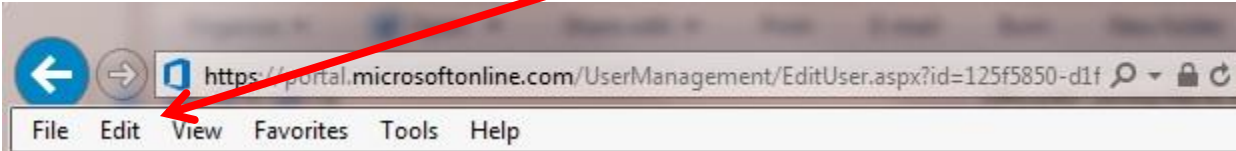


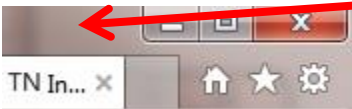
Office365 Student Web App Tutorial Printing Files From Web App

When you are prepared to print a copy of your work - follow the directions below.

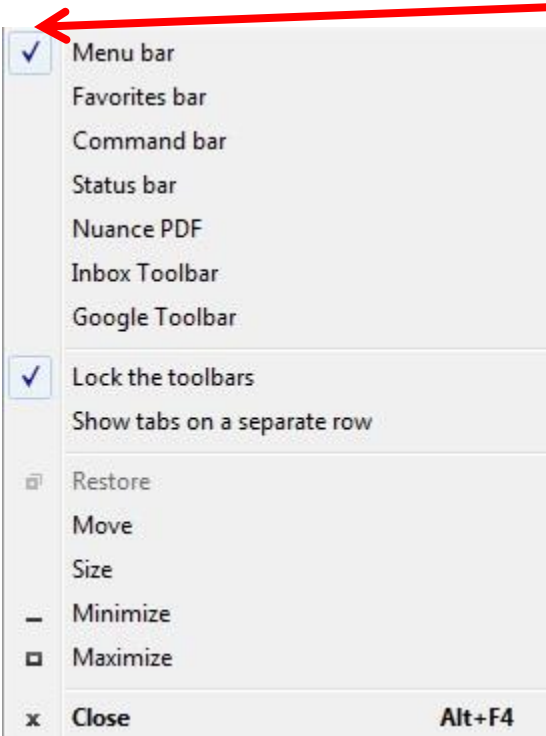
1. Prior to Printing you need to make sure that the Menu Bar on Internet Explorer is visible. Follow the steps below to make it visible if it is not already showing.



2. If the Menu Bar is not showing, right click to the left of the Minimize Button



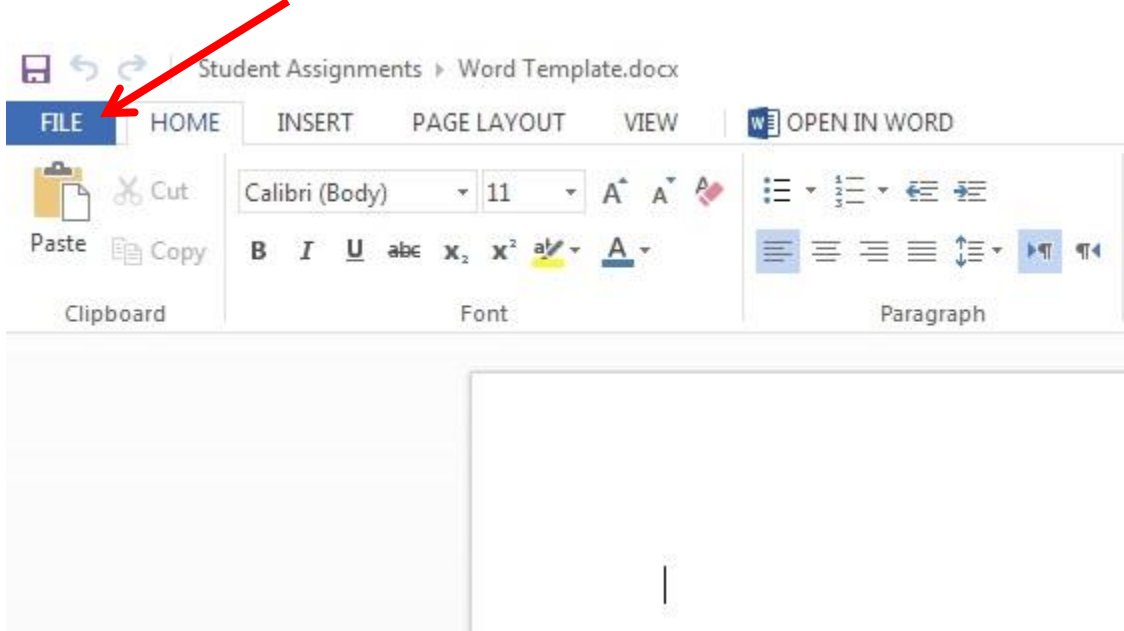
3. Check the Menu Bar option by left clicking to the left of Menu bar.



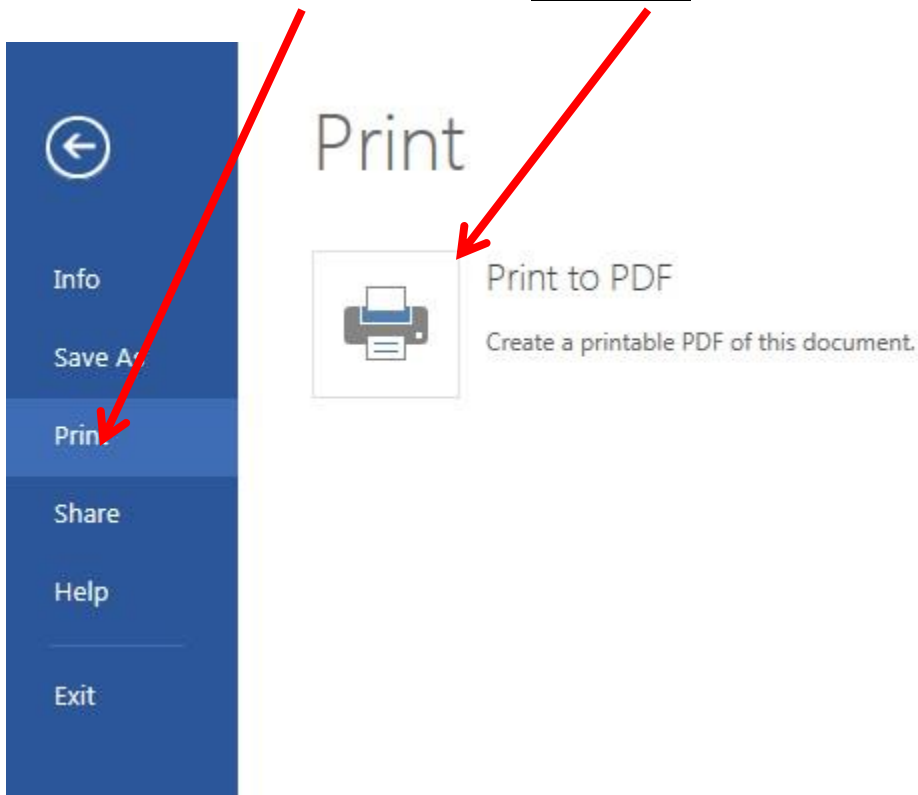
Your browser is now ready to print.

To Print, Follow the steps below:

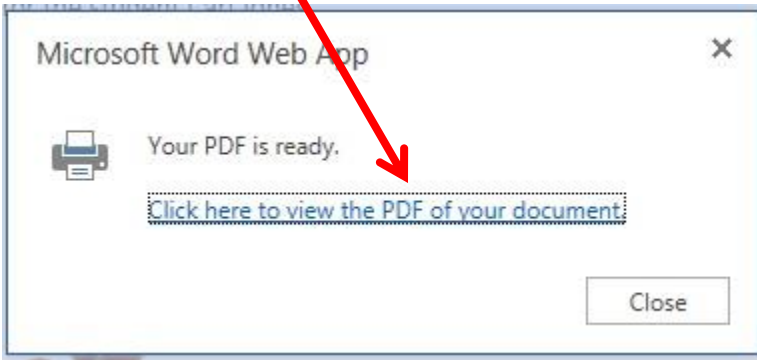
1. Click on the File Tab



2. Click on Print and then click on "Print to PDF"



3. Click on the Link to the PDF



4. Select the printer for your location and click OK

