

## South Central BOCES Webmail Printing Emails

To print an email message do not click on the printer Icon of your browser or use File;Print. You will get a printout of your Inbox instead of the mail message

To print the email:

- Right-mouse-click anywhere in the message
- Left-mouse-click on "Print" in the mini-menu
- Ensure that the desired printer is selected and then click "Print" on the print screen