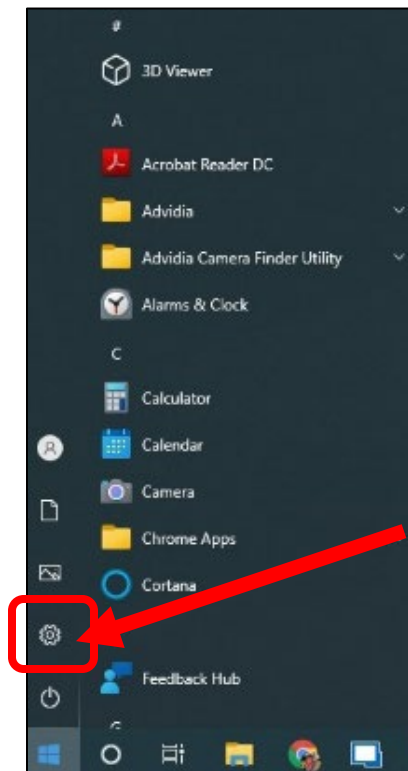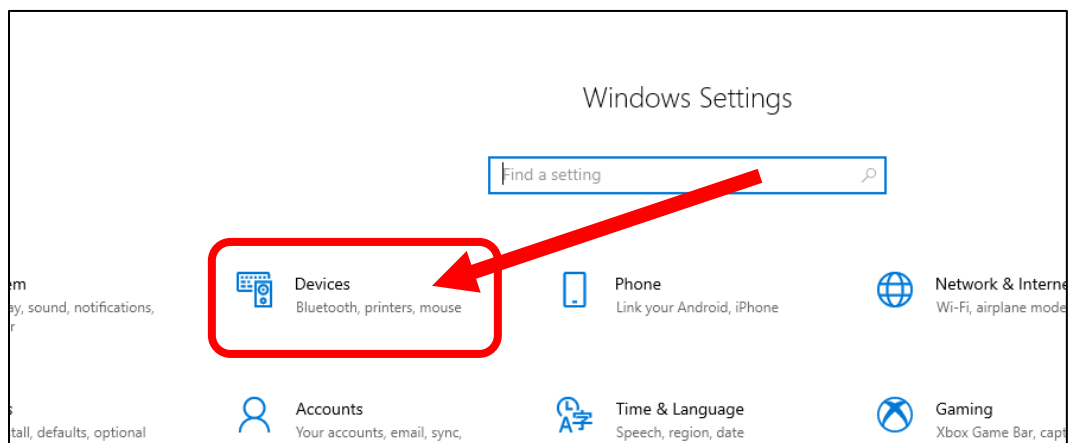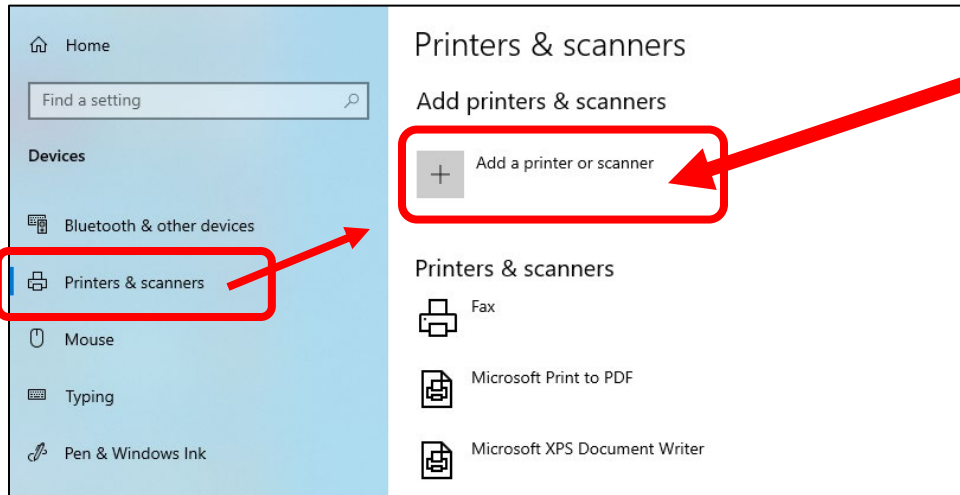# How to Add a New Printer

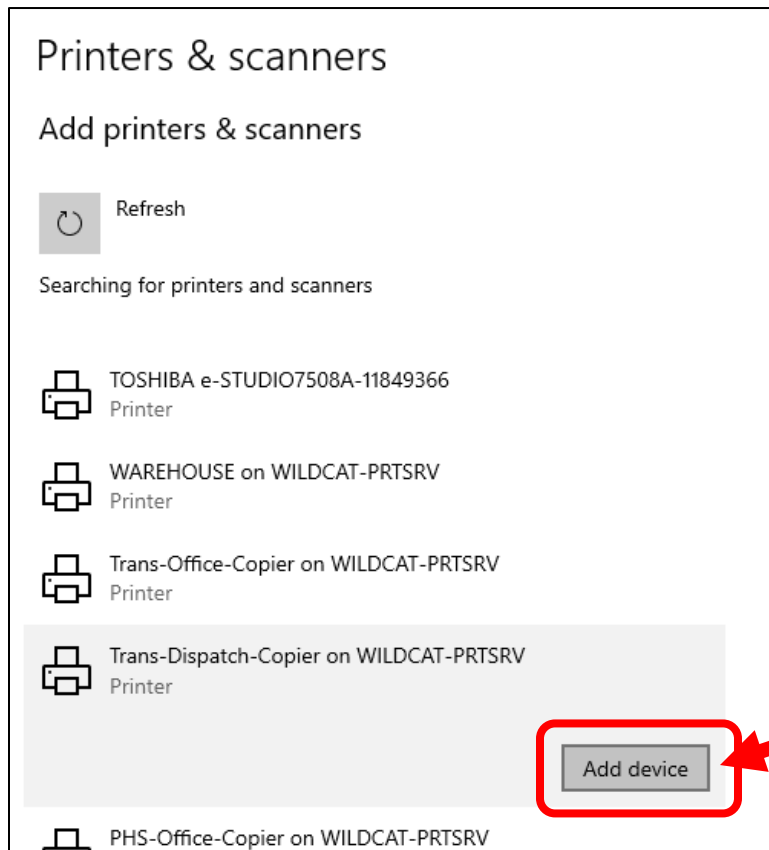Click the **Windows** button (bottom left corner) and click on the **Settings** button

In Windows Settings, click on **Devices**

Under the Devices menu on the left, click on **Printers & Scanners** then click on **Add a Printer or Scanner**

When the list of printers available populates, select your printer and click **Add Device**

NOTE: This will be a *LONG* list of available devices and may require some searching to find a specific device. Carefully read the list, and with a little bit of patience will get you there.

As always, if you are still having trouble with this process, please email the Help Desk (helpdesk@elginisd.net).
We are more than happy to come by and assist in any way possible!