

To preview a document:

1. In the Print dialog box, choose Preview.
2. If desired, in the Print Preview window, position the magnifier over the area you want to examine in detail, and then click the area.
3. If dissatisfied with the appearance of the document, on the toolbar, choose Page Setup to open the Page Setup dialog box and to reset options. Then choose OK to return to the Print Preview dialog box.

To print a document from Print Preview:

1. On the toolbar, choose the Print button.
2. In the Print dialog box, choose OK.

To print a document from the Print dialog box:

1. Choose OK.

To exit from Outlook:

1. Click the Close button.

To exit from Outlook and log off:

1. From the File menu, choose Exit and Log Off.