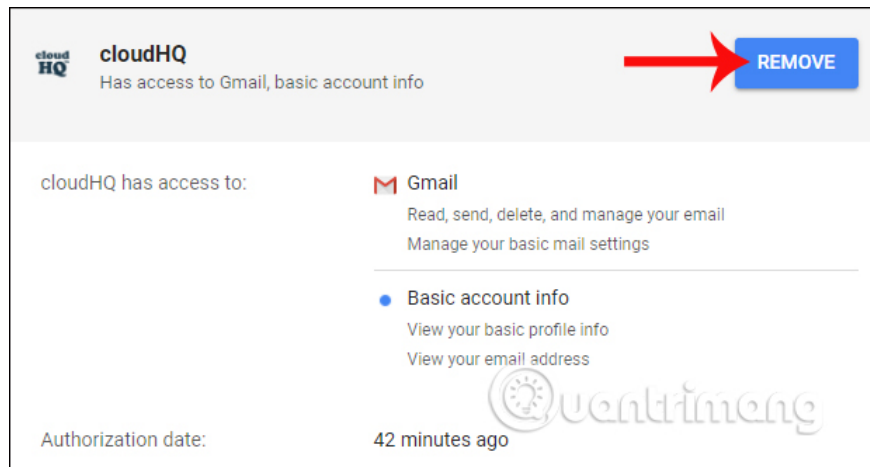
Click on **avatar Gmail** and then select **My Account** .



Then go to the **Sign-in & security link > Connected apps & sites > Manage apps** .



In the list of CloudHQ services appear, click and then **click Remove** to unlink the service and personal Gmail account.



So with the Save emails to PDF utility on Chrome browser, we can save any email into PDF file, or save multiple emails into PDF file or Excel file in .zip format. This will help you use it more conveniently, open email content at any time without having to access your Gmail account.

I wish you all success!

You finished reading the article "**How to back up email on Gmail to PDF**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.