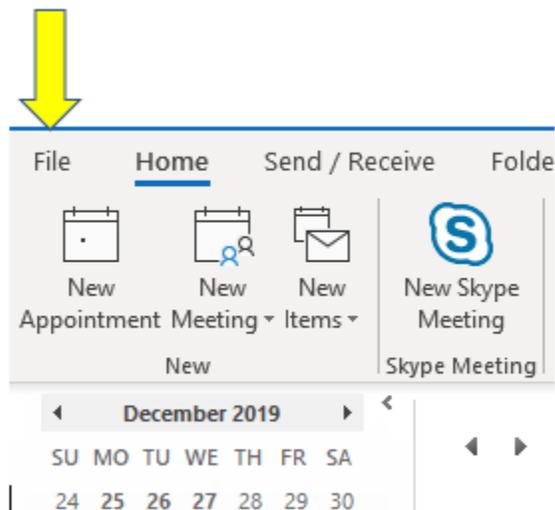


Instructions on how to print Payroll Calendars

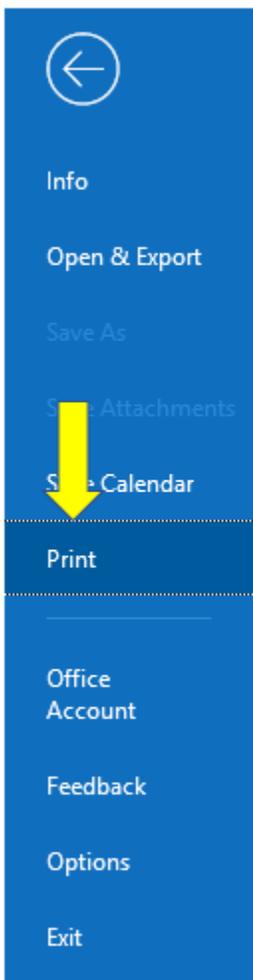
1. To print out calendars in Outlook make sure you are in the Outlook calendar tab in the bottom left.



2. Once you are in the Outlook calendar window in the top left corner there is a tab that says "File" in the ribbon. Click on that tab.



3. After clicking the File tab on the left hand side you will see a “Print” tab. Click on the Print tab.



- Once you have clicked on the print tab you will see that there are options to select on if you want to print out the daily schedule, weekly, or monthly. Just select what ever option you want to print and make sure you have the right printer selected and click print (There is a picture on the next page showing the print options).

