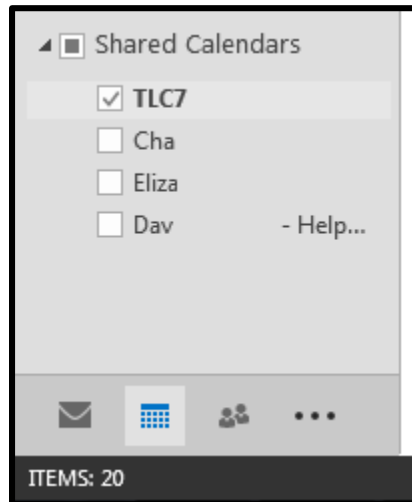


## Printing a Shared Calendar in Outlook 2013

1. Open the calendar area in Outlook 2013 and select one of your shared calendars.



2. Click the **File** menu, then **Print**.



3. Make sure **Monthly Style** is selected in the print options. Choose your printer and click the **Print** button. Repeat this process for any other shared calendars you may have.

