

How to print email in Outlook

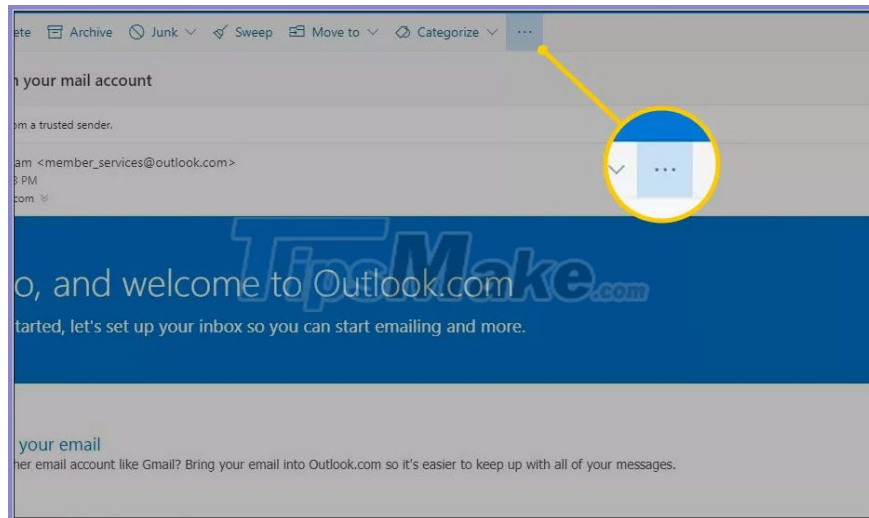
Outlook also supports the option to print emails right on the interface to use when you want to print emails without having to do many other setup steps. This printing feature has been provided for both web-based Outlook and Microsoft Outlook versions for us to use.

As such, this makes it easy for users to quickly print out emails using the settings available on Outlook. The following article will guide you to read how to print emails on Outlook.

1. How to print email on Outlook web

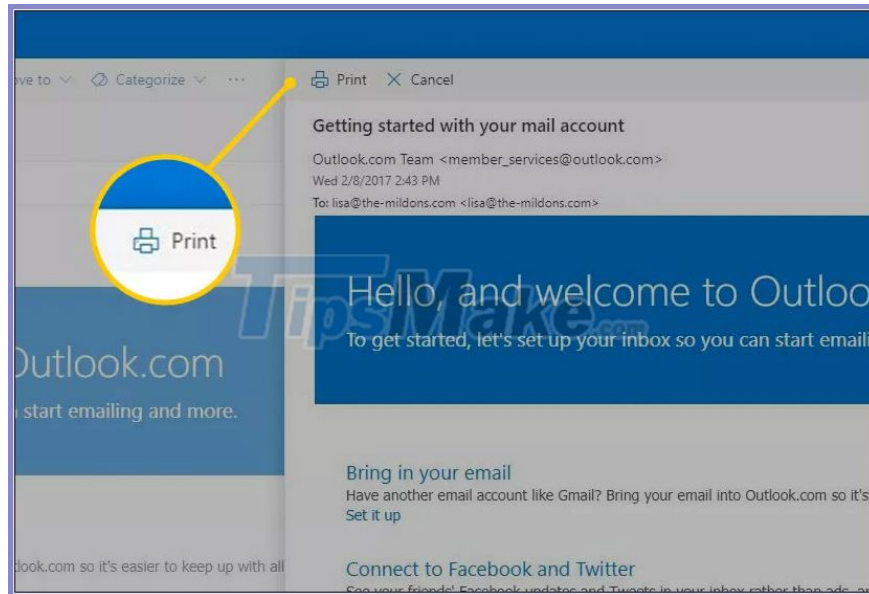
Step 1:

We go to Outlook on the web and select the mail you want to print. In the print interface we click **the 3-dot icon** and then **select Print** in the menu displayed.



Step 2 :

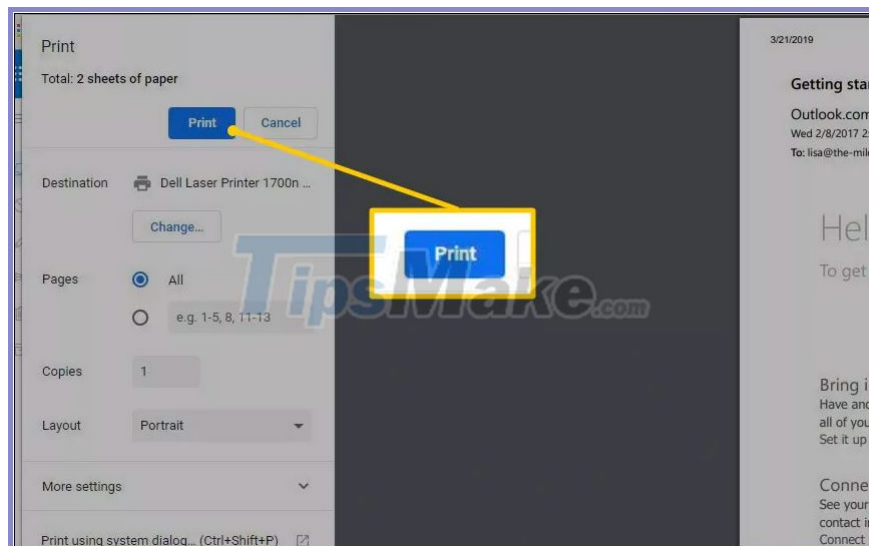
At this time, the email content will be opened in a new interface, click **the Print icon** in the left corner of the email interface.



Step 3:

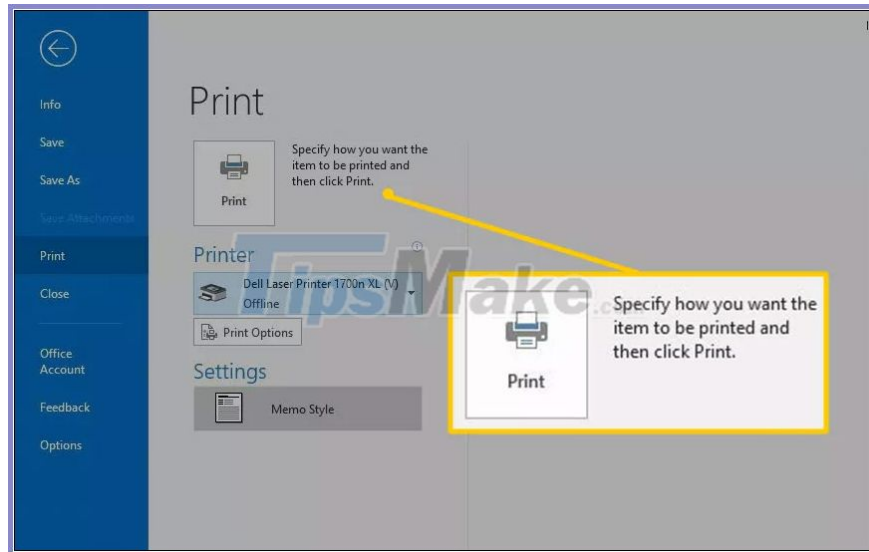
The **print dialog box interface** is now displayed . We will set up the print page including the layout, the number of prints and press the Print button to execute.

Note that in the case of email attachments, you must download the attachment if you want to print.



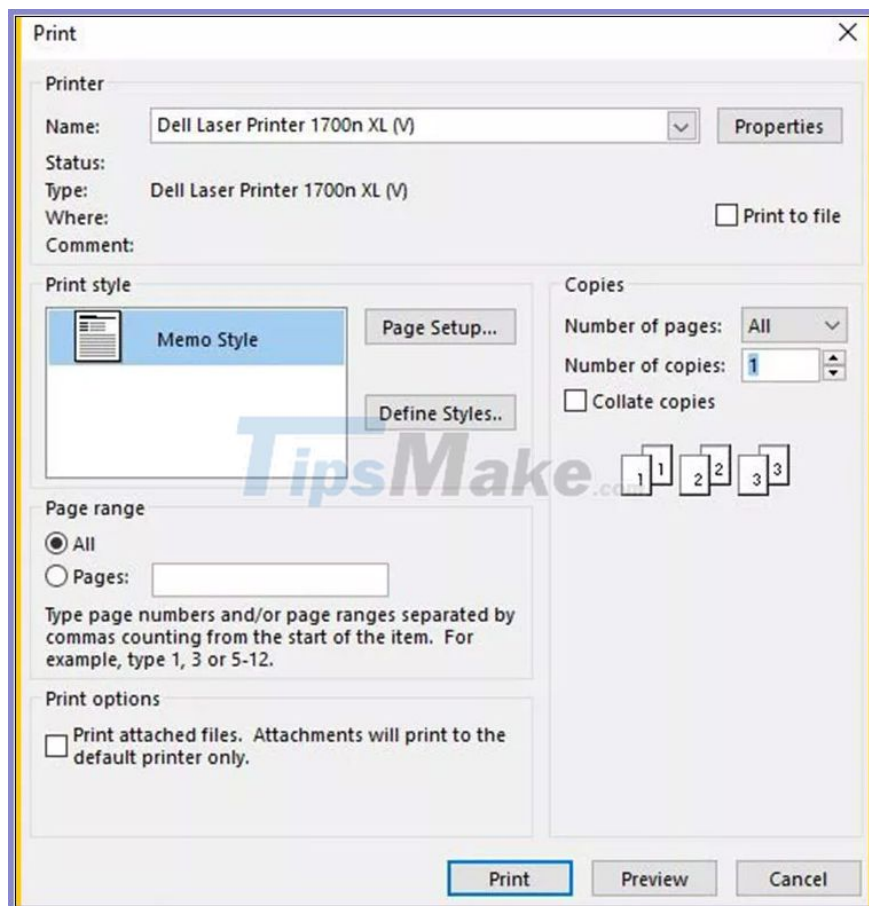
2. How to print email from Microsoft Outlook

We open Microsoft Outlook and then open the email we want to print. Then click **File> Print** to print. In the print setting interface, users click the Print item to set up the print page.



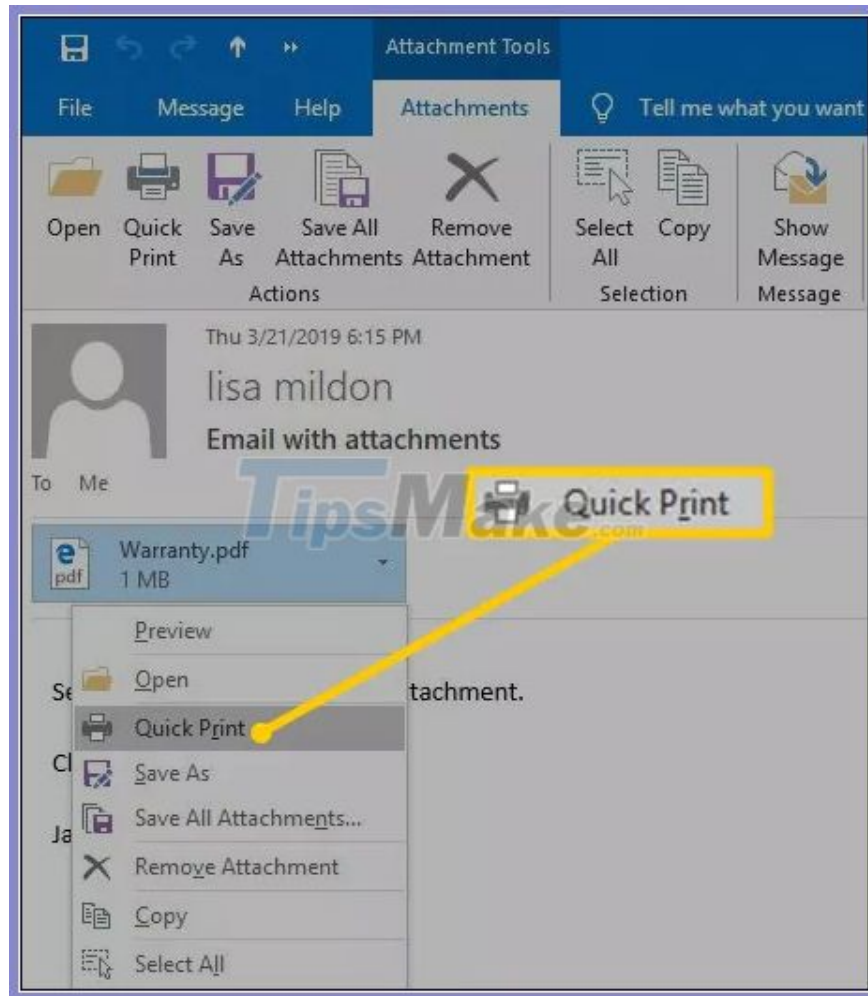
Then we also choose the number of prints we want to make, select the printer as when printing normal Word, Excel documents.

Note the check box on Print attached files to print the attached file in the email.

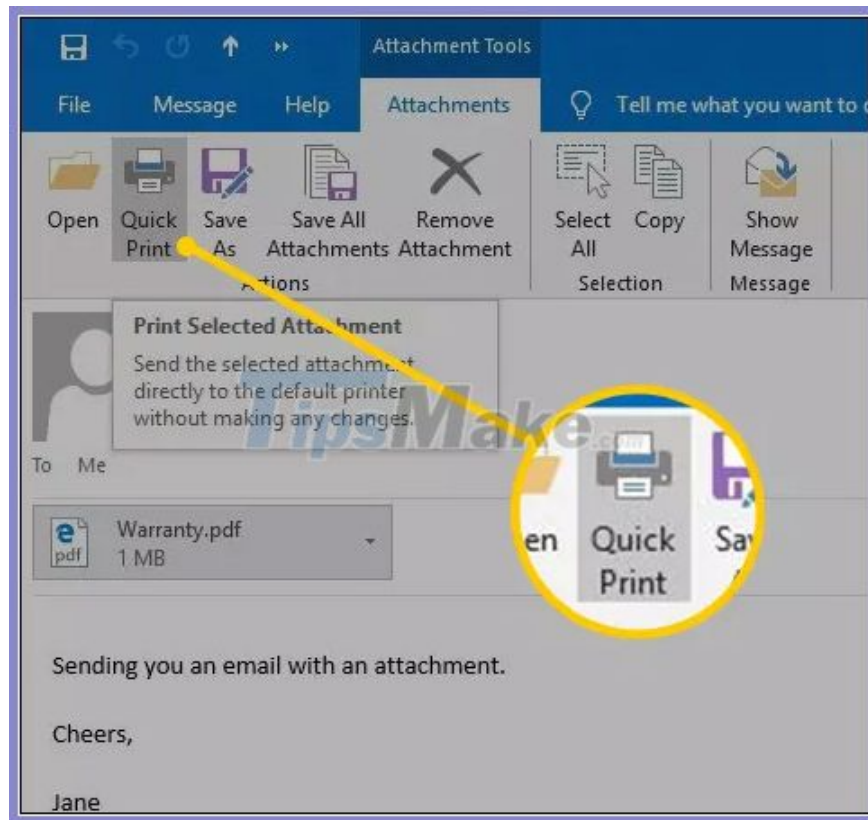


3. How to print attachments in Outlook

To make an attachment in Outlook, right-click the attachment and choose **Quick Print** in the menu that appears.



Or, click the attachment and choose Attachments> Quick Print to print the attachment.



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