

Print to MyPrint from Your Computer

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Want to print to MyPrint from your computer? Here are two ways to do so.

1. Add MyPrint to Your Computer - setup required, full functionality

You can follow these instructions once to set up the printer on your computer. Then, you can print from any app on your computer. If you have a Brown-owned computer, your IT staff can add the printer for you.

- [Set up MyPrint on Your Mac](#), and then [Print to MyPrint from a Mac](#)
- [Set up MyPrint on Your Windows Computer](#), and then [Print to MyPrint from a Windows Computer](#)

2. E-Mail or Web Upload - fewer finishing options available

If you don't have a MyPrint queue set up on your computer (in other words, if you don't see a printer named MyPrint... when printing from your computer), you can easily upload files to the website or email them to an address to get them in the MyPrint queue. You're limited to certain file types (PDF, Word, Excel, and image files) and don't have control over the print settings, but it's quick and you can do it from any computer.

- Email
 - Email your files to MyPrint-BW@brown.edu or MyPrint-Color@brown.edu to submit them in the black and white and color queues respectively.
 - You must send the email from your official Brown email address (not an alias or other address).
- Website
 - On campus, connect to the [Brown Wi-Fi network](#) (not Eduroam or Brown-Guest)
 - Off campus, connect to the [Brown VPN](#)
 - Visit go.brown.edu/print and follow instructions to upload files.