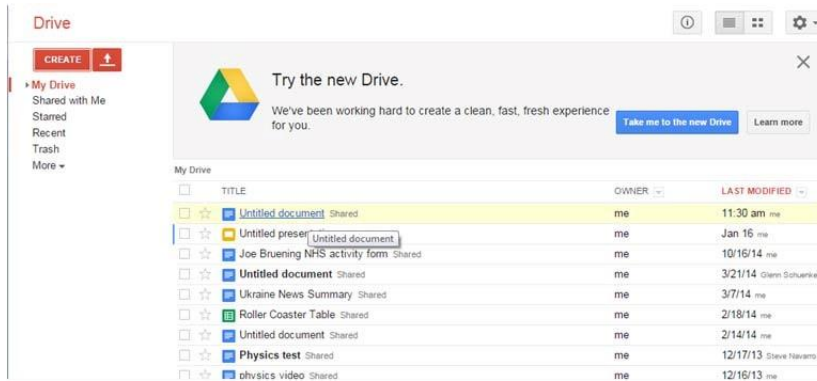# Using printer email address to print from Google Docs
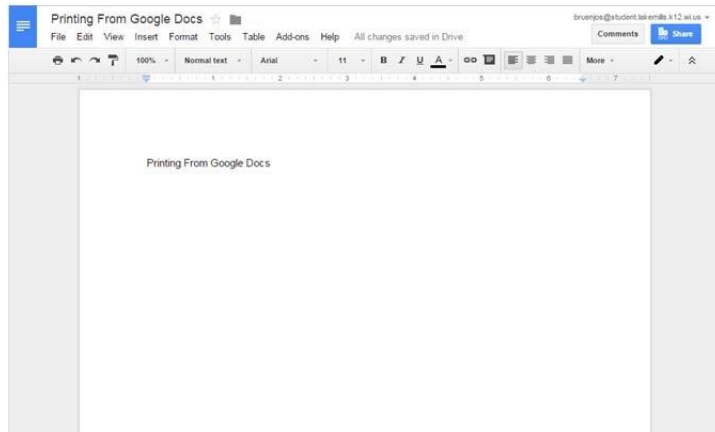
Basic Printing Procedure:
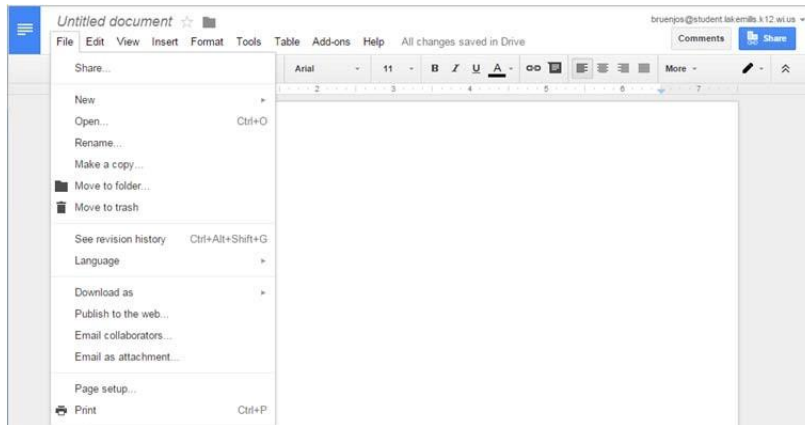
1. Enter Google Drive and select the document you would like to print.

2. Open the document.

3. Click **File**.

4. Select **Email as attachment**.

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

Current email addresses include:

Email as attachment

Attach as

[PDF ▾]

To (required)

printer address here @lakemills.k12.wi.us

Subject

Printing From Google Docs

Message

☐ Send a copy to myself

[Send] [Cancel]

HS--
HSRoom103@lakemills.k12.wi.us
HSRoom110@lakemills.k12.wi.us
HSTechLab@lakemills.k12.wi.is
HSLMCPrint@lakemills.k12.wi.us

MS--
MS5th@lakemills.k12.wi.us
MS6th@lakemills.k12.wi.us
MS7th@lakemills.k12.wi.us
MS8th@lakemills.k12.wi.us

ES-
ES399@lakemills.k12.wi.us
ESOfficeRicoh@lakemills.k12.wi.us
ESKinder@lakemills.k12.wi.us

6. Go to printer and pick up copy.