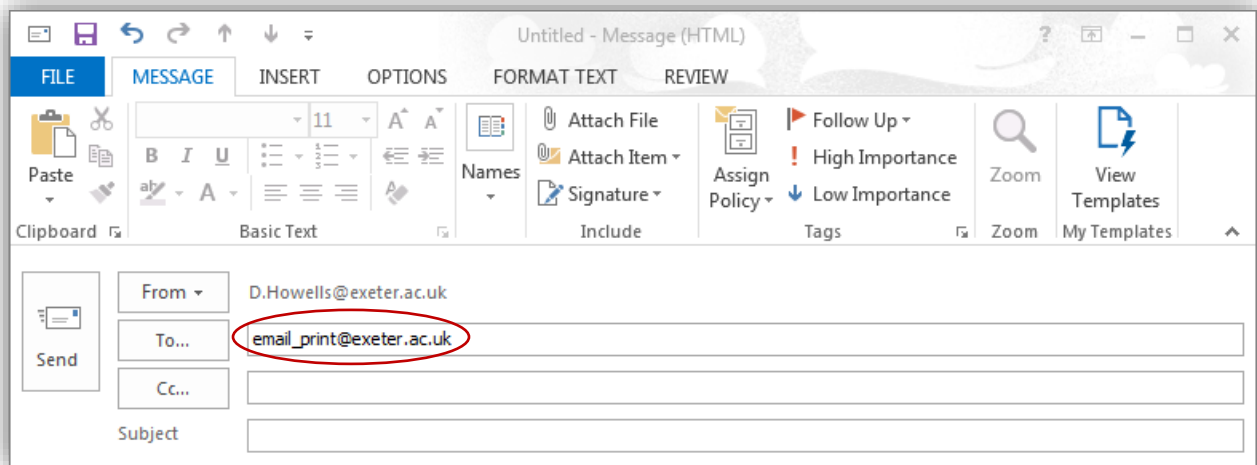
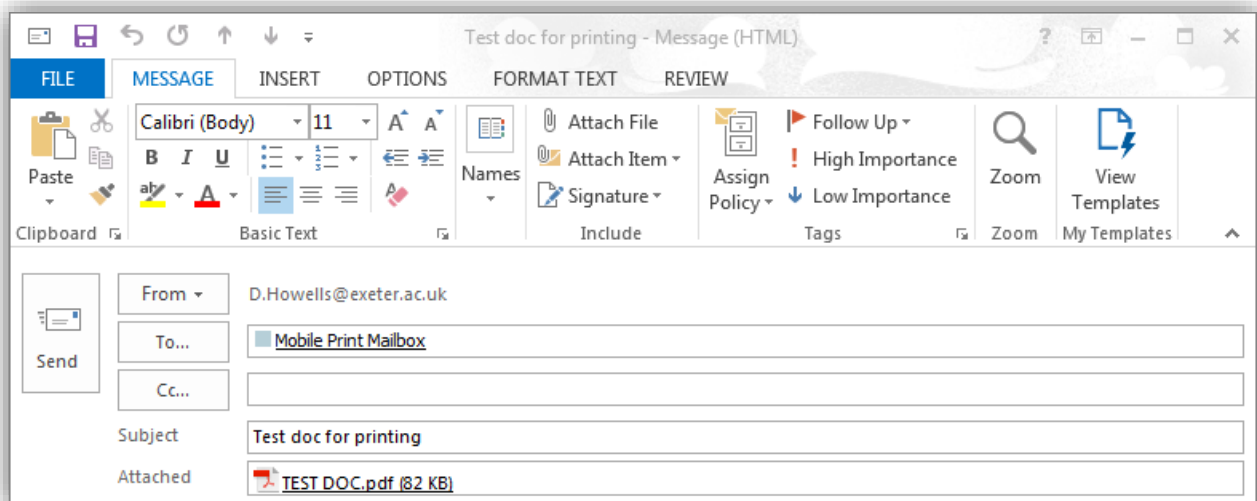


Print to Email – How To Guide

1. Use the “print to email” facility when you wish to send a job for printing when you are not connected to the UoE network.
2. You must have a UoE email account to use this facility.
3. Open your mailbox and enter email_print@exeter.ac.uk in the “To...” field.

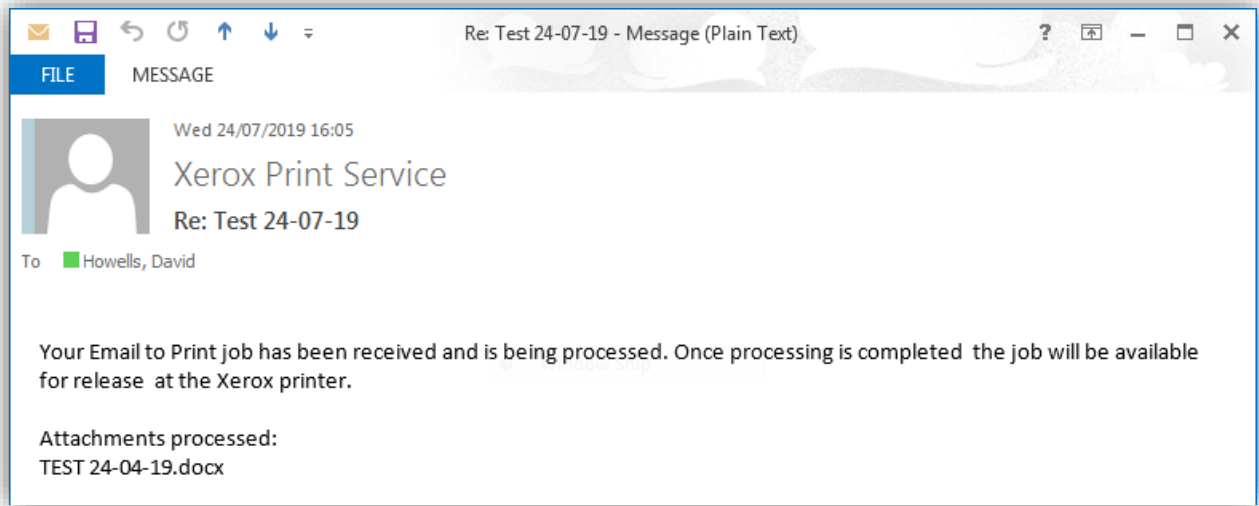


4. Attach the print ready file(s) you wish to send for printing.
5. The new service supports Microsoft Word, Excel, PowerPoint, common picture file formats including .jpg, .tif, .gif and .png and .pdf attachments.



Print to Email – How To Guide

6. Add a title to the “Subject” field and click “Send”.
7. You will receive an acknowledgement email.



8. You will be able to release you print job when you next visit one of the new printers.