

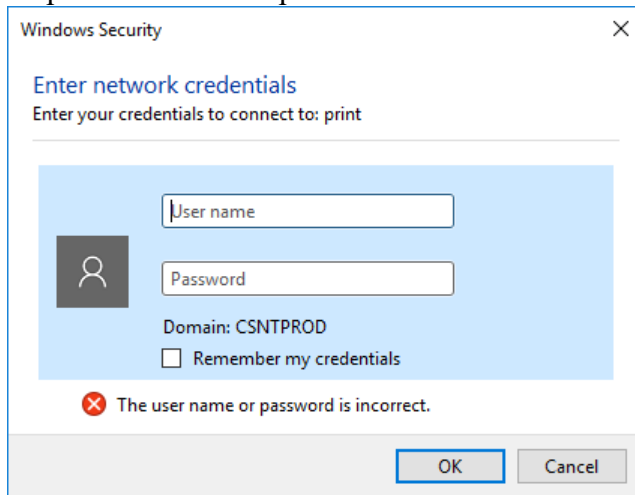
# How to Add a Printer

## For Windows

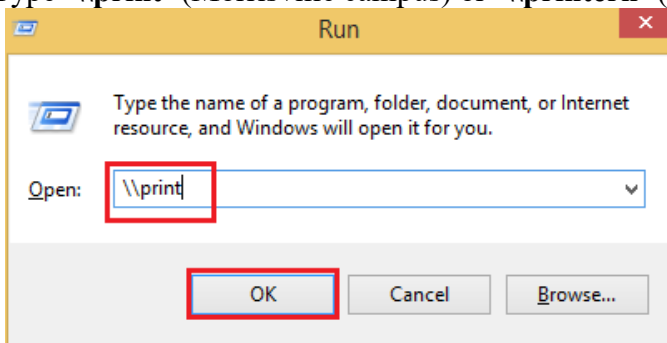
1. On your keyboard, hit the Windows and R key together (Or Right-Click on Start and select Run)



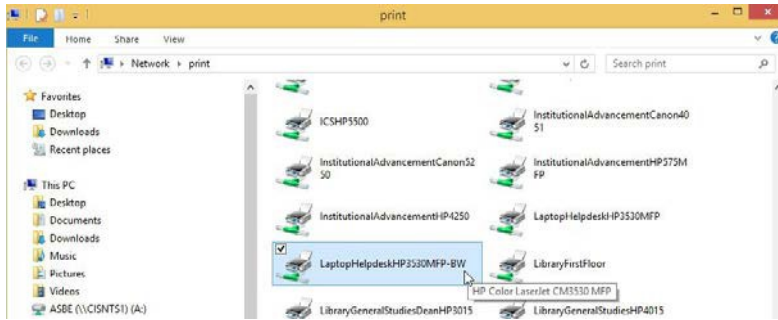
2. If you use a personal computer, you will be prompted to enter your username for campus email and the password.



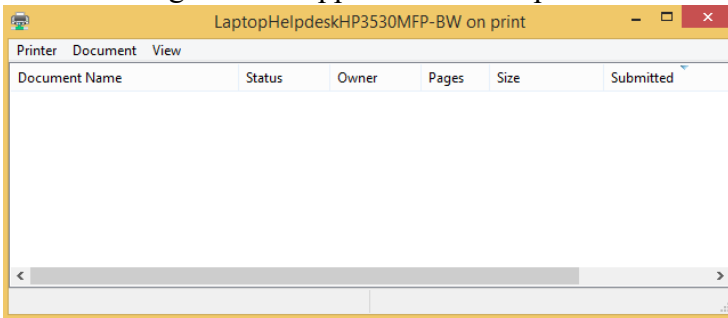
- Example: [username@morrisville.edu](mailto:username@morrisville.edu)
  - Enter your campus password
3. Type “\print” (Morrisville campus) or “\printern” (Norwich campus) and click OK.



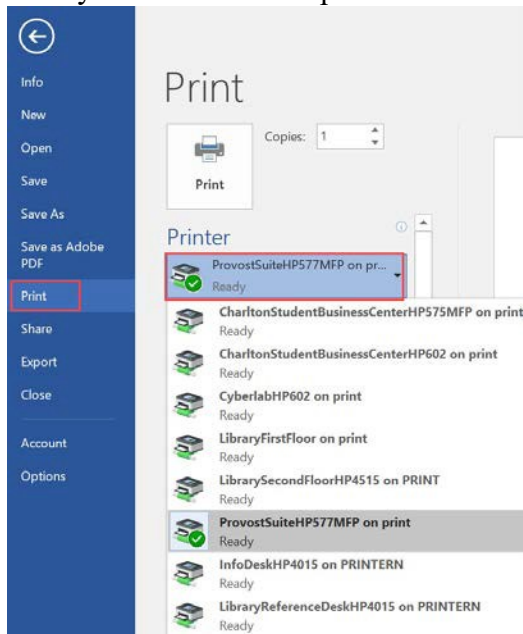
4. This will open a folder with the campus printers.
5. Find the printer you are looking for and double-click the printer. Printer locations are listed at [Printer Paths](#).



6. Then the driver software and the printer will be added to your computer.
7. The following window appears when the printer installs successfully.



Now you can select this printer for the dropdown.



For Mac

Please contact the campus [Help Desk](#) for the installation.

Additional Tutorials

[How to set a default printer in Windows 10](#)