# Microsoft Word: Saving and Printing or Emailing Document

This is a quick access guide to saving your document, and then printing or emailing it. In reference to the email, this is ONLY how to email the document through your student Outlook app.

1. In the top left corner of your document, click **File,** which will open a screen like the one below. Following the image, click **Save As**, then click **Browse,** which will open the file directory window. From there, it is recommended that you go to **Desktop,** right click the white space in that area, and select **New** then **Folder**. This will put a folder onto your desktop where you can then save your document and future documents. Name that folder, then double click the folder to open it, then click **Save.**
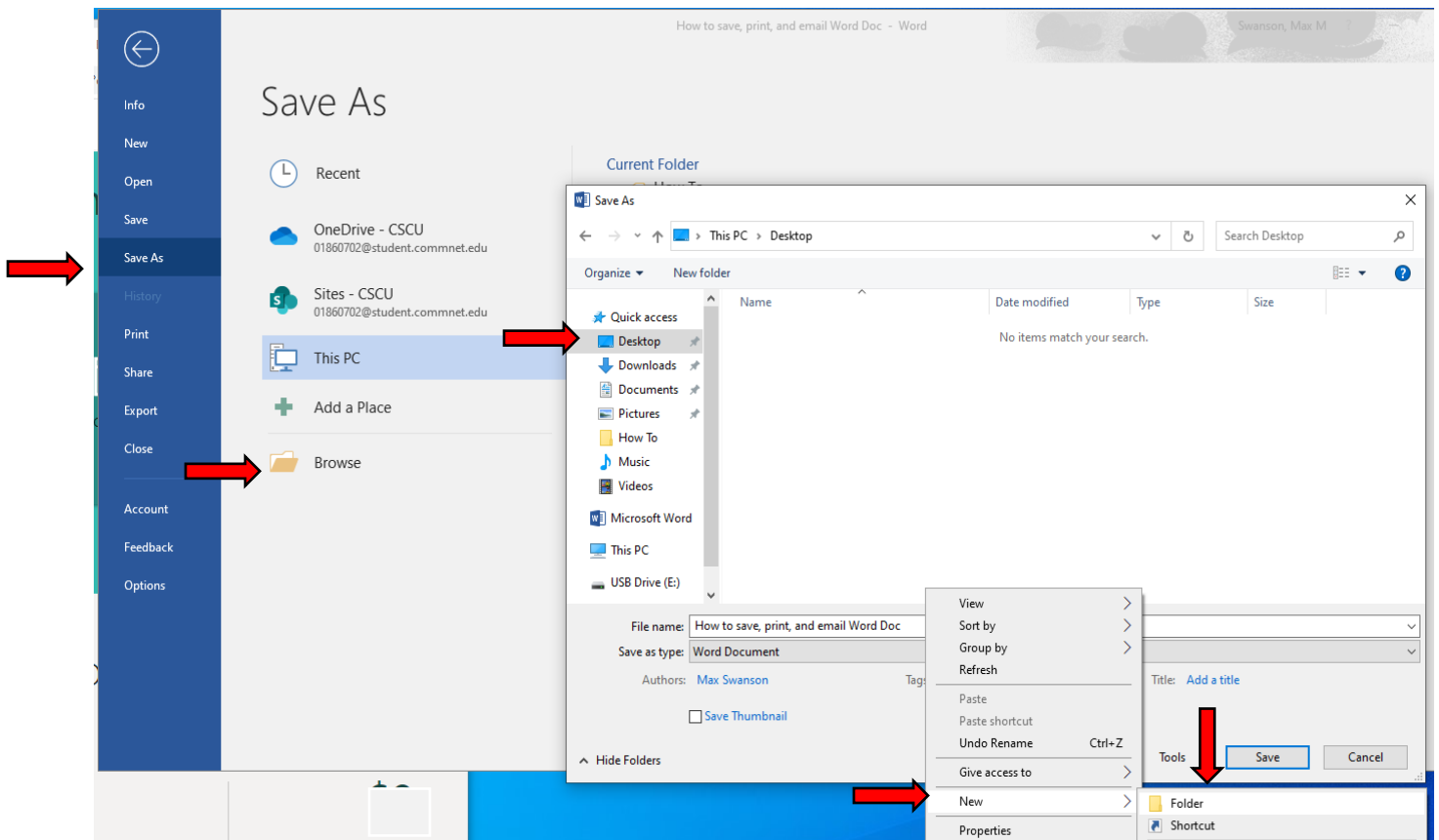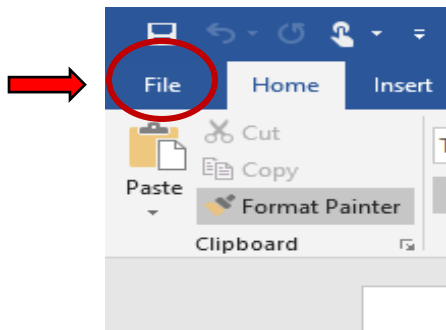
2. Now that you have saved your document into a folder on your desktop, you can either print or email it. Continue to the next step to print the document, and continue to step 4 to email the document.

3. In order to print your document, you must know the name of the printer you are trying to print from, this can usually be found on the printer itself. In your Word document, click **File.** In the top left corner of your Word doc, click **Print.** Be sure the correct printer is selected, then click the **Print** button.
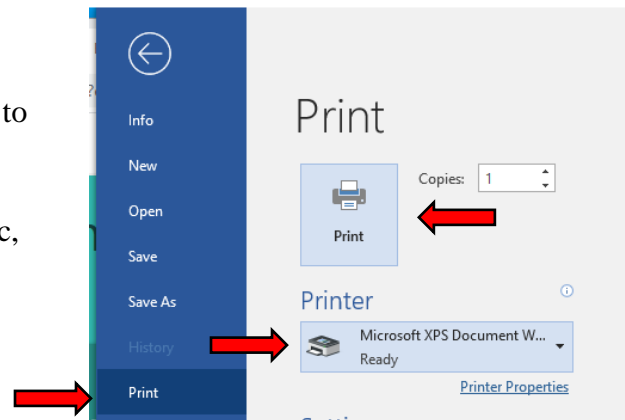
4. In order to email your document, you must have the document saved to your computer, as described before. Open your email as you would do to send a normal message. Above the text box for the email, is a paperclip **Attach** icon, seen below. Click **Attach,** then click **Browse Computer**. Select **Desktop**, double click the folder, and select the document inside.