

# Printing Guide

1. Using a browser, login to your school email account via: [webmail.ntschoools.net](http://webmail.ntschoools.net)
2. Type in your username and password.  
(If you don't know it or have forgotten it, contact the IT department)
3. Attach your file (PDF or image files only) in an email to:  
**Mackillop.Printer@gmail.com**
4. Wait for an email confirmation to say the job has been added and take note of your 4 digit print ID number.
5. Go to the library printer
6. Enter your **print id number** in the **id number** area
7. Select the file you want to print and press **print** button

## Reminder

Students can only print **PDF** or **image** files.