



PRINTING A MESSAGE

There might be times when a hard copy of 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.


✦ Do one of the following:

 Click the **Print** button on the toolbar (see illustration at right). The message will be sent directly to the printer. 

 Right-click the message and then choose **Print** from the shortcut menu. The message will be sent directly to the printer.


 Click **File** on the **Menu Bar** and then click **Print**. The Print dialog box will open (see illustration at right).


✦ If the last option is chosen, the **Print** dialog box will open. In this dialog box:

 Click the **Name** box to choose a different printer, if necessary.

 In the **Print Style** box, choose from **Table Style** or **Memo Style**.

 To make any changes to the setup of the page, click the **Page Setup** 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 Pages** scroll buttons to specify the number of pages to print.

 In the **Print Options** area, choose from one or both of the options below. These options may change depending on which **Print Style** is chosen.

Start each item on a new page.

Print attached files.

