# How to Print an Email from Outlook Desktop App

When you print an email using Outlook Email Client, you will see the subject, To and From Fields, and the body of the message. Follow these steps to print.

1. Open the email you want to print, by either selecting it once or double-clicking (or double-tapping) to open it in a separate window.

2. Go to **FILE > PRINT**. Or press **CTRL+P**

3. Select **PRINT** to print the email
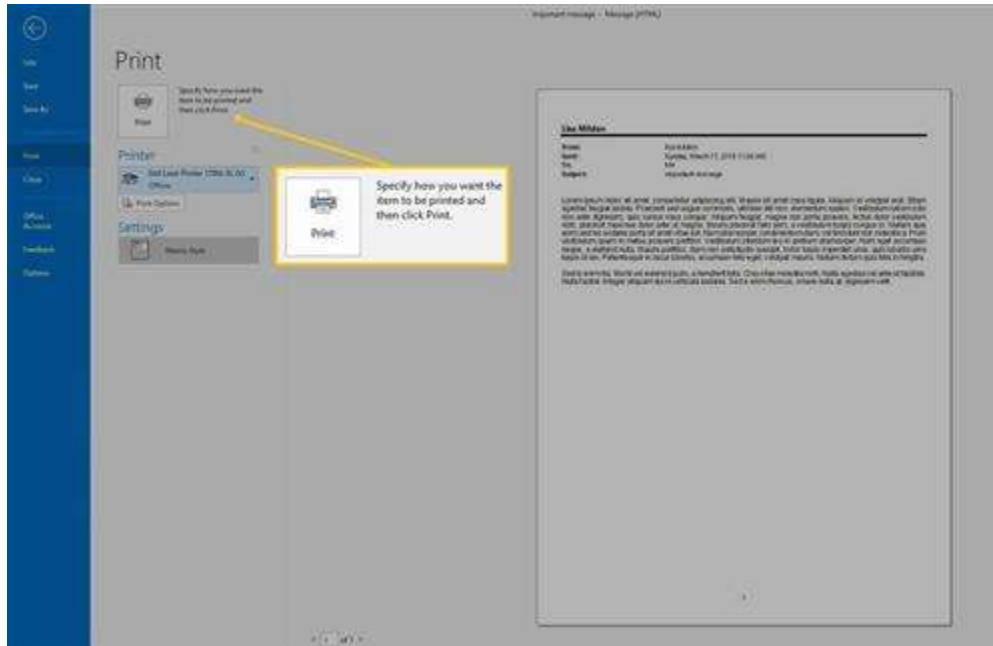
4. To choose additional options, select **PRINT OPTIONS**

5. Select the printer output (Printer or Microsoft Print to PDF). You can also select the number of pages or copies, and change the page setup

Print

Printer

Name: Dell Laser Printer 1700n XL (5)   Properties
Status:
Type: Dell Laser Printer 1700n XL (5)
Where: ☐ Print to file
Comment:

Print style   Copies

Memo Style   Page Setup...   Number of pages: All
                               Number of copies: 1
              Define Styles... ☐ Collate copies

Page range
● All
○ Pages:
Type page numbers and/or page ranges separated by
commas counting from the start of the item. For
example, type 1, 3 or 5-12.

Print options
☐ Print attached files. Attachments will print to the
  default printer only.

[Print]   [Preview]   [Cancel]