

How do I email something to get it printed?

Using the **FIREFOX** web browser, login to your Gmail account using your school username and password. You can use other web browsers, but normally **attachments work best using Firefox**.

The screenshot shows a Gmail inbox with a 'Compose' button circled in red and labeled '1'. A 'New Message' window is open, showing the 'To' field with 'colorprint@lpschools.net' and the 'Subject' field with 'English paper'. A red arrow labeled '2' points to the 'To' field, and another red arrow labeled '3' points to the 'Subject' field. A red arrow labeled '4' points to the attachment icon in the bottom toolbar of the 'New Message' window. A blue bar is visible at the bottom of the 'New Message' window, and a red arrow labeled '5' points to it. A text box on the right side of the window contains the text: 'IMPORTANT! A blue bar will appear as your document is attached. Be sure it disappears before you click "Send."'.

1 Click the **COMPOSE** button.

2 Use this address →

3 Indicate the assignment →

4 Click the **paper clip** and browse to find your document and then attach it. **If you do not know how to browse to find the document, ask your teacher or stop by the tech office.**

5 When your print job is ready, you will receive an email to pick it up in the tech office.

Please Remember! Submit your print request at least 24 hours before needed. The tech staff may not be immediately available to print your document.

IMPORTANT! A blue bar will appear as your document is attached. Be sure it disappears before you click "Send."