files	In Outlook Web Access, start a New message		≡ 🗹 New message
2.	Click to edit the message in a new window Select all emails you would like to download		
3.			
4.	Drag the emails to your new message. This will add them as attachments	V Assistance 618	Archive meeting regarding team Wed 344 PM Hi all pitz available Wed 364 PM Hi all pitz available Wed 360 PM Hi Tarun, sudesh Kumar assigned a new t Microsoft Planner Vori ve been assigned a t
5.	Save the draft email and close that window	▷ Send () Attach ~ 0 To Cc	Encrypt Discar Save draft Insert signature Show From Set importance >
6.	Go to Draft emails, open the saved draft and there will be a 'Download all' option for the attachments.	Download Friday 80 KB Friday 80 KB	Show message options Switch to plain text Check for accessibility issues Assistance 61 KB
All att a Zip mess	achments will be downloaded as file. Note that this saves the email ages as EML files which can be ed in Windows and Mac OS using	3 attachments (27 MB) Download	all ave all to OneDrive

The resulting zip file will be located in your Downloads folder.

standard email tools.