

## Microsoft Outlook Web App

The following instructions demonstrate how to submit a document to the KSU Print queue using the Microsoft Outlook Web App:

**Note:** If you submit a print job with color content, the printer queue will register it as a color print job and charge you for color printing. If you release a color print job at a black & white printer, the job will come out in black and white.

1. In the Microsoft Outlook Web App, click **New Message**.

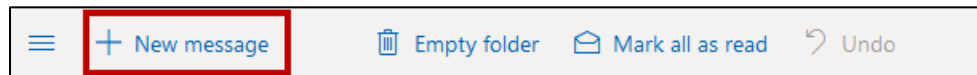


Figure 1 – Click New Message

2. The *New Email* window appears. In the *To:* field, type [ksuprint@kennesaw.edu](mailto:ksuprint@kennesaw.edu) as the email recipient (See Figure 2).
3. Click the **Attach** button to attach a document or file (See Figure 2).

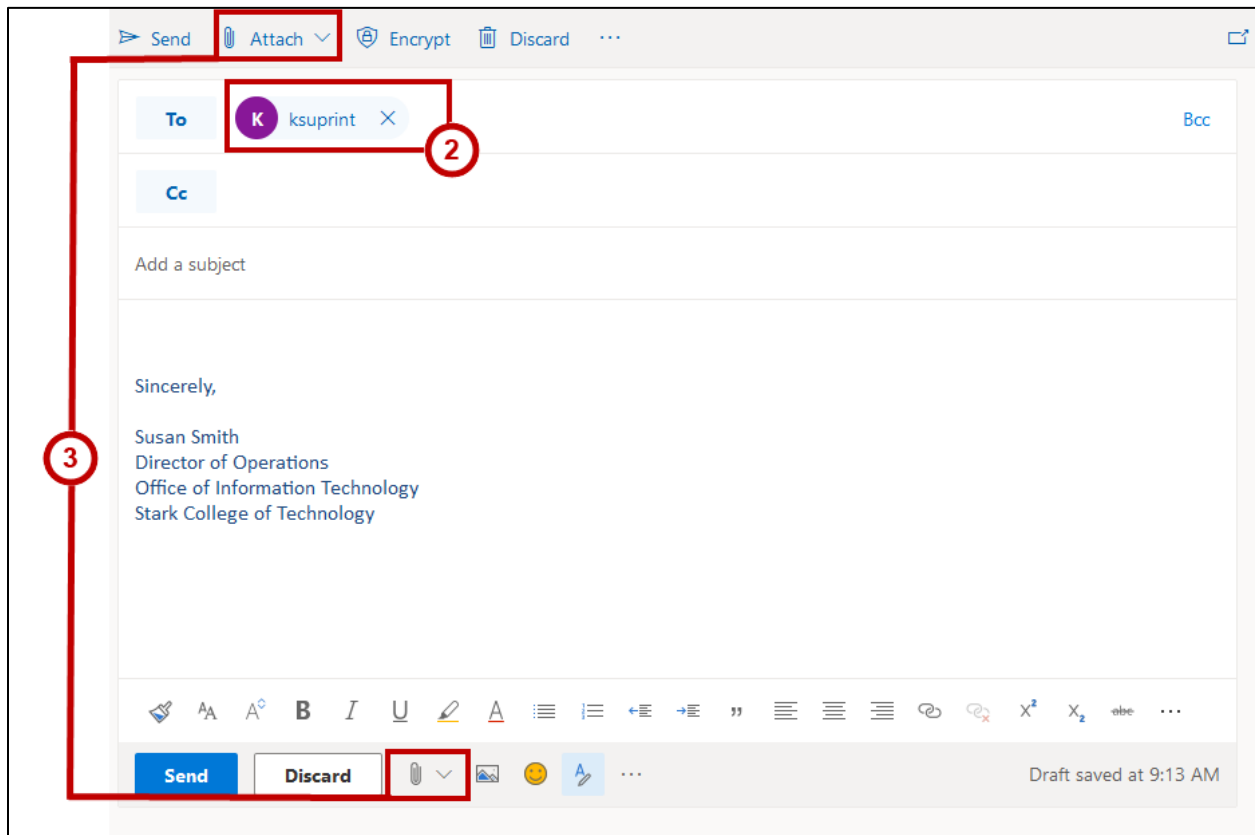


Figure 2 - Attach File

- In the *Attach file* drop-down menu, click **Browse this computer** to search for a file on your computer.

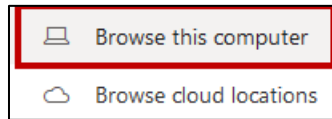


Figure 3 - Click Browse this computer

- Select the file you wish to attach and click **Open**.
- Upon adding your attachment, click **Send**.



Figure 4 - Click Send

- If you did not include an email subject, the *Missing subject* reminder window will appear. Click **Send**.

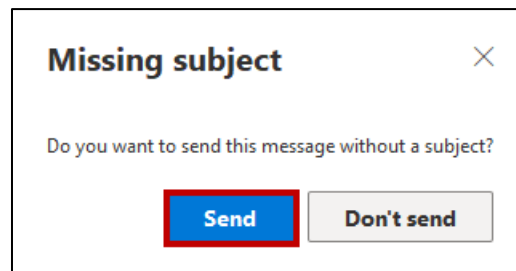


Figure 5 - Send

- Your email will be sent. Go to a Printer on campus to release your print job.