

Printing Calendars

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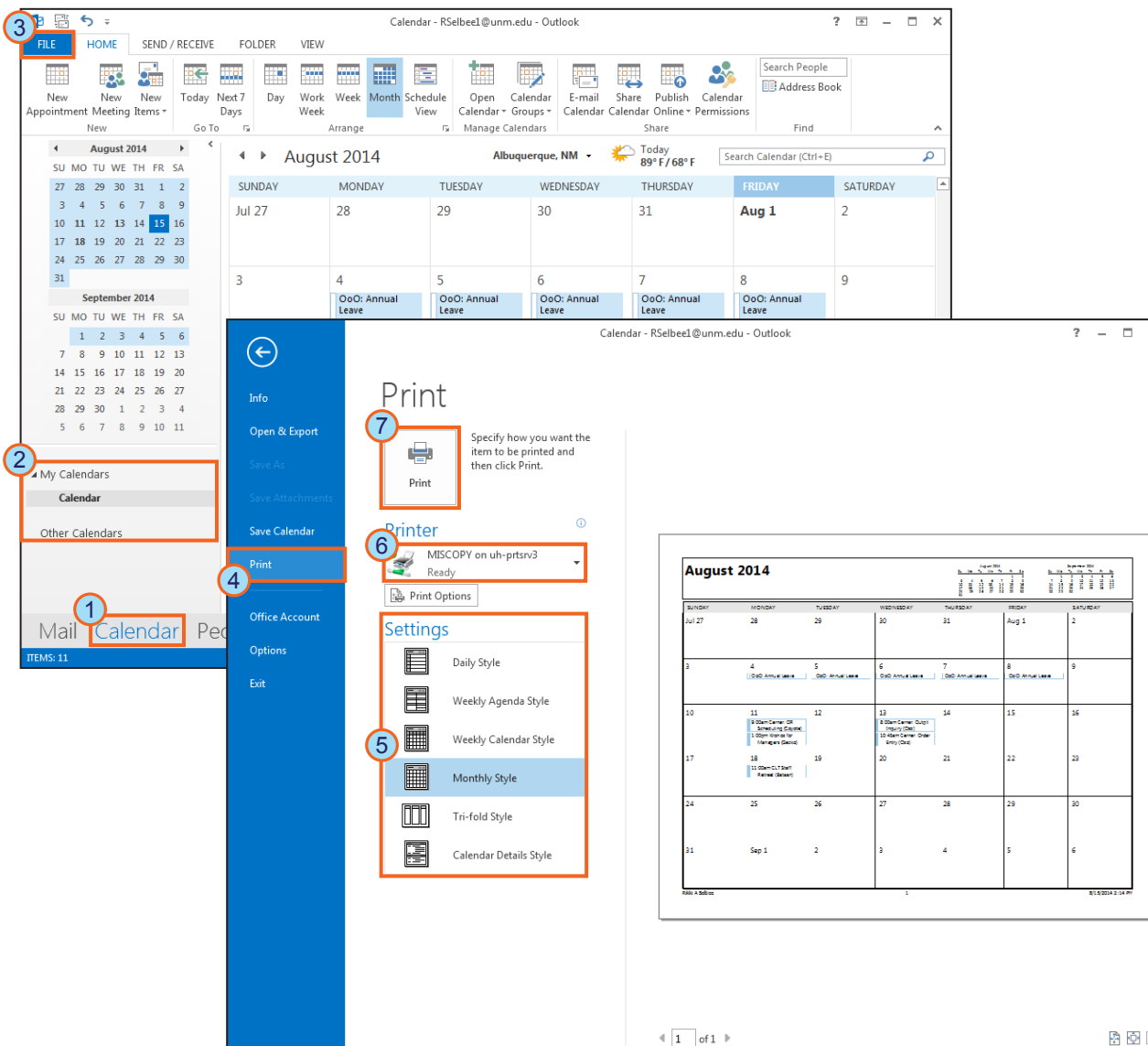
Calendars may be printed as needed.

1. Click the **Calendar** item in the navigation bar to switch to the calendar view.
2. Select the **Calendar** to print (if you have multiple calendars defined).
3. Click the **File** tab.
The Outlook backstage view displays.
4. Click the **Print** menu item.
5. Select the **calendar style**.

 **Tip:** Click the *Print Options* button to select the:

- Title of the printout.
- Calendar style.
- Number of copies.
- Printed date range.

6. Select the destination **printer**.
7. Click the **Print** icon.



The screenshot illustrates the process of printing a calendar in Outlook 2013. The main window shows the calendar view for August 2014. A 'Print' dialog box is open, showing the 'Print' button (7), a printer selection dropdown (6) set to 'MISCOPY on uh-prtsrv3', and the 'Settings' section with 'Monthly Style' selected (5). A separate window shows the printed calendar output for August 2014.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 27	28	29	30	31	Aug 1	2
3	4 OoO: Annual Leave	5 OoO: Annual Leave	6 OoO: Annual Leave	7 OoO: Annual Leave	8 OoO: Annual Leave	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Sep 1	2	3	4	5	6