On the lower right corner of your desktop, click on the application folder. Inside, find and click on the “WSU_Additions” folder.

Click on “PrintingAdditions” to open it.

Now you should see a list of all the printers available at WSU.

Click the checkbox of the printer you want and then click the green “Add” button. You now have that printer installed and can use it whenever you need it.

https://learn.winona.edu/Printing
Click on the Start icon in the lower left corner.

Click on or select “Printers Student” or “Printers Faculty Staff” from the Getting Started section on the Start menu (see below).

The Find Printers window will open (see above). Double click the printer you want to add, and it will start installing.

Note: Install printer drivers if prompted.

GOOD TO KNOW (PC AND MAC)

The Find Printers window in PC and the Winona State Printing Additions window in Mac show all available network printers from which your laptop can print.

Once you have installed a printer, it will appear as an available printer in any applications from which printing is an option. The standard keyboard shortcut for printing is `ctrl + P` on a PC, and `command + P` on a Mac.

https://learn.winona.edu/Printing