## Using printer email address to print from Google Docs

## **Basic Printing Procedure:**

1. Enter Google Drive and select the document you would like to print.

Drive		0	)
CREATE ★ My Drive Shared with Me Starred Recent Trash	Try the new Drive. We've been working hard to create a clean, fast, fresh exper for you.	lence Take me to the	New Drive Learn more
More -	My Drive		
		OWNER -	LAST MODIFIED
	🔲 🏚 🗾 Untitled document Shared	me	11:30 am me
	Untitled preser Untitled document	me	Jan 16 me
	Joe Bruening NHS activity form Shared	me	10/16/14 me
	🗌 📩 📴 Untitled document Shared	me	3/21/14 Glenn Schuenke
	1 1 Ukraine News Summary Shared	me	3/7/14 me
	the Roller Coaster Table Shared	me	2/18/14 me
	🗇 🍲 📃 Untitled document Shared	me	2/14/14 me
	D 📩 📑 Physics test Shared	me	12/17/13 Steve Navarro
	🗆 🕁 🥅 physics video Shared	me	12/16/13 me

## 2. Open the document.



3. Click File.

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New	( ) and	2		3		- 4			5			0	***	7		
Open Ctrisc																
Rename																
Make a conv																
Move to folder																
See revision history Ctrl+Alt+Shift+G																
Language																
Download as																
Publish to the web																
Publish to the web Email collaborators																
Publish to the web Email collaborators Email as attachment																
Publish to the web Email collaborators Email as attachment																

## 4. Select **Email as attachment**.

PDF 👻			
To (required)			
Subject			
Untitled docume	ent		
44 (1009) (11)			
wessage			
Sand a convit	to mucolf		
Send a copy t	to myself		

5. Enter the address of the printer you are emailing to and click **Send**.

Current email addresses include:

	HS
Email as attachment	HSRoom103@lakemills.k12.wi.us
Attach as	HSRoom110@lakemills.k12.wi.us
PDF -	HSTechLab@lakemills k12 wi is
To (required)	LISI MCDrint@lakamilla.k12.wi.us
printer address here @lakemills, k12 wi.us	HSLMCPrint@lakemilis.k12.wl.us
Subject	MS
Printing From Google Docs	MS5th@lakomills.k12.wius
Message	
	MS6th@lakemills.k12.wi.us
	MS7th@lakemills.k12.wi.us
	MS8th@lakemills.k12.wi.us
	ES-
	ES399@lakemills.k12.wi.us
Send a copy to myself	ESOfficeRicoh@lakemills.k12.wi.us
Send Cancel	ESKinder@lakemills.k12.wi.us

6. Go to printer and pick up copy.