

Printing Messages From TOL Secure Messaging

Table of Contents

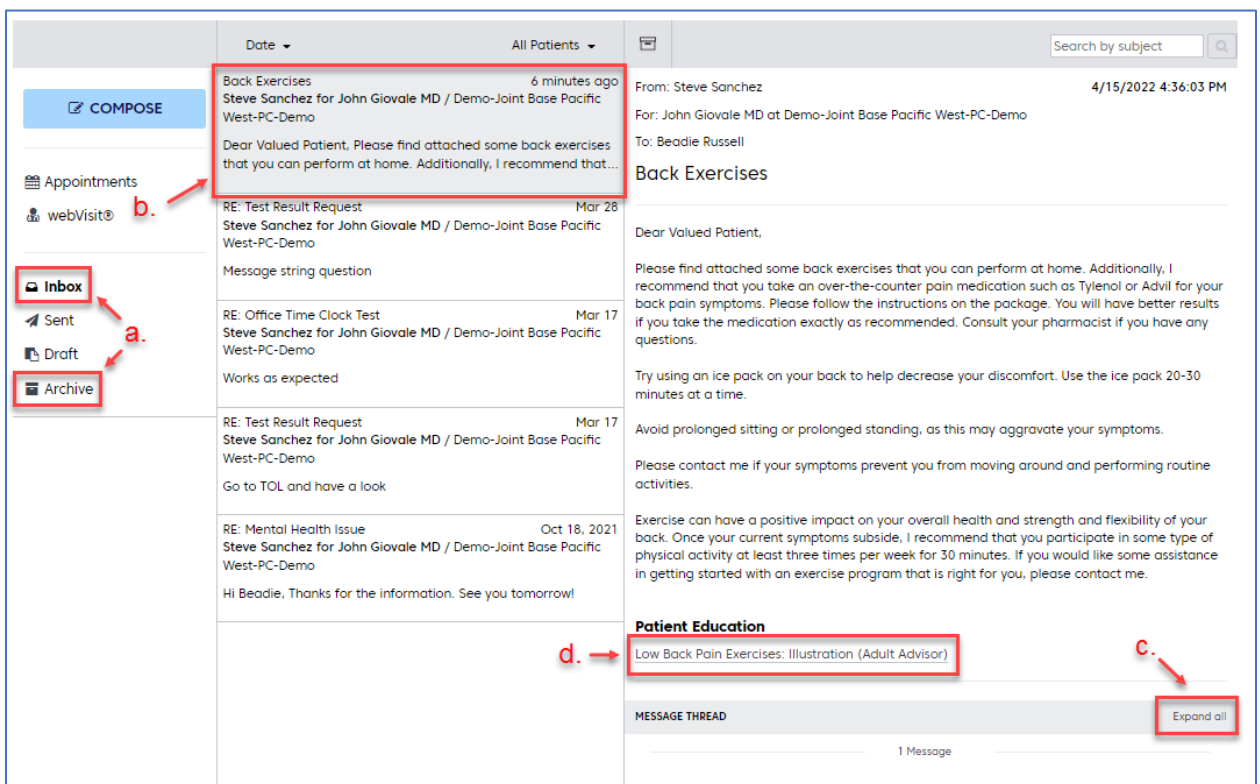
| | |
|---|---|
| Printing Messages from a Windows PC using Internet Explorer or Chrome | 2 |
| Printing Messages from an Apple Mac using Safari..... | 4 |

Printing Messages from a Windows PC using Internet Explorer or Chrome

1. After logging into Secure Messaging, click on "Messages."



2. You can now
 - a. Click on either the "Inbox" or the "Archive" folder
 - b. Select the message you want to print
 - c. If applicable expand the message thread
 - d. Select any attachments or Patient Education articles you wish to also print



3. On your keyboard click (Ctrl + P) to bring up the printing options then choose either a home printer to print the messages or save them as a PDF on your computer.

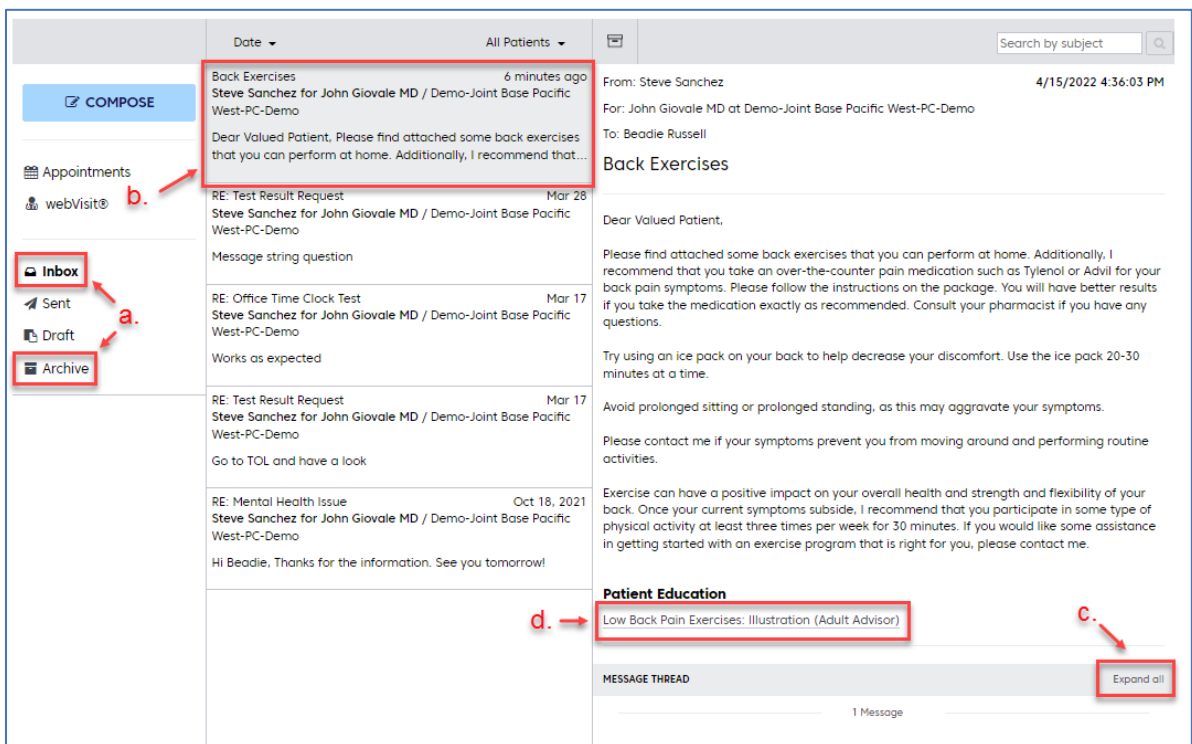
The screenshot displays an email client interface with a message thread on the left and a print dialog on the right. The message thread includes several messages with dates ranging from Nov 26, 2019, to Sep 17, 2018. The print dialog is titled 'Print' and shows '3 sheets of paper'. The 'Destination' dropdown menu is open, showing options: 'VERNAL', 'VERNAL', 'Zues Postage', 'Save as PDF' (highlighted), and 'See more...'. The 'Copies' is set to 1, 'Layout' is Landscape, and 'Color' is Color. At the bottom of the dialog, the 'Print' button is highlighted with a red box and a red arrow, and the 'Cancel' button is visible next to it.

Printing Messages from an Apple Mac using Safari

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