

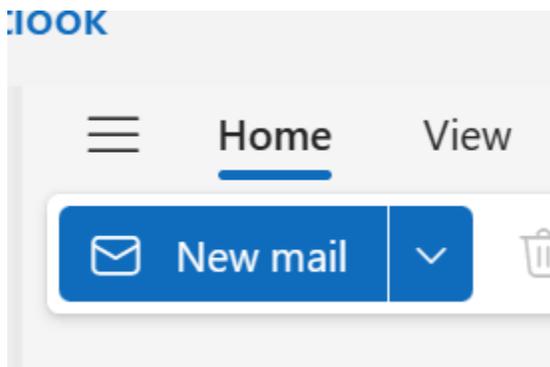
Sending Files to the Uniflow Printer Using Outlook

1. Open Outlook

- Open the Outlook app, or
- Open a web browser, go to outlook.office.com, and enter your CT State NetID and password.

2. Compose a New Email

- Click on the “New mail” button.



3. Address the Email

- In the “To:” line, enter: **ma-print@mcc.commnet.edu**.
- Leave the subject line blank.

4. Attach the File

- Click on the paperclip icon to attach a file.
 - Acceptable formats are PDF (preferred), DOCX, XLSX, PPTX.

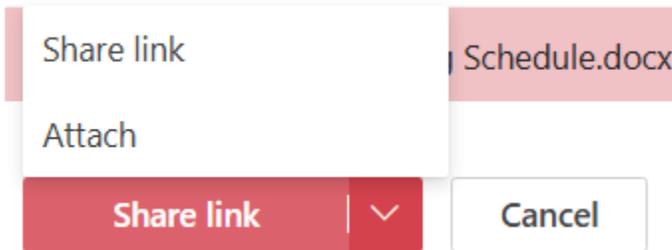


 Browse this computer

 OneDrive

5. Choose the File Location

- **Browse This Computer Option:** Navigate to the file's location on your computer (e.g., "Documents" folder) to add it as an attachment.
- **OneDrive Option:** Select the file you wish to print and then choose "**Attach**" by clicking the down arrow to the right of the button. Note: Files added via the "Share link" option WILL NOT be added to the print queue.

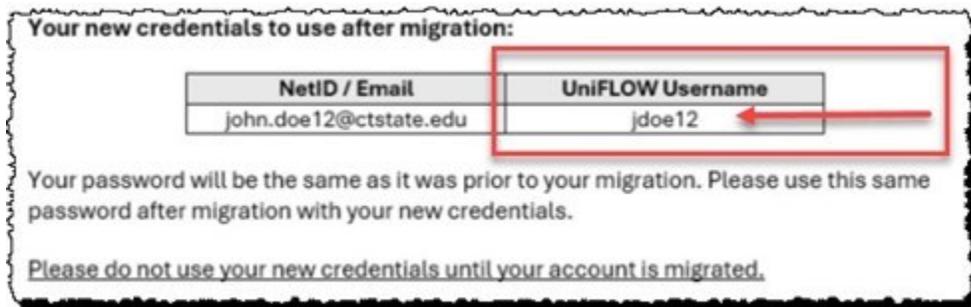


6. Send the Email

- Click the "Send" button.

Releasing a Print Job

1. **Go to the Printer:** Head to the Uniflow printers located in the Library or Academic Support Center.
2. **AD Login:** Press the AD login button on the screen.
3. **Enter Credentials:** Tap the "Username" field to open the onscreen keyboard. Enter your UniFlow Username and your NetID Password.
4. **Find Your Username (For Fall 2024 Returning Students):** Your UniFlow username can be found in the Active Directory migration email received prior to your migration. An example of the username's location in the email is in the image below.



5. **Alternative Username Lookup:** You can also find your Uniflow (SAM) username using the NetID lookup utility (<https://supportcenter.ct.edu/netid/lookupnetid.asp>). In many cases, your Uniflow username will be your first initial and last name (e.g., mjensen).
6. **Press Login:** Press the login button to proceed.
7. **Follow Printing Instructions:** Follow the printing instructions posted by the printer to print, copy, or scan.