How to Add a Network Printer

We have a number of networked printers on Campus. If you have the appropriate access privileges you can connect to one of these resources.
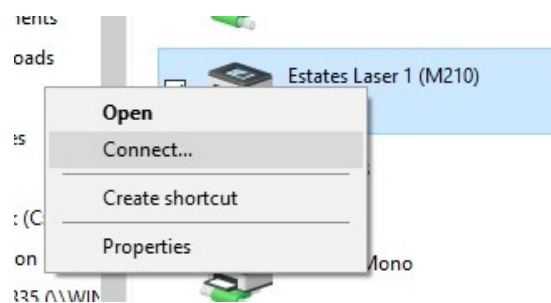
Connecting

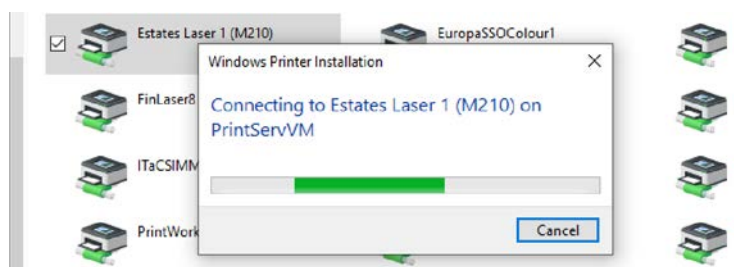1) Copy either of the following links and paste into the top field on File Explorer and press "return"

- Non MyPrint link is **\\PrintServVM**
- MyPrint link is **\\myprintq**

2) Locate the printer that you wish to add

3) Right click on the printer

4) Select "Connect"

5) The queue will install

6) Once the window closes the printer will be available to use.