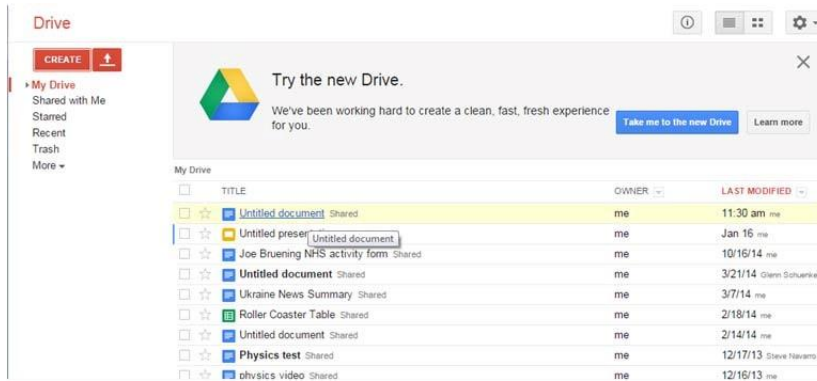


# Using printer email address to print from Google Docs

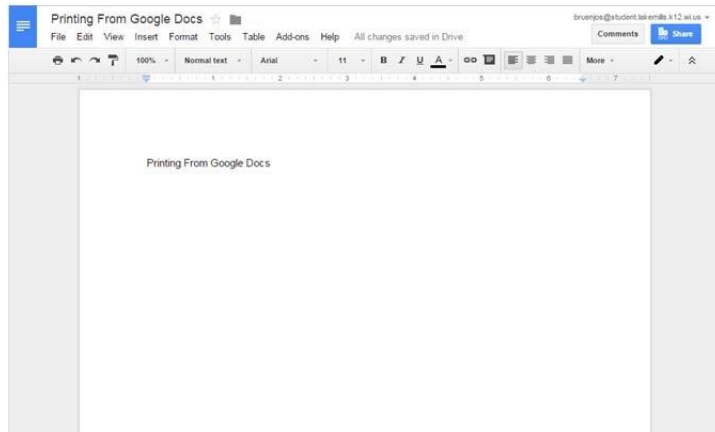
---

## Basic Printing Procedure:

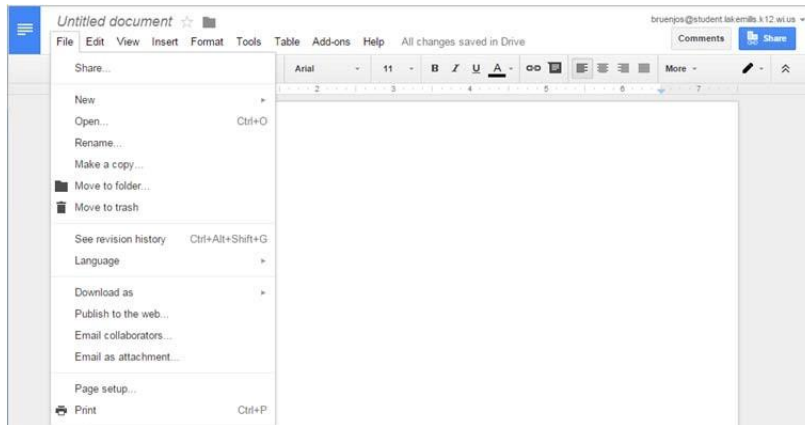
1. Enter Google Drive and select the document you would like to print.



2. Open the document.



3. Click **File**.



4. Select **Email as attachment**.

A screenshot of the 'Email as attachment' dialog box. It has a title bar 'Email as attachment'. Under 'Attach as', there is a dropdown menu set to 'PDF'. Below that is a 'To (required)' field with an empty text input box. The 'Subject' field contains 'Untitled document'. The 'Message' field is a larger empty text area. At the bottom, there is a checkbox for 'Send a copy to myself' which is unchecked, and two buttons: 'Send' and 'Cancel'.

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](mailto:HSRoom103@lakemills.k12.wi.us)

[HSRoom110@lakemills.k12.wi.us](mailto:HSRoom110@lakemills.k12.wi.us)

[HSTechLab@lakemills.k12.wi.us](mailto:HSTechLab@lakemills.k12.wi.us)

[HSLMCPrint@lakemills.k12.wi.us](mailto:HSLMCPrint@lakemills.k12.wi.us)

MS--

[MS5th@lakemills.k12.wi.us](mailto:MS5th@lakemills.k12.wi.us)

[MS6th@lakemills.k12.wi.us](mailto:MS6th@lakemills.k12.wi.us)

[MS7th@lakemills.k12.wi.us](mailto:MS7th@lakemills.k12.wi.us)

[MS8th@lakemills.k12.wi.us](mailto:MS8th@lakemills.k12.wi.us)

ES-

[ES399@lakemills.k12.wi.us](mailto:ES399@lakemills.k12.wi.us)

[ESOfficeRicoh@lakemills.k12.wi.us](mailto:ESOfficeRicoh@lakemills.k12.wi.us)

[ESKinder@lakemills.k12.wi.us](mailto:ESKinder@lakemills.k12.wi.us)

6. Go to printer and pick up copy.