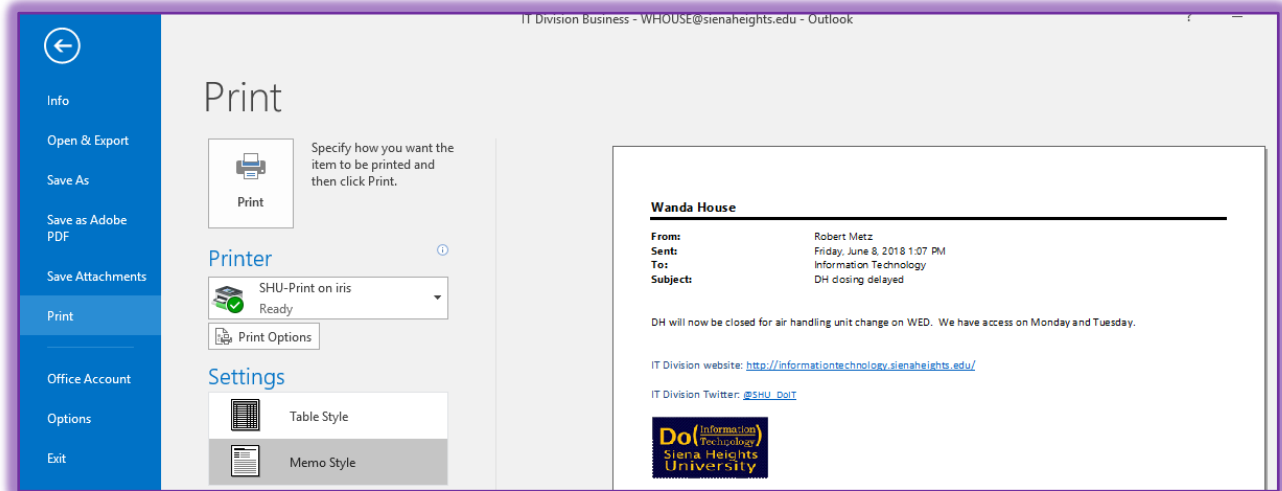


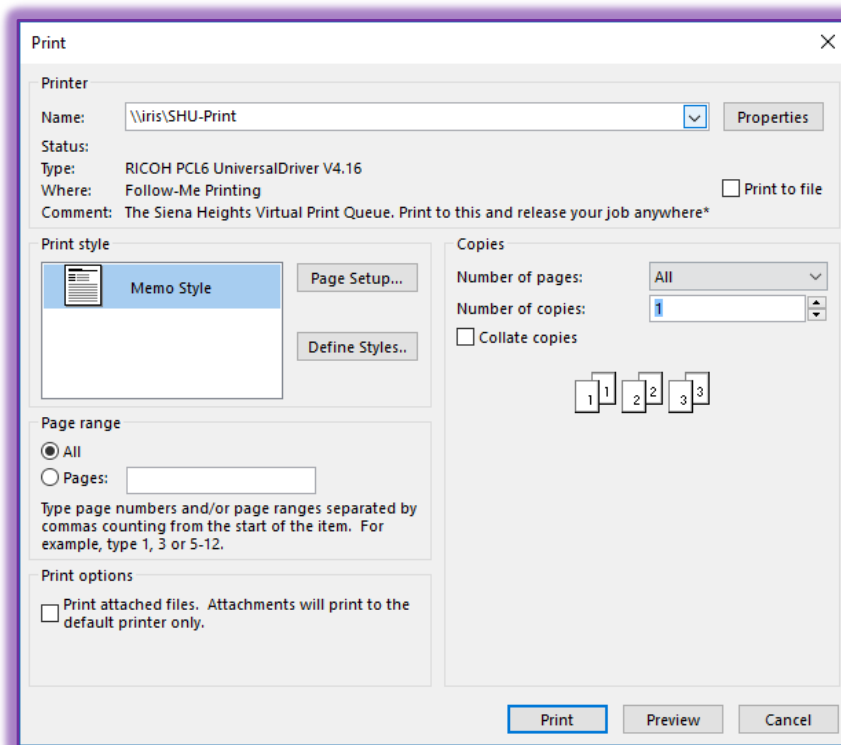
PRINT A MESSAGE






There might be times when a hard copy of a message will be needed. With Outlook, it is possible to print a copy of the message. To do this:

- ✦ Select or open the message that is to be printed.
- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click the **Print** tab on the left side of the window.



- ✦ The **Print** window will display with the message displayed on the right side.
- ✦ The options in the window will change depending on whether the message is opened or selected.
- ✦ In the **Print** window, click the **Printer** box to choose a different printer, if necessary.
- ✦ Click the **Print Options** button to open the **Print** dialog box.



- ✦ To select the number of pages to print, click the **Number of Pages** list arrow and then select from **All**, **Odd**, or **Even**.
- ✦ To make more than one printed copy of the message, click the **Number of Copies** scroll buttons to specify the number of pages to print.
- ✦ In the **Print Options** area, choose whether to print attachments.
- ✦ To make any changes to the setup of the page, click the **Page Setup** button.
 -  The **Page Setup** dialog box will display.
 -  Under the **Format** tab in the **Fonts** area, click the **Font** buttons to specify a font for printing the **Title** and the **Fields**.
 -  Click the **Paper** tab, to select the paper type and size.
 -  To add a header or footer to the printout, click the **Header/Footer** tab.
 -  Click the **OK** button to save the changes and return to the **Print** dialog box.
- ✦ Click the **Print** button to send the message to print.