Mobile Printing Instructions for Students

Sending Your Document

1. Login to your Loyola e-mail account at houndmail.loyola.edu. You must use your Loyola email account for mobile printing.

2. Create a new message and address the e-mail to mobileprint@loyola.edu  ⇒ For color printing, address the e-mail to mobileprintcolor@loyola.edu

3. Click INSERT and then, attachment.

Select the document you would like to print, add it as the attachment, and send the e-mail.

Printing Your Document

You have two hours to print your job from one of the print stations on campus. Print stations are located in all of the Residence Hall Computer Labs, Knott Hall 002, Knott Hall Breezeway (vending machine area), and the Sellinger Hall 1st Floor Alcove.

Need Help? Call the Help Center at x5555