

# How To Print attachments received in email messages – Outlook 2010

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You can print attachments in Microsoft Outlook 2010 without opening them. You can print attachments from an open email message or from the Reading Pane. If a message has multiple attachments, you can also print one or all attachments.

To print an attachment from an open message or the Reading Pane, do the following:

Click the attachment icon below the message header, and then on the **Attachments** tab, in the **Actions** group, click **Quick Print**.

To print attachments when you print a message, first make sure that the **Print attached files** option is selected. After this setting is turned on, it remains on until you turn it off.

1. In the message list, click the message that has attachments that you want to print.
2. Click the **File** tab.
3. Click **Print**.
4. Under **Printer**, click **Print Options**.
5. In the **Print** dialog box, under **Print Options**, select the **Print attached files** check box.

