Print Calendar in Webmail Plus

1. Log in to Webmail Plus and select **Calendar**

![Calendar tab in Webmail Plus](image1)

2. Navigate the calendar using the **arrow buttons** in the top right so the desired day(s) are in view.

![Navigation arrows in calendar](image2)

3. If necessary, change the **calendar view** to accommodate for your needs

![Calendar view options](image3)
4. Click the **Print** button. This will invoke your browser’s print dialogue window.

4. Select the desired printer and click **Print**.