## **Printing Mail Messages**

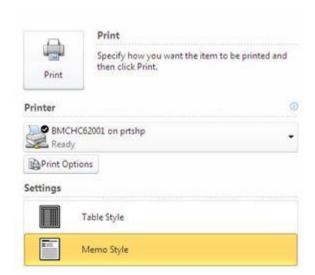
When you print mail messages, you will typically find that the body of the message is included, along with the subject, sender name/email address, and date. In addition to the content, you have options as to what is printed in terms of the pages to be printed. All print settings are located in what's referred to as the "Backstage" view. To get there - click the File tab to open this view.

## **Steps for Printing E-Mail Messages**

Click an e-mail message in Microsoft Outlook that you want to print.

Click the **File** tab to open the "Backstage" view.

## 1. Click **Print**



## 2. Do one of the following:

- Click Print
- Select the styles and options that you want.

To change the print style... under **Settings**, click the style that you want. A preview is shown in the Preview Pane located to the right, unless you are printing multiple items. In this case, you are prompted to click**Preview** in the Preview Pane. Then, once happy with the options, click **Print**.

If you want to specify individual pages or sets of pages to be printed, under **Printer**, click **Print Options**, and then on the **Print** dialog box, under **Print range**, click the options that you want. Then, click **Print**.

