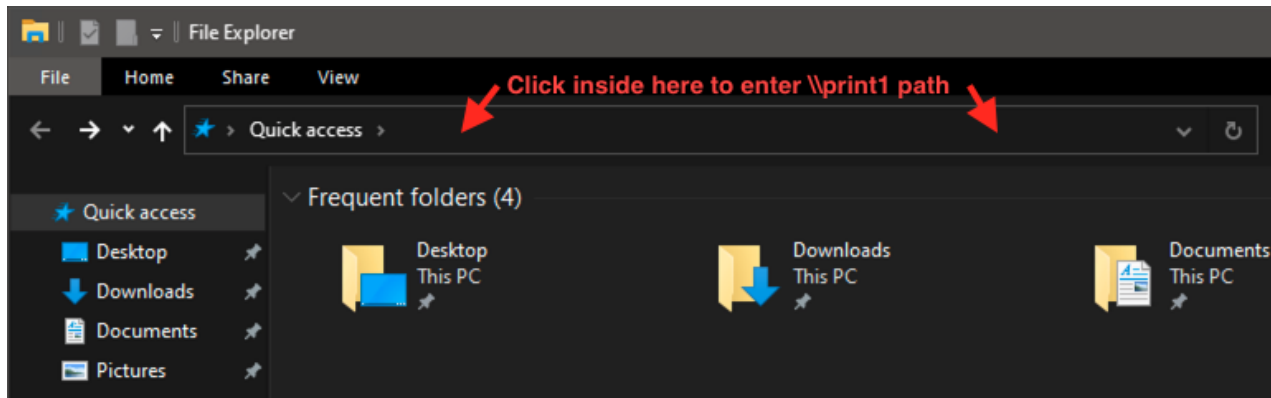# Add a WSU Spokane Printer from the Print1 Server

How to Add or Install a WSU Spokane Printer from the Print1 Server
NOTE: This does not apply to Mac computers

1. Click the search box beside the Start button and type "File Explorer" (no quotes)

1. In File Explorer, enter the following into the path field: "\\print1" (no quotes, and note the two backslashes [\\ not //)
2. Press Enter

You will now see all printers on campus that live on Print1,

1. Scroll through the list to find your department's printer.
2. Right-click the printer; click *Connect*

After a moment the printer will be installed and ready to use.