Outlook 2013: Remove Your Name from Top of Email When Printing

- 1. Select the email you want to print
- 2. Click the File tab

0 5	<i>[</i>		Inbox - su	ue.taylor-owens@washt
FILE	OME SEND / RECEIVE	FOLDER	VIEW	
New New	Faux Trash Freate New	- Save All	Delete	Reply Reply Reply All Control
New	Quick Steps	Attachments	Delete	Respond

3. Select Print



4. Click Print Options

Print	Specify how you want the item to be printed and them click Print.	Son Taylor-Onions
Printer	۵	Sare Sare Salpar
medi Read	a on wuprint	Sur Teylor Overs Sur Teylor Overs Surantarial Despar
Ba Print Opt	ions	The function of the second sec
Settings		-
	Table Style	
	Menny Stide	

5. Click Page Setup

Printer				
Name:	\\wuprint\media			Properties
Status: Type: Where: Comment:	HP Universal Printio HC 10 HP LJ 4050N	ng PCL 5 (v5.3)	/ -	Print to file
Print style		/	Copies	
	Table Style	Page Setup	Number of pages:	All 👻
	Memo Style	Define Styles	Number of copies:	1
		(Service Styles at	1122	3 3

6. On the **Format** tab, in the **Fonts** section, under **Title**, click the **Font...** button

Page Setup:	Memo St	yle	×
Style <u>n</u> ame:	Memo S	ityle	
Format	Paper	Header/Footer	
Options			Fonts Title 12 pt. Segoe UI Fields 10 pt. Segoe UI Fgnt

- 7. Type **1** in the **Size** box
- 8. Click the **OK** button

Font:	Font style:	Size:
Segoe UI	Bold	ОК
Segoe UI	Semibold *	
Segoe UI Symbol	Bold	12
SHOWCARD GOTH	Bold Italic	14
Small Fontr 🛛 🗌	📕 Light Oblique 🗏	16
Snap ITC .	Semibold Obli +	20 -
	Script:	
	10/	1000

9. Click the **OK** button

Memo 5	kyle	
Paper	Header/Footer	Preview.
		Forts Trie 1 pt. Segoe Ut Fort Field: 10 pt. Segoe UI Fgrt
		Shading Phint using grey shading
	Memo 5 Papet	Memo Style Papet Header/Footer

10. Click the **Print** button

Printer			
Name:	\\wuprint\media		Properties
Status: Type: Where: Comment:	HP Universal Printing P HC 10 HP LJ 4050N	CL 5 (v5.3)	🔲 Print to fi
Print style			Copies
	Table Style	Page Setup	Number of pages: All
	Memo Style	Define Styles	Collate copies
Page range	e :		مرت مرد المرا
All			
Pages:			
Type page commas co example, ty	numbers and/or page ra ounting from the start of /pe 1, 3 or 5-12.	nges separated by the item. For	1
Print optio	ns		
Print at default	tached files. Attachment printer only.	s will print to the	