

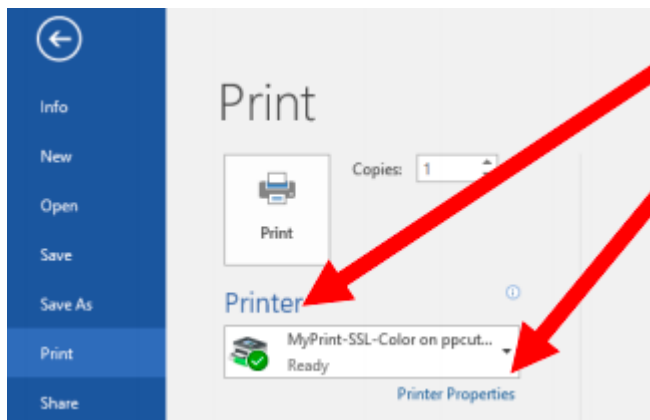
## Print Envelopes using MyPrint

Stephanie Obodda - 2018-06-14 - Comments (0) - MyPrint

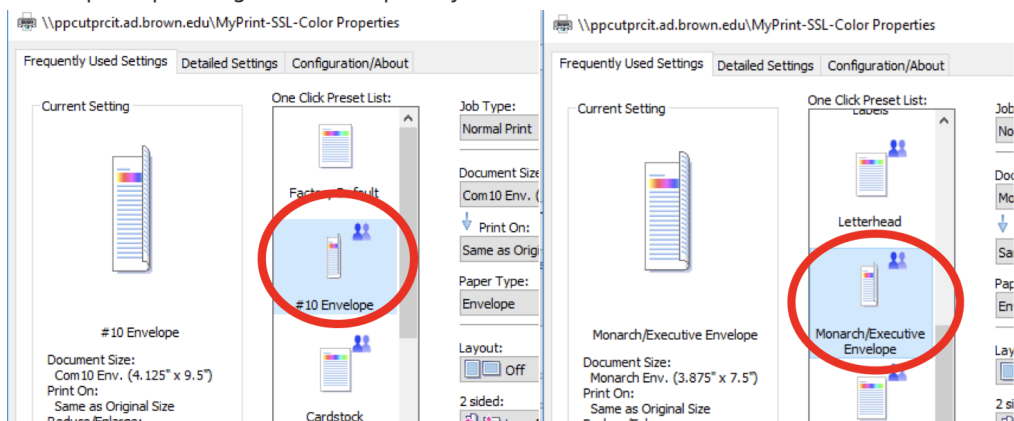
These instructions are for the Windows version of Word, and are intended for staff in South Street Landing.

First: On Your Computer

1. Download the template for the envelope size you'd like to print: [#10 envelope](#) (most common), [Monarch envelope](#)
2. Open the template you downloaded in Microsoft Word and type the address into the template.
3. Click the Print option on the left menu.
4. From the list of printers, choose MyPrint-SSL-Color or MyPrint-SSL-BW.
5. Click Printer Properties.



6. From the One-Click Preset List, choose either #10 Envelope or Monarch/Executive Envelope depending on the template you downloaded



7. Click OK to save these settings.
8. Click Print.

Second: At the Printer

1. As usual, swipe your Brown ID card at the printer.
2. Locate and open the bypass tray on the side of the printer.



3. Place envelope or sheet of labels face down. If it's a Brown envelope, the logo will be on the right as shown below.



4. As usual, release the print from the touchscreen. (If you're not sure how to do that, see the instructions in the article [Pick up Prints from a MyPrint Printer.](#))

## Attachments

- [\\_10Envelope Template.docx \(11.56 KB\)](#)
- [Monarch Envelope Template.docx \(11.57 KB\)](#)

## Related Content

- [Print Labels using MyPrint](#)
- [Print Letterhead, Cardstock, or Monarch/Executive Paper using MyPrint](#)