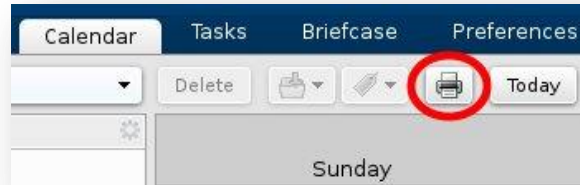


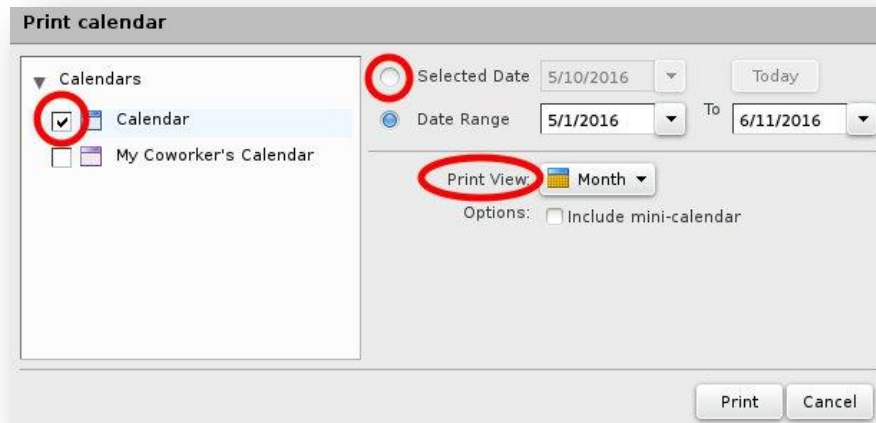
## Printing Calendars in Zimbra

Printing a day overview:

- 1) Click on your 'Calendar' tab
- 2) Click the printer icon in the navigation bar



- 3) Check the calendar(s) you wish to print
- 4) Click Selected Date (modify the date you wish to print)
- 5) Change Print View: 'Day'



- 6) Click Print

Printing a month overview:

- 1) Click on your 'Calendar' tab
- 2) Click the printer icon in the navigation bar
- 3) Check the calendar(s) you wish to print
- 4) Click Date Range (modify the dates you wish to print)
- 5) Change Print View: 'Month'
- 6) Click Print