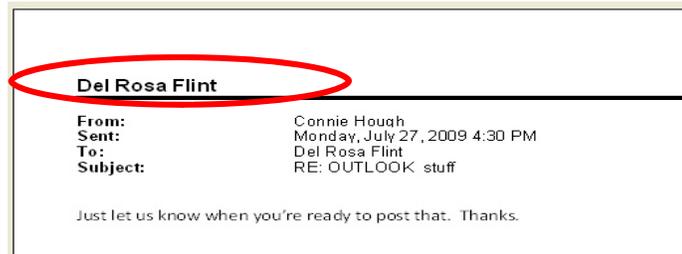


Outlook

Remove Recipient Title (name) on Printed e-mails

Outlook prints e-mails in a format called “memo style” -- with the recipient **Title (name)** at the top of the printed pages.

Example:



To turn this feature off:

1. Open an e-mail message.

2. Click the **Office** button  in the upper left hand corner of the message window.

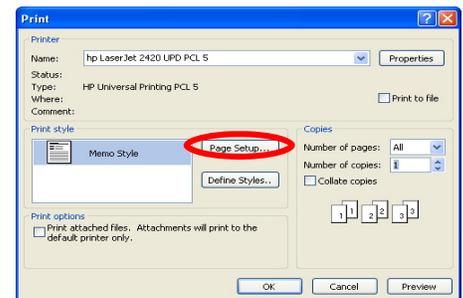
3. Click the **Print** button on the drop-down menu.

OR

Press **Ctrl + p** (on your keyboard)



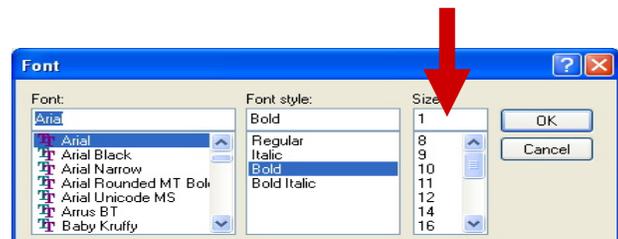
4. Click the **Page Setup** button on the print dialog box

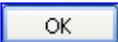


5. Click the **Title Font** button



6. Change the **Font Size** to 1
 - a. Click once in the **Size** box
 - b. Remove the current number (point size)
 - c. Manually type the number **1**



Click the  button **three** times to close all dialogue boxes. Your current e-mail message will be printed without the **Recipient Title** at the top.

This setting will remain constant for subsequent print commands in Outlook.