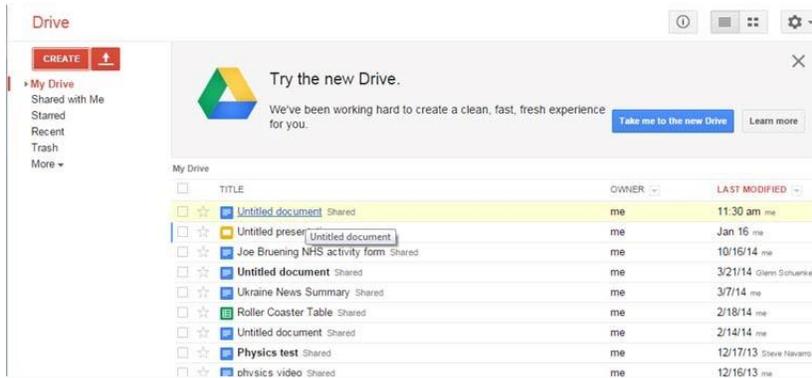


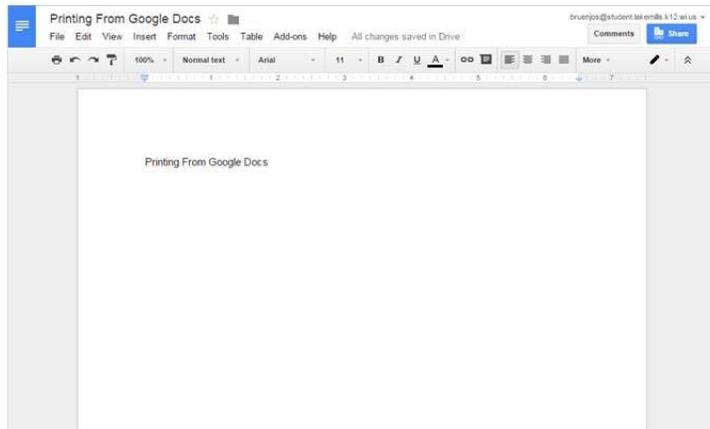
Using printer email address to print from Google Docs

Basic Printing Procedure:

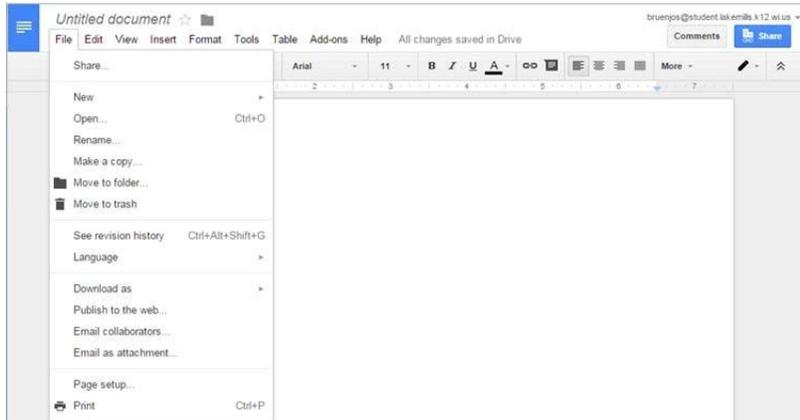
1. Enter Google Drive and select the document you would like to print.



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'. Below the title bar, there is a section 'Attach as' with a dropdown menu set to 'PDF'. Below that is a 'To (required)' field with an empty text input box. Below the 'To' field is a 'Subject' field with the text 'Untitled document'. Below the 'Subject' field is a 'Message' field with a large empty text area. At the bottom left, there is a checkbox labeled 'Send a copy to myself' which is unchecked. At the bottom center, there are two buttons: 'Send' (in blue) and 'Cancel' (in grey).

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.us
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.