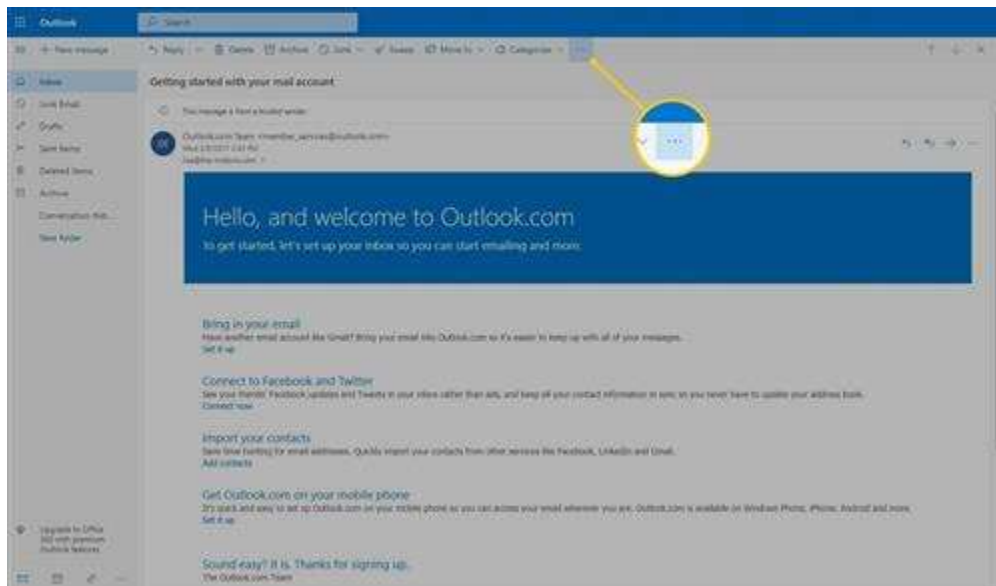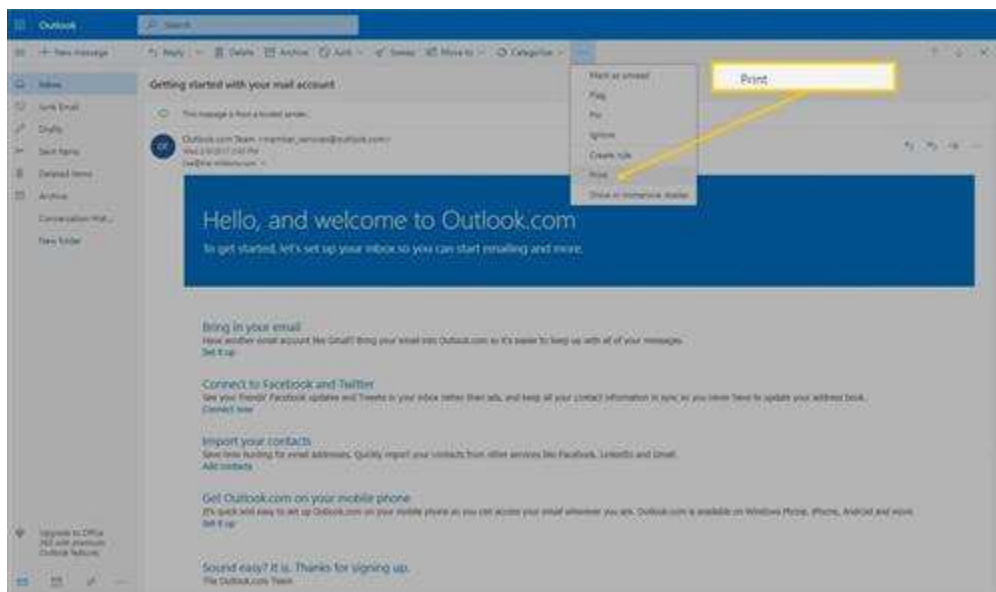# How to Print an Email in Outlook Web

Outlook Web provides a printer-friendly version of every message. Sending the email to your printer (physical paper print or PDF output) is very simple.

1. Open the email you want to print.

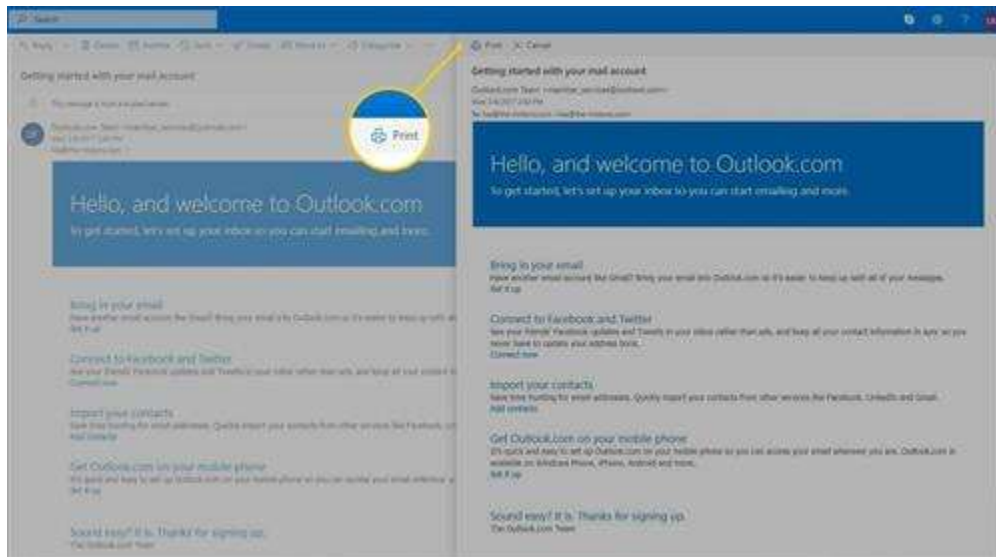2. Select **MORE COMMANDS (…)**

3. Select **PRINT**

4. The message opens in a new Window and is formatted for printing

5. Select **PRINT**

6. In the **PRINTER** dialog box, choose how to Print the Email (Select Printer or Microsoft Print to PDF). Select the pages to print, the layout or orientation, and the number of copies

7. Select **PRINT**