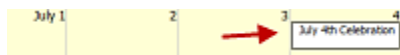## Print Event/Calendar

From the Dashboard:

1. Select the icon you have chosen for the Calendar.

2. Select 'Preview Calendar' on the right and your event calendar will display.

To print the **calendar**:

3. Click 'Print' in the upper right corner of the calendar and a print window will open.

4. Click 'Print'.

To print an **event:**

1. Click on the event title displayed on the calendar

 and the details will display.

2. Click 'Print' in the upper right corner and a print window will open.

3. Click 'Print'.