## **Adding a Network Printer**

- 1. First open Internet Explorer (this e is not Internet Explorer but this is ). You may need to do a search for Internet Explorer 1<sup>st</sup>!
- Once in Internet Explorer, go to "favorites" (upper top right hand corner) & find "Printers – NVHS".
- 3. Locate the printer you want, by room number under the "location" column. Be sure to check the room number and type of printer carefully, and double click on it.



4. At this screen, under the PRINTER ACTIONS section on the left hand side, click "Connect"



5. Answer "yes" when asked if you want to connect.



6. The last screen will inform you that you have successfully installed the printer to your profile.