# Printing to Envelopes

You can print to various sized labels as well as envelopes on your Canon device using the Multi-purpose tray.

**Step 1: From a Microsoft Word document, select the Mailings Tab.**

* From the Mailings Tab, select Envelopes.

 

 **Step 2: From the Envelope Tab, enter the Delivery and Return Addresses in the appropriate field.**

* Click Add to Document, and you will be prompted if you would like to add the Return Address as the default Return Address.



**Step 3:** **Review your Destination and Return Address**

* Click File, Print and Click on the Printer Properties.



* Click the Page Size and select you appropriate Envelope Size.
* Click Paper Source and select the Multi-purpose tray.
* You can enter up to ten envelopes in to the Multi-purpose tray **(you will be prompted at the device to select the appropriate envelope size).**
* Your envelopes should be ready to print.