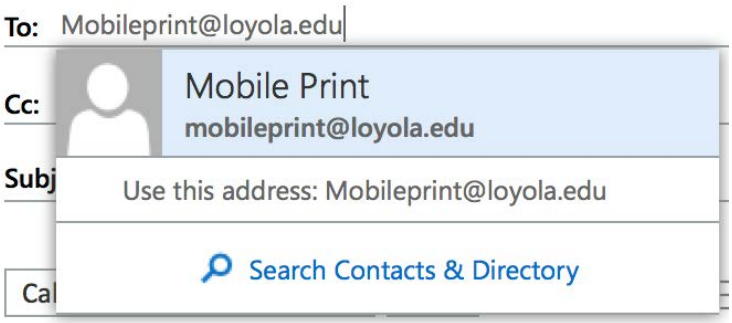
SMART PRINTING

Mobile Printing Instructions for Employees

Sending Your Document

1. Login to your Loyola e-mail account at owa.loyola.edu/owa or through Inside Loyola. 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 twelve hours to print your job from one of the print stations on campus. Print stations are located in academic and non-academic departments and in public labs across campus as well as in the graduate centers in Timonium and Columbia.

Need Help? Call the Help Center at x5555