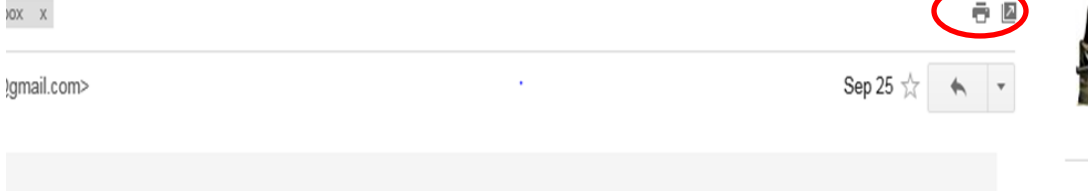


# Printing from G-Mail

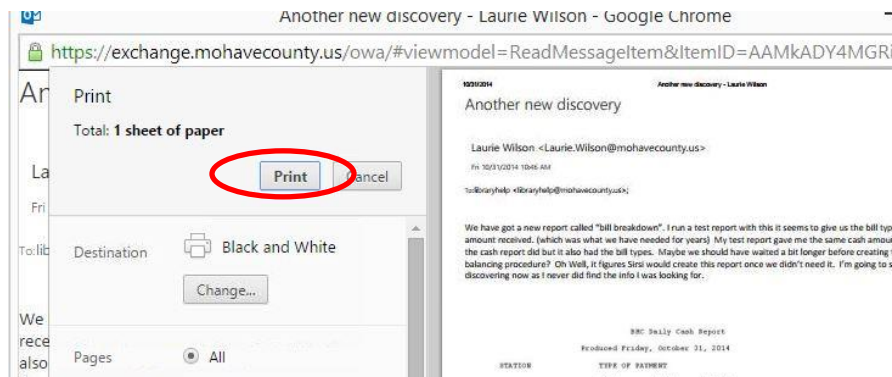
To properly print e-mails you must have the desired e-mail open

1. Once the desired e-mail is open, Look for the little printer picture and click on it.

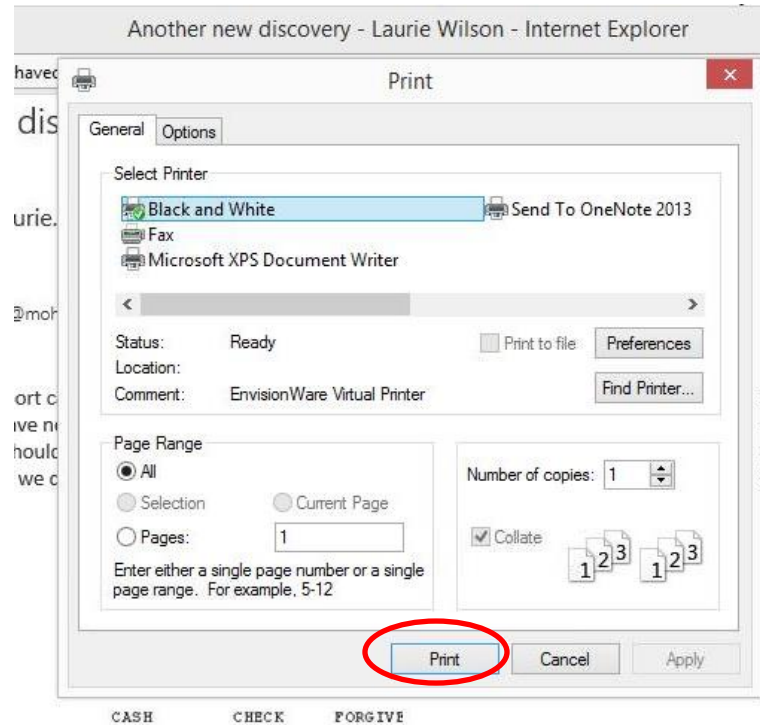


2. Print dialogue box will appear

## Google Chrome



# Internet Explorer



3. Select the correct printer from list then click **“Print”**

4. **NOTE:** If using a public computer, please refer to “Library Printing” for further assistance