

Printing Calendars

There are a number of predefined calendar options to print from Outlook.

To print a calendar,

1. Click the **Calendar** icon.
2. Click **File...Print** from the menu bar.
3. From the **Print style** area, click the style that you want.
4. From the **Print range** area, type the **start date** in the **Start** text box.
5. From the **Print range** area, type the **end date** in the **End** text box.

If you are printing a monthly calendar and you want to print one month on each page,

- a. Click the **Page Setup** button.
- b. Click the check box next to **Print Exactly One Month Per Page**.
- c. Click the **OK** button.

If you want to print just weekdays, Monday through Friday,

- a. Click the **Page Setup** button.
- b. Click the check box next to **Don't Print Weekends**.
- c. Click the **OK** button.

6. Click the **OK** button to print the calendar.

If you have problems, please call the IT Service Center at (248) 858-8812.