

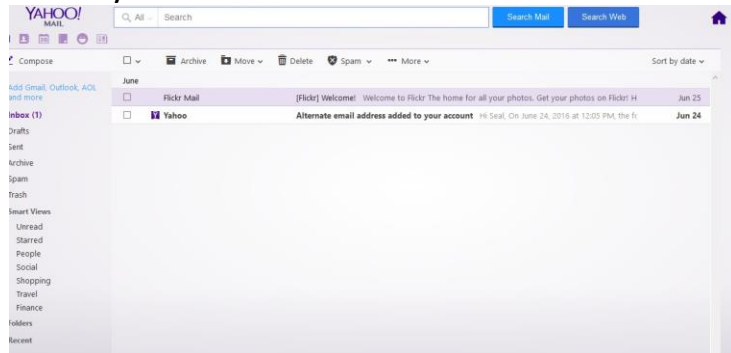
Printing from webmail

This document will show you how to print from a webmail program such as Yahoo mail or Gmail.

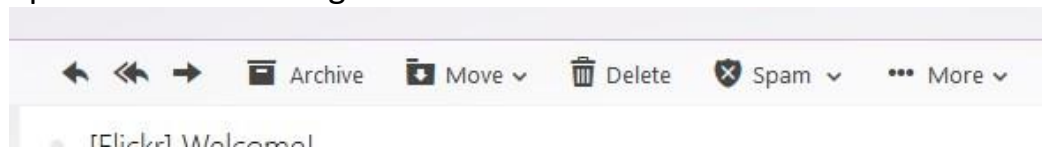
Yahoo:

We'll begin with Yahoo mail since it seems a lot of people have difficulty printing from it.

This is your Yahoo inbox:



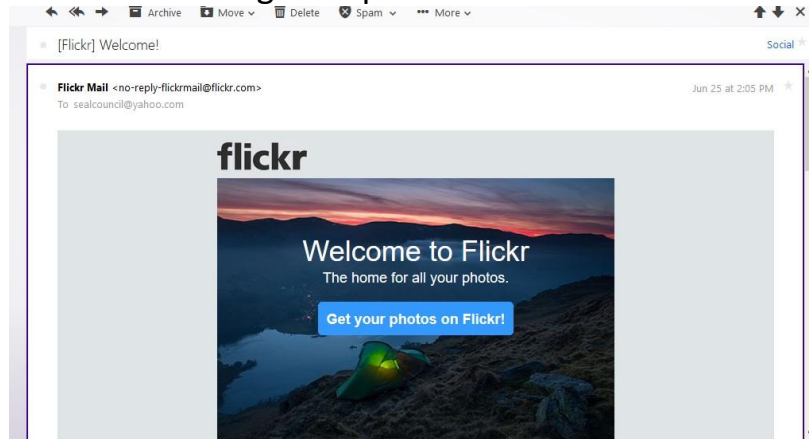
There is a menu of options at the top of the screen. It stays the same when you open an email message.



Messages are shown below the top bar.



Click on a message to open it.

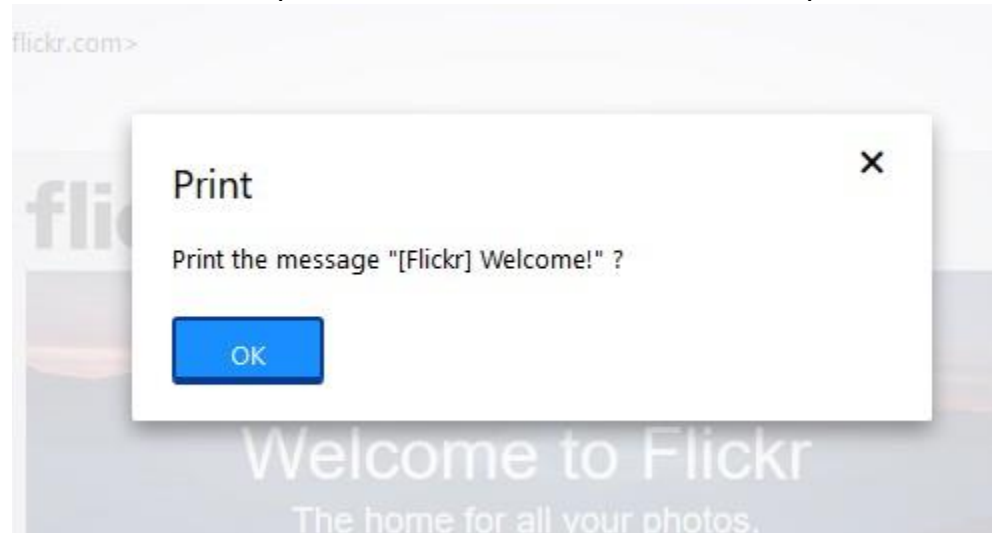


Look at the top bar and find the “More” option



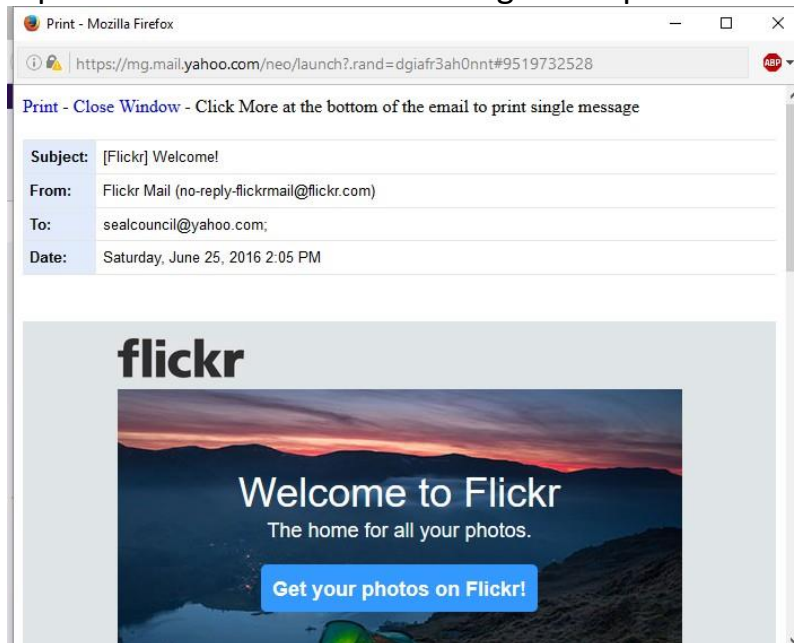
Clicking on it

opens a dropdown menu. Find the “Print” option and click on it. This box will open.



Click on “OK”.

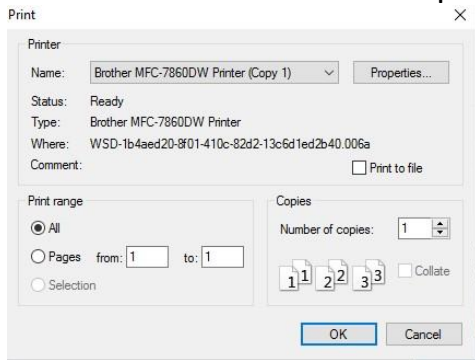
A printable version of the message will open.



Print - C

Near the top of the message is a “Print” link.

Click on it and this box will open.



Be sure the correct printer is selected. If everything looks good click “Print” and your message should print out.

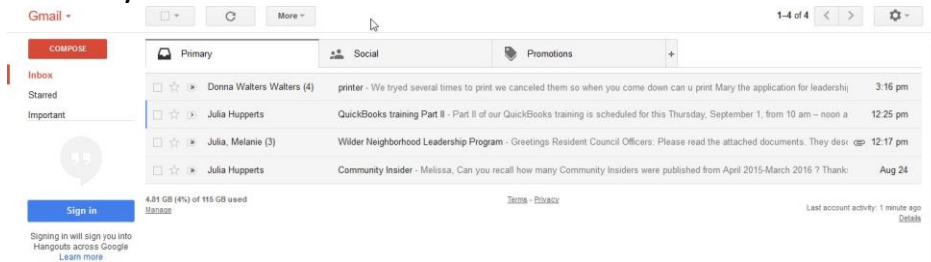
FYI, there is a set of links at the bottom of email messages as well as at the top.

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

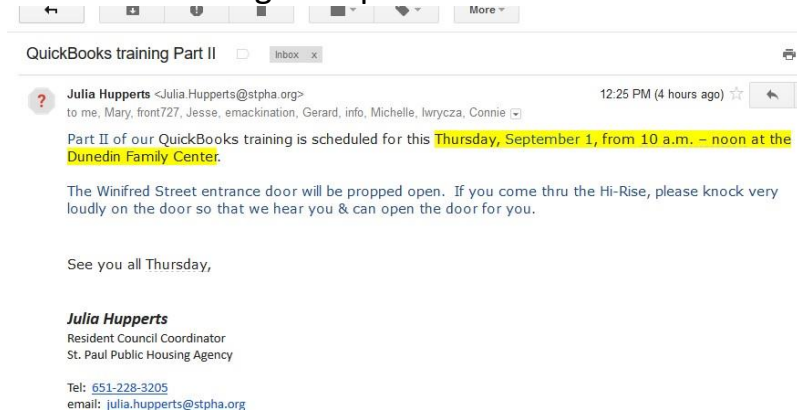
Click on the “More” link to open the printable message and print it. (This works the same way as above.)

Gmail:

Here is your Gmail inbox.



Click on a message to open it.



At the top is a menu of options.



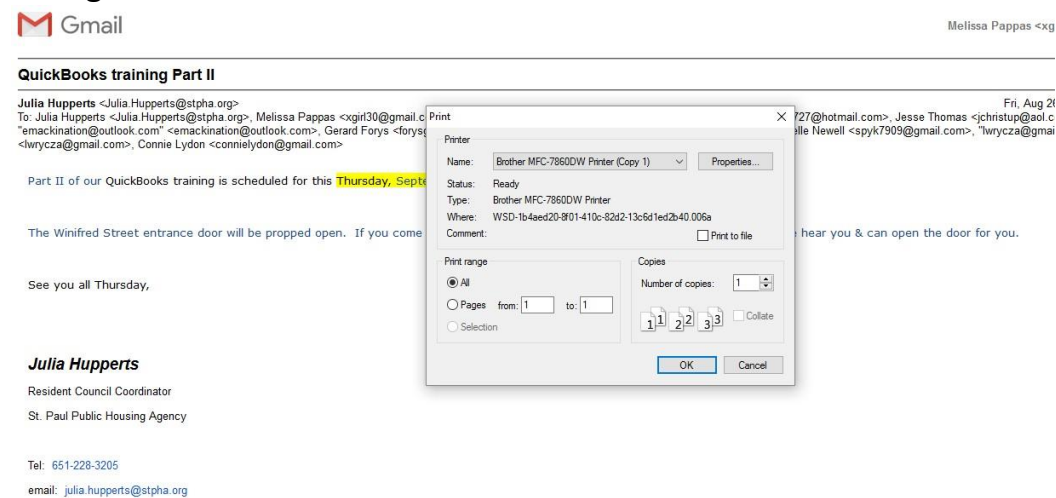
Below that is who the message came from and the time it was received.



At the very right is a small curved arrow and an arrow for a dropdown menu.



The arrow is clicked to reply to the message. The other button opens a dropdown menu that includes the print option. Clicking on the "Print" link opens a printable version of the message and the print dialog box.



Check to be sure the correct printer is selected. Then click "OK" and the message should print.