

# Printing Weekly Building Calendar

## 1 Print

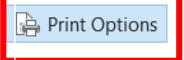


Specify how you want the item to be printed and then click Print.

## Printer

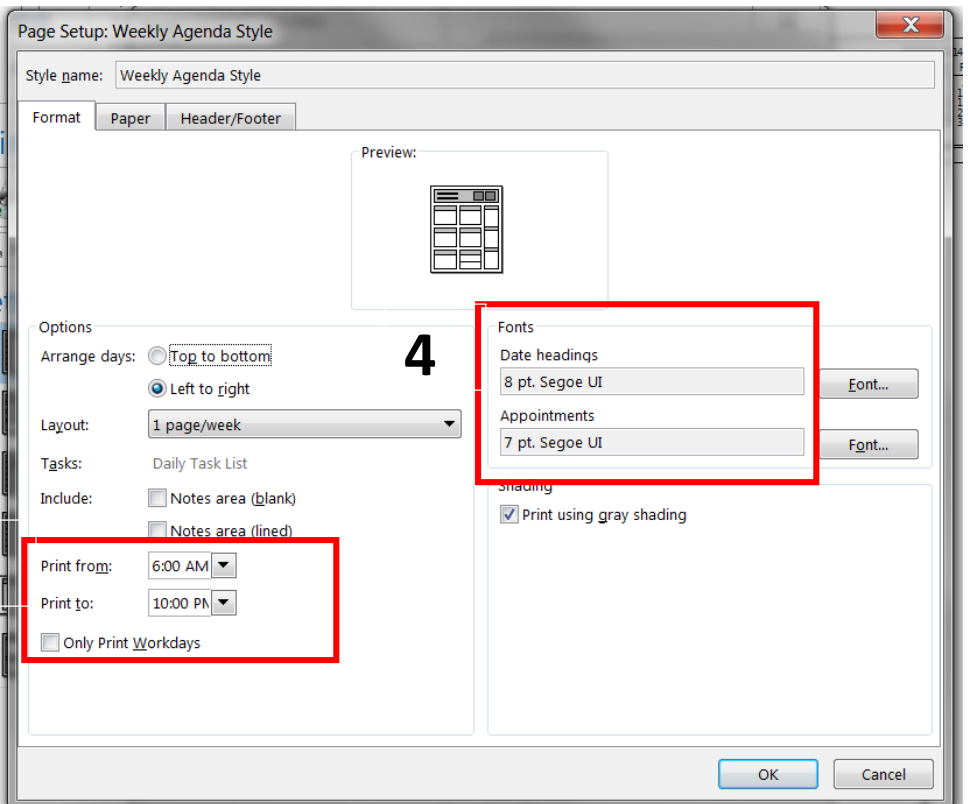
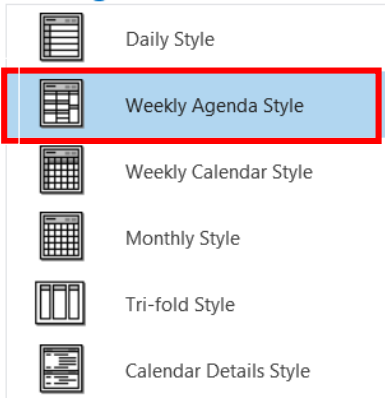


## 3



## Settings

## 2



To print the weekly calendar from Outlook.

1. Click print
2. Weekly Agenda Style
3. Click Print Options
4. Adjust the Fonts for heading and appointments
5. Change the time frame or else you will not see the evening events.