

# Printing a Calendar within the Outlook Web App (OWA)

After signing in to the Outlook Web App (mail.csulb.edu) do the following:

1. Select the calendar you wish to print.
2. Select the calendar view you wish to print, such as Weekly or Monthly.
3. Select Print. You may need to adjust your print setting to ensure the calendar fits on the page.

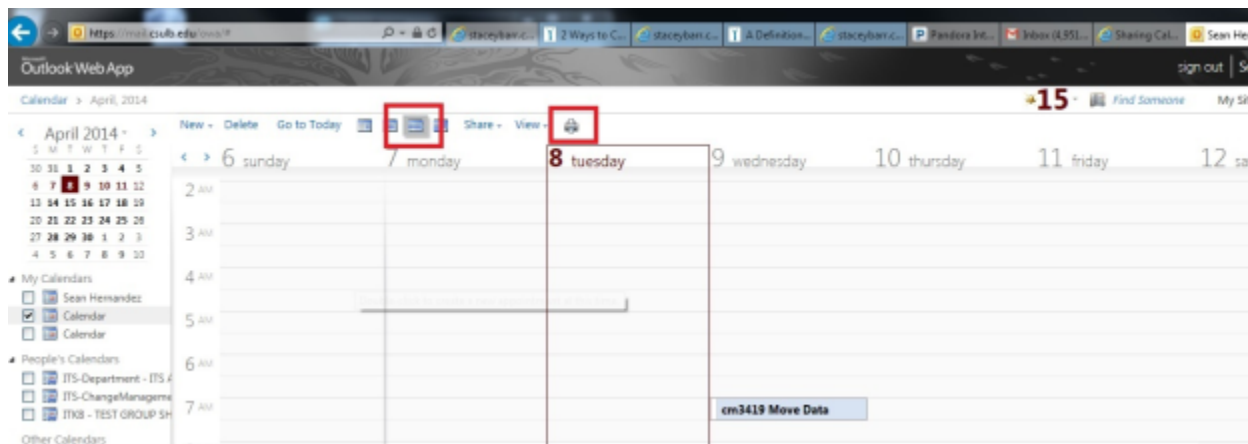


Figure 1: screenshot of where to select the calendar view (such as weekly or monthly) and the print button