



San Diego County Library Introduction to Email Class

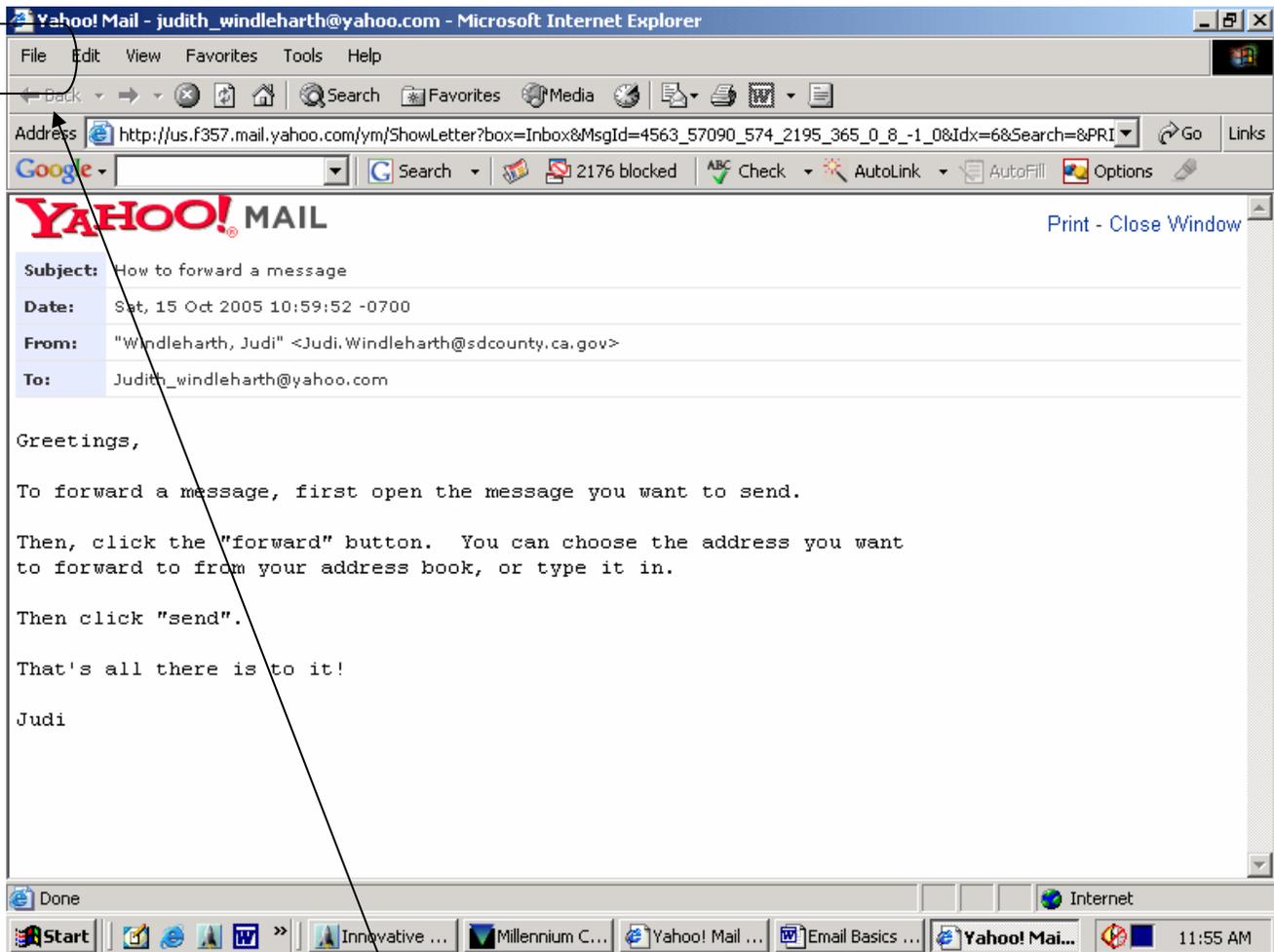
Printing Messages

To **print**, open the email you want to print, and click “Printable View”.



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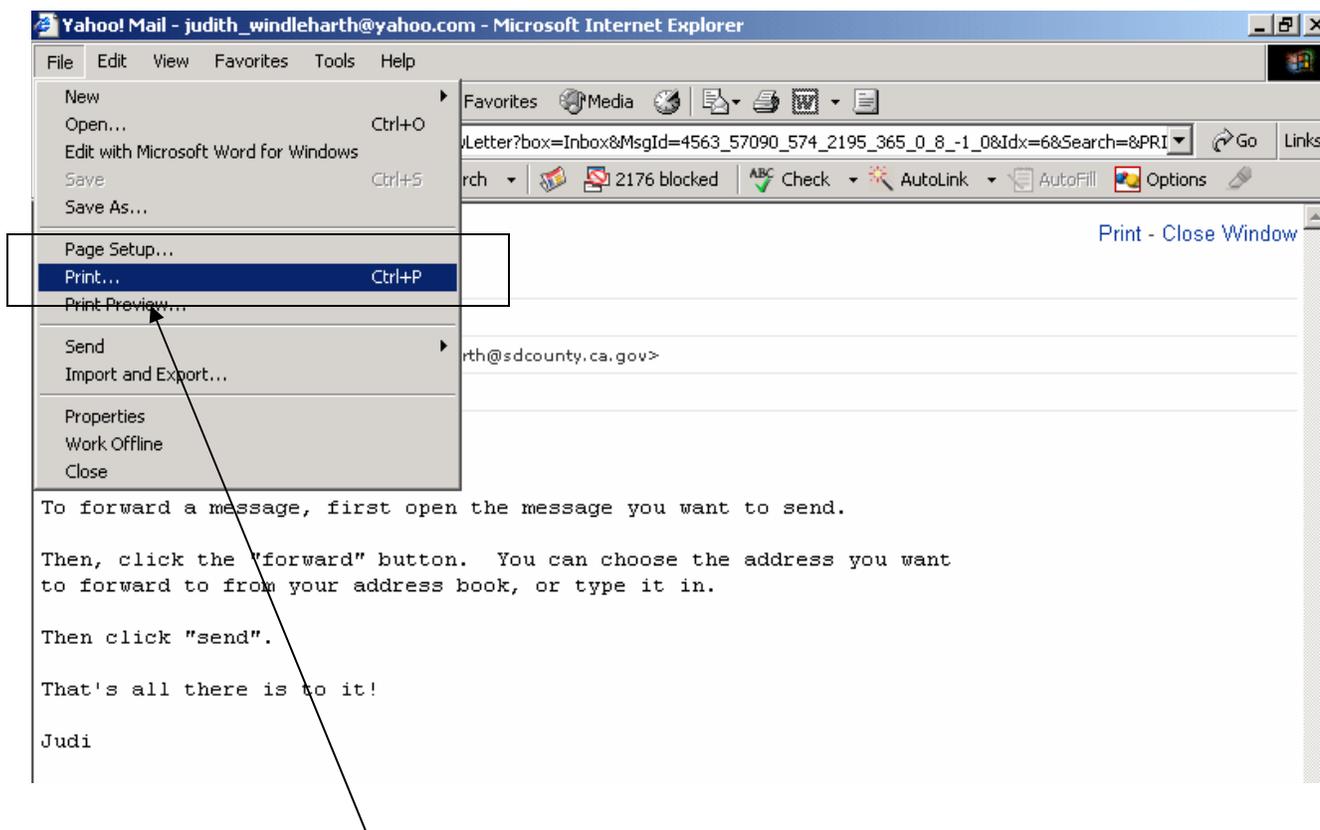
Clicking on “Printable View” brings up a new window that looks like this:



Click on the word “File” at the top. Notice that this causes a menu (“drop-down menu”) to display. (The next picture shows this.)



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Click once on “Print”. This will bring up the “Print” window.
Click the “Ok” button in this window to begin printing.

