

How to print emails on Outlook

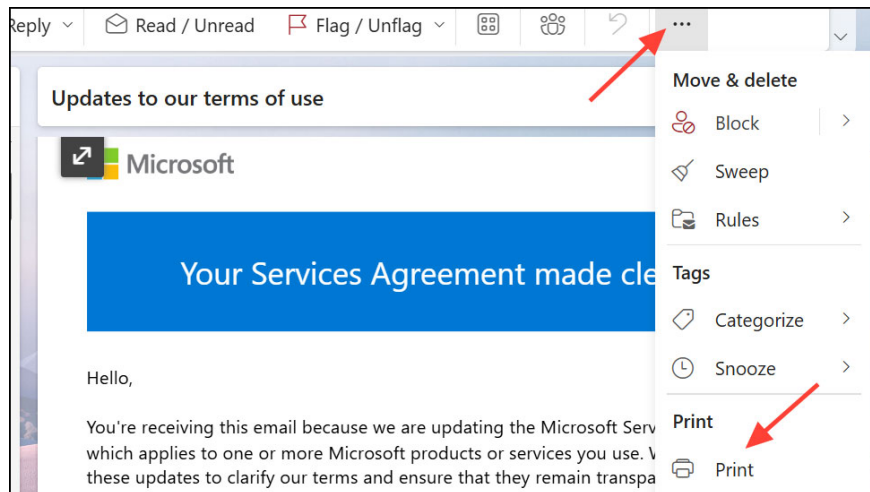
Outlook's updated interface introduces new steps for printing emails, attachments, and even calendar items. Here's how to print emails in Outlook.

Outlook's updated interface introduces new steps for printing emails, attachments, and even calendar items. Many people new to this Outlook interface are confused about how to print emails. Here's how to print emails in Outlook.

How to Print Emails in Outlook Windows

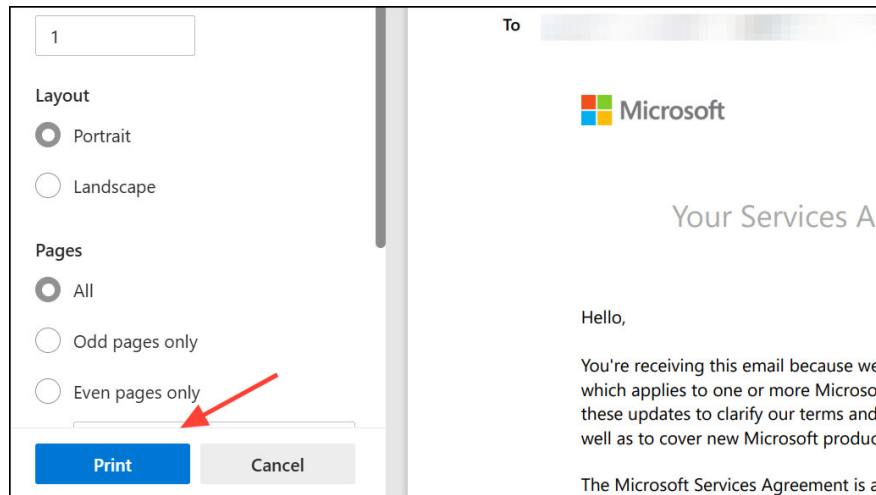
Step 1:

Open the Outlook app and navigate to the email you want to print. Next, tap **the 3-dot icon and select Print** from the options menu.



Step 2:

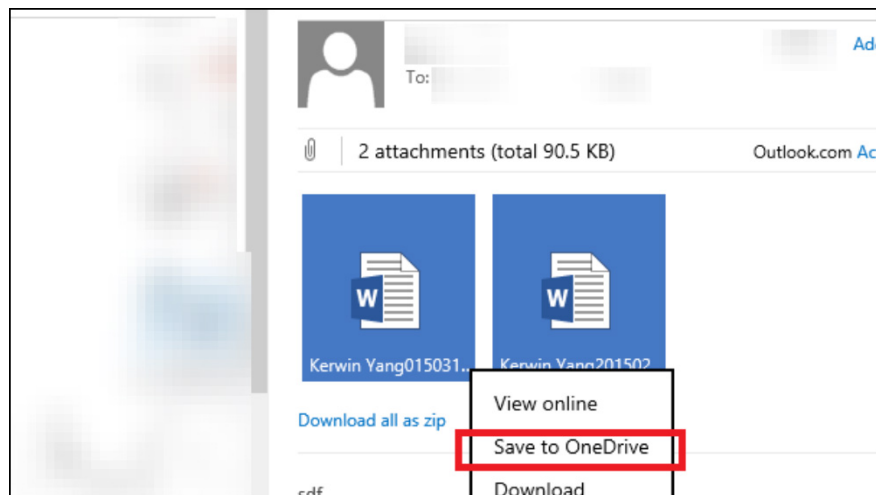
A print preview window will appear. Here you can preview how your email will look when printed. Finally, **click Print** to execute.



Instructions for printing Outlook mail attachments

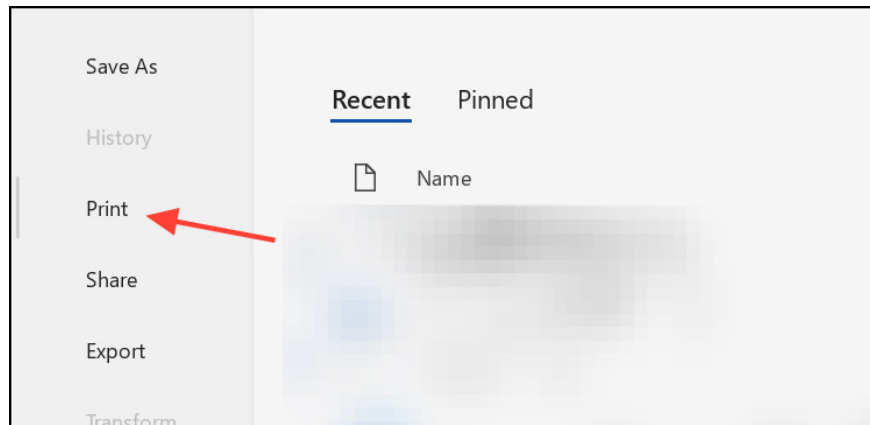
Step 1:

Open the email with the attachment, then **click on the attachment** and select **Download** or Save to OneDrive.



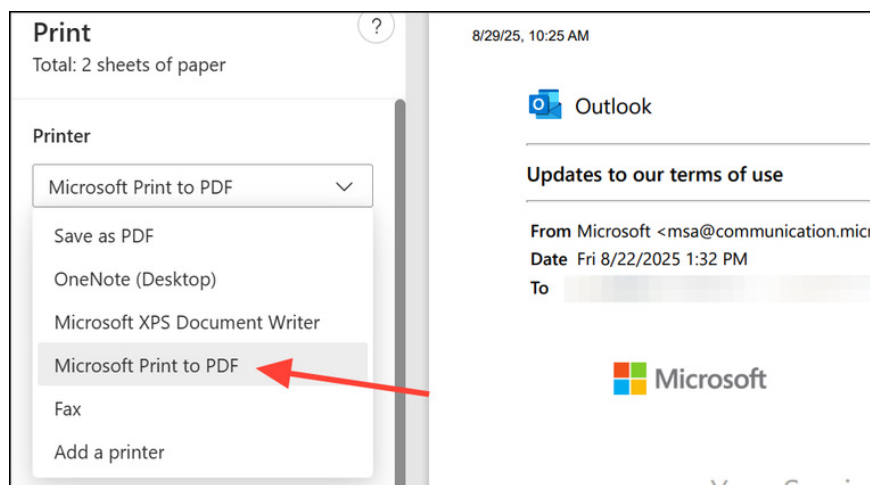
Step 2:

Use the print function in the attachment app to print the file. The new Outlook app does not support printing attachments directly from the email window.



How to print a specific section or page of an email

Open the email and use the **Print to PDF** option by selecting **Microsoft Print to PDF** . This will save the entire email as a PDF file on your computer.



Open the PDF file using a PDF reader on your computer and then print as usual.

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