



**Darebin  
Libraries**

# Wireless Printing Emails and Attachments

## HOW TO PRINT EMAILS


To print an email via wireless printing, you first need to save the email as a file.

### SAVING AN EMAIL TO PRINT

1. Open the email message you'd like to print.
2. Select the print command. This may be a printer icon or you may need to select File > Print from the menu, depending on your software.
3. Change the print destination to the PDF option.
4. Select > Save
5. Choose the location where you'd like to save this file, and type in a file name. You can save the file on the desktop for easy retrieval later.
6. Click > Save

You then need to upload the PDF to the wireless printing page. Instructions for this process can be found at [darebinlibraries.vic.gov.au/wirelessprinting](http://darebinlibraries.vic.gov.au/wirelessprinting).

## HOW TO PRINT EMAIL ATTACHMENTS

An email that has an attachment is generally denoted by a paper clip symbol  next to the email title. You will see this symbol before opening an email message.

The attachment can be viewed/opened in a browser, downloaded or opened in the application in which it was created.

To print an attachment via wireless printing, you first need to save the attachment to your computer.

### SAVING EMAIL ATTACHMENTS

1. Open the attachment you'd like to print by double clicking on the attachment.
2. Choose File > Save As from the menu to save the document to the preferred location on your computer. Please note, this command may vary depending on your software. You can use the Browse button to change the location. You can save the file on the desktop for easy retrieval later.
3. Click > Save

You then need to upload the document to the wireless printing page. Instructions for this process can be found at [darebinlibraries.vic.gov.au/wirelessprinting](http://darebinlibraries.vic.gov.au/wirelessprinting).

#### DAREBIN LIBRARIES

266 Gower Street, Preston  
PO Box 257, Preston, Vic 3072  
T 1300 655 355

E [contact\\_us@darebinlibraries.vic.gov.au](mailto:contact_us@darebinlibraries.vic.gov.au)  
[darebinlibraries.vic.gov.au](http://darebinlibraries.vic.gov.au)



**National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



**Speak your language**  
T 8470 8470

العربية	Italiano	Soomalii
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt