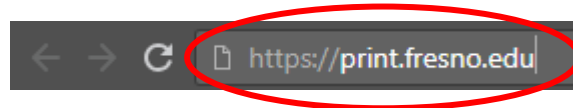
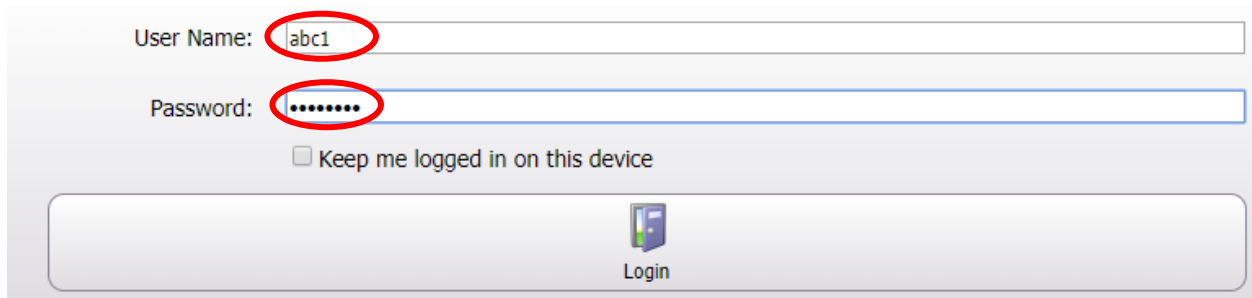


How to Print From Your Personal Computer to Any FPU Printer

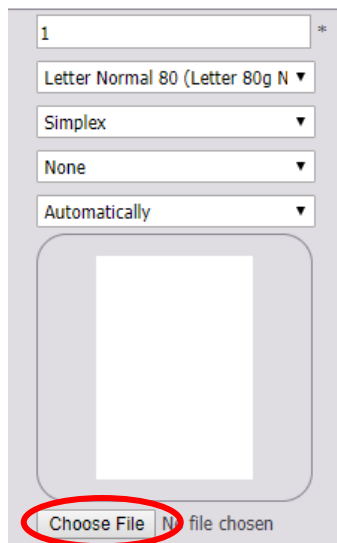
In your web browser, type in <https://print.fresno.edu> in the web address bar:



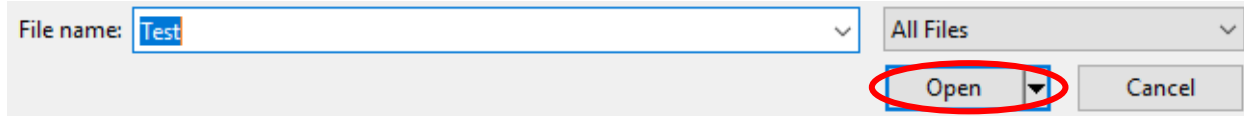
Enter your username (without the e-mail domain) and your alphanumeric Office 365 password. You can see an example below:

A screenshot of a login form. The "User Name:" field contains the text "abc1" and is circled in red. The "Password:" field contains a series of dots and is also circled in red. Below the password field is a checkbox labeled "Keep me logged in on this device". At the bottom of the form is a large button with a login icon and the text "Login".

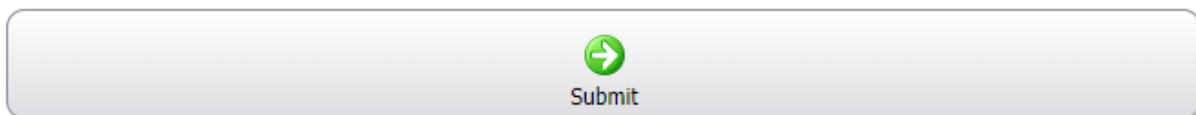
Make sure to change any options as necessary and then click on "Choose File":

A screenshot of a print settings dialog box. It features several dropdown menus: a page number dropdown set to "1", a font dropdown set to "Letter Normal 80 (Letter 80g N)", a print type dropdown set to "Simplex", a color dropdown set to "None", and a print range dropdown set to "Automatically". Below these settings is a large empty rectangular area representing the print preview. At the bottom of the dialog, there is a "Choose File" button circled in red, followed by the text "No file chosen".

Find the file that you want to print and then click "Open":



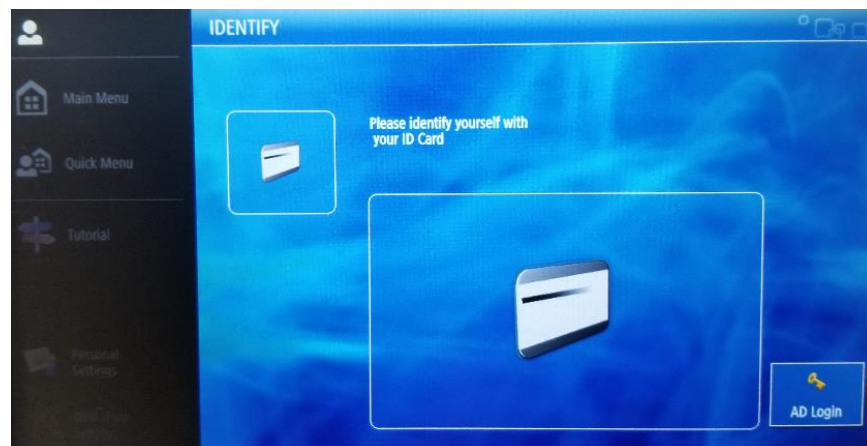
Once again, double check that all of the options are correct and then click on "Submit":



If the job was submitted successfully, you will see this message at the top of the screen:

You have successfully submitted your job!

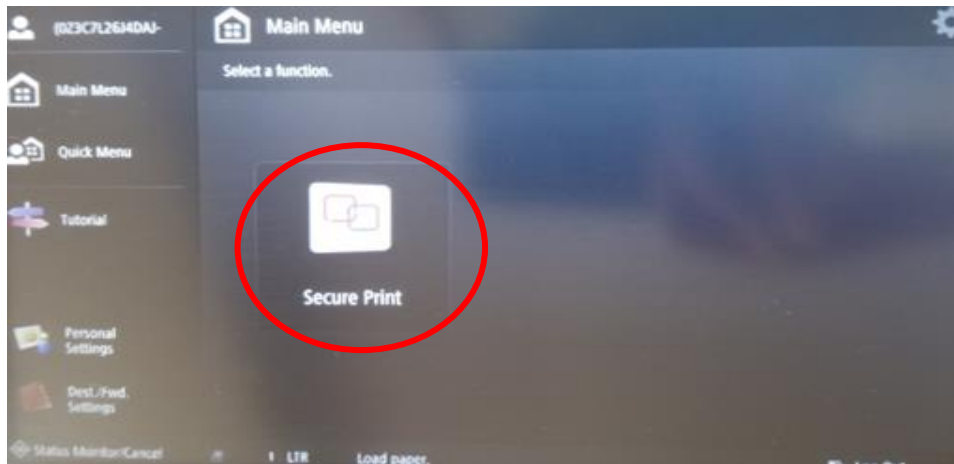
Go to the printer you wish to print from. There are some available at the library, computer labs, coffee shop, and the student lounge in SCC. You should see the following screen:



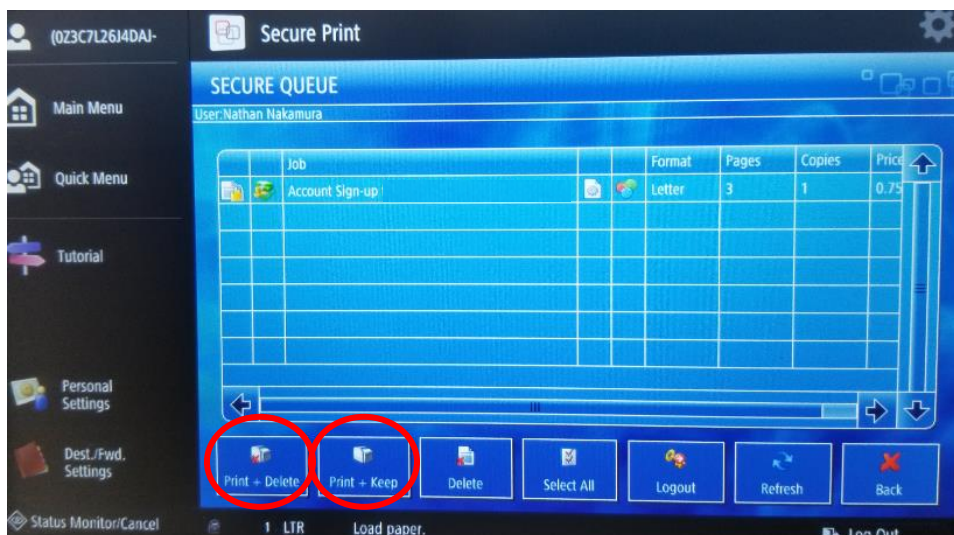
Slide/Swipe your ID Card through the card reader.



Select "Secure Print":



Once logged in, select the document you wish to print and then select **Print+Delete** or **Print+Keep**. If the desired document does not appear, try selecting **Refresh**. Once you have selected how you would like to proceed, the job will be sent to the printer.



PLEASE DO NOT FORGET TO SELECT **Logout** WHEN YOU'RE FINISHED

