

# How to Print Your Email and Attachment

## OSX MAIL- Macintosh

1279 messages (65.3 MB)

To	Subject	Date	Size
Roethke Debra	attachment	11/11/05	58
Mel Fearnow-Kenney, Martha Blumenthal ((mgblumen)) G.	Re: Henrico online survey	11/11/05	10
Ann M. Ingram Nash ((amnash))	Re: School Web Designer Mini-Training Session	11/10/05	5.1
Ann M. Ingram Nash ((amnash))	Re: access	11/10/05	1.1
Mel Fearnow-Kenney	Re: Henrico online survey	11/10/05	2.2
Christopher Corallo	new STA <sup>r</sup> chart	11/10/05	59
	Fwd: James Thomas Woodward	11/10/05	52

From: Roethke Debra  
Subject: attachment  
Date: November 11, 2005 5:59:50 AM EST  
To: Roethke Debra  
1 Attachment, 43.0 KB [Save All...](#)

HCPS STA<sup>r</sup> chart.doc (43.0 KB)

You should see the attachment on the bottom of the email.

Click on the **SENT** folder in the sidebar of your mail program. If you cannot see the sidebar, click on Mailboxes in the top button bar. Click on the email you just sent and print the email for your folder. You also need to print the attachment that you sent in the email and include it in your folder.

## OUTLOOK MAIL- Dell

Sent Items - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Look for: Search In Sent Items Find Now Clear

Mail

Favorite Folders

- Inbox (17)
- Unread Mail
- For Follow Up
- Sent Items

All Mail Folders

- Drafts (1)
- Inbox (17)
- Rich
- staffdev
- trainers
- Junk E-mail
- Outbox (2)
- Sent Items
- Search Folders
- Archive Folders

Sent Items

Arranged By: Date Newest ...

Last Week

- 'Adam Garry' Sat 11/5  
moviemaker
- Debra A. Roethke (daroethk) nursery thyme
- Jill Baedke Fri 11/4  
RE: whoops- I forgot som...
- Jacquelyn C. Davidge (jc...  
RE: Adm 1
- Michele S. Kates (mskates) .  
RE: Please remind teache...
- Robert J. Todd; secondar...  
RE: Please remind teache...
- Linda A. Gill (lagill) Sun 10...  
RE: StuffIt

nursery thyme

Debra A. Roethke (daroethk)

To: Debra A. Roethke (daroethk)

Attachments: nursery thyme.wmv (101 KB)

Your email should show the attachment.

Click on the **SENT ITEMS** in the sidebar of **OUTLOOK**. Click on the email you just sent and print the email for your folder. You also need to print the attachment that you sent in the email and include it in your folder.

