Adding Printers in RemoteApps

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When using the version of Word available on RemoteApp, you can choose a printer by following these instructions. The link to RemoteApp is: https://remoteapp.brown.edu/RDWeb/Pages/en-US/Default.aspx

1. Open up the RemoteApp version of Microsoft Word.
2. Go to print a document.
3. Click the drop-down menu next to the name of the currently selected printer.
4. At the bottom of the list, there will be an "Add Printer..." option, click that.
5. Along the top, there are options to search printers on the network. Choose either "In:" the "Entire Directory" or "AD.Brown.edu"

The menu looks like this
6. After choosing which network to search in, click “Find Now”.
7. This pulls up a huge list of network printers. Right click on the one you want to add and select “connect”
8. Should it prompt you for a password, enter it, etc. If the connection is successful, it will be added to the list of available printers.