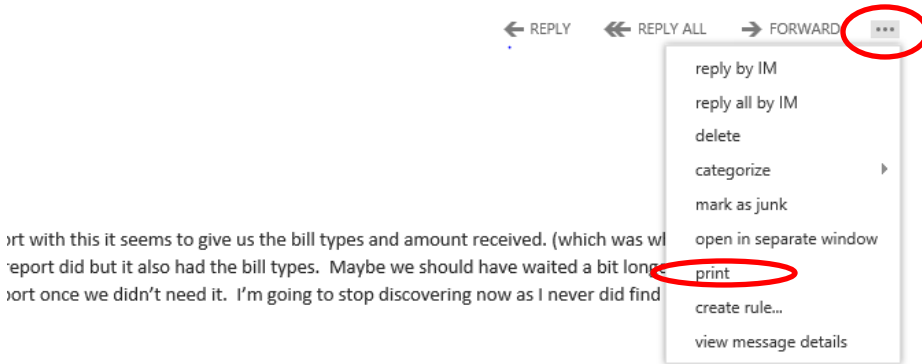


Printing from Outlook Web App

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

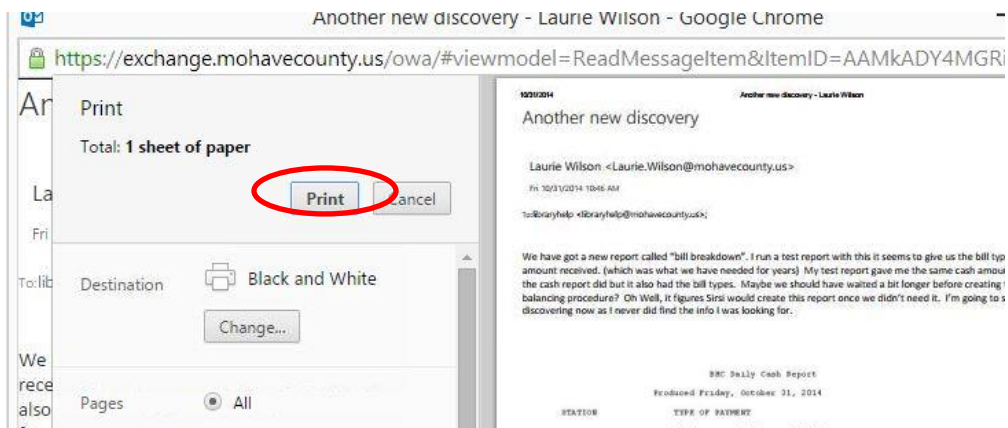
1. Once the desired e-mail is open, look for three (3) dots in the upper right hand corner (under your user name) and click on them.



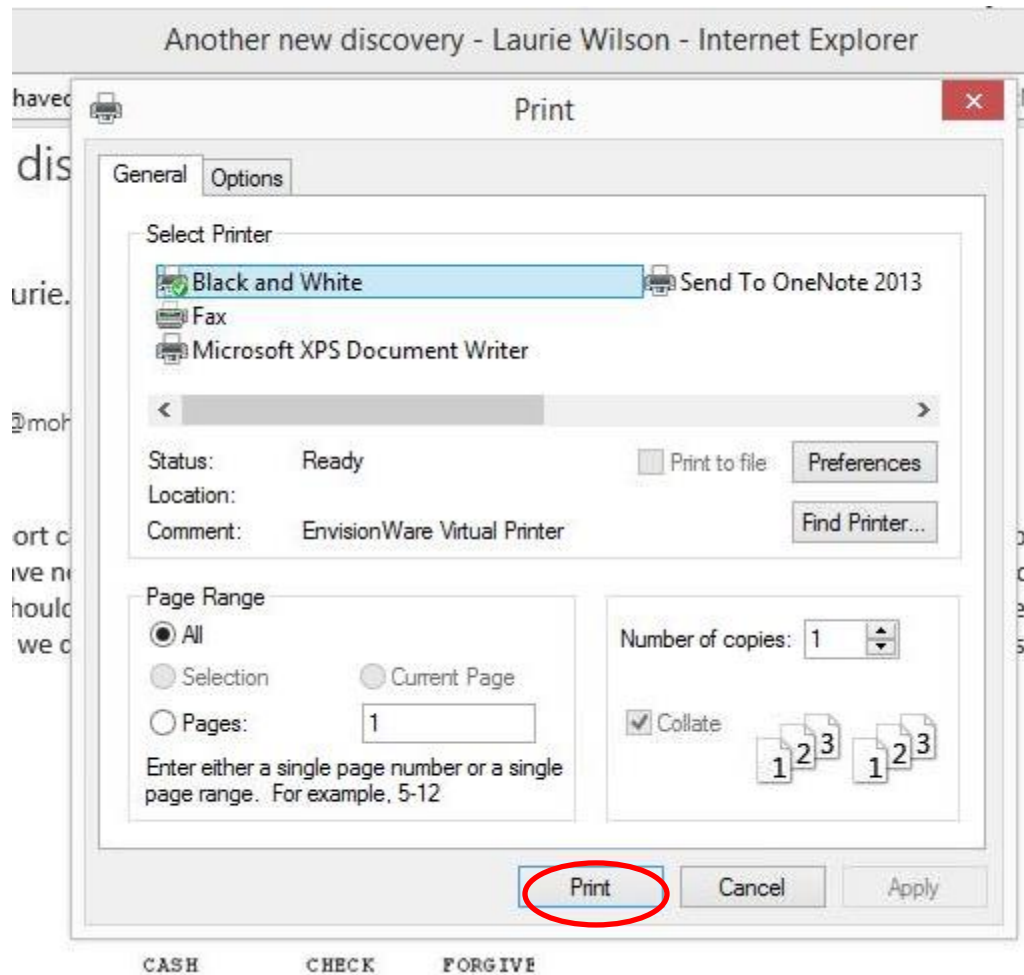
2. Select Print from the Drop-Down Menu

3. Print dialogue box will appear (if dialogue box doesn't appear check pop-up blocker)

Google Chrome



Internet Explorer



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

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