ICT Support Guides: How to…
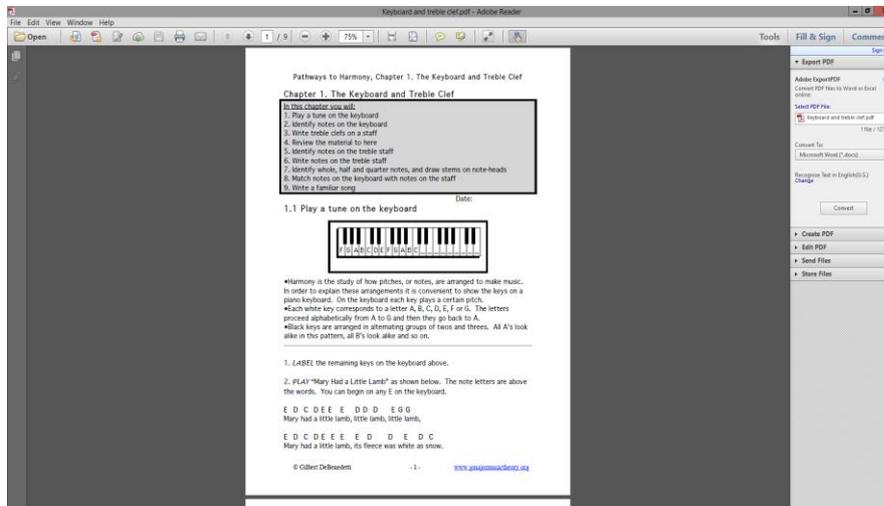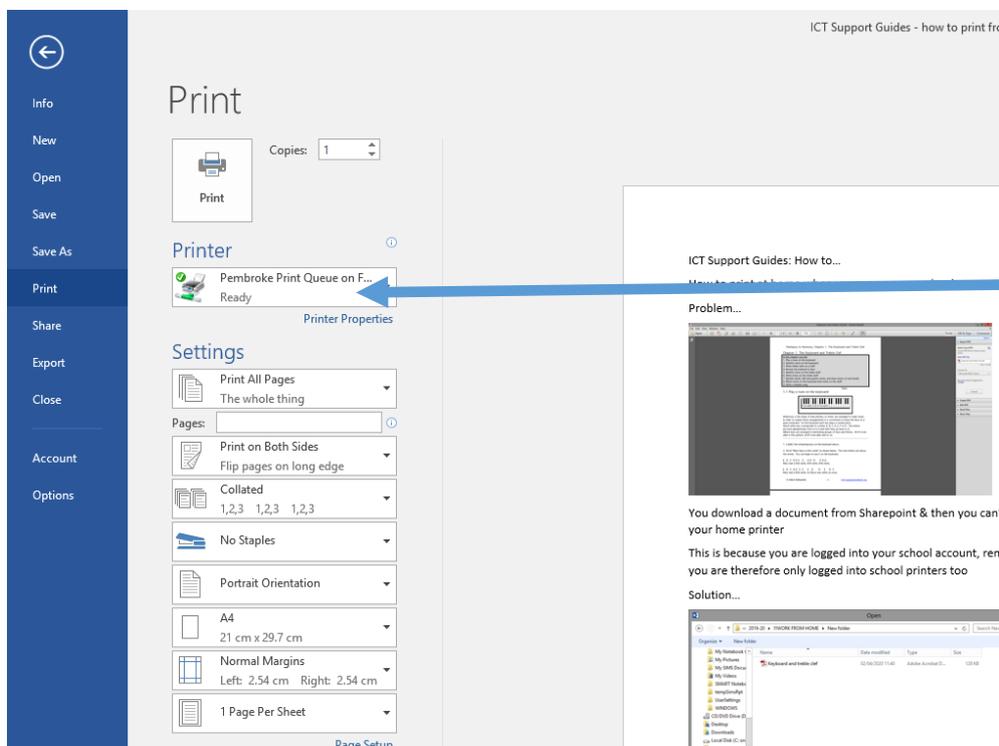
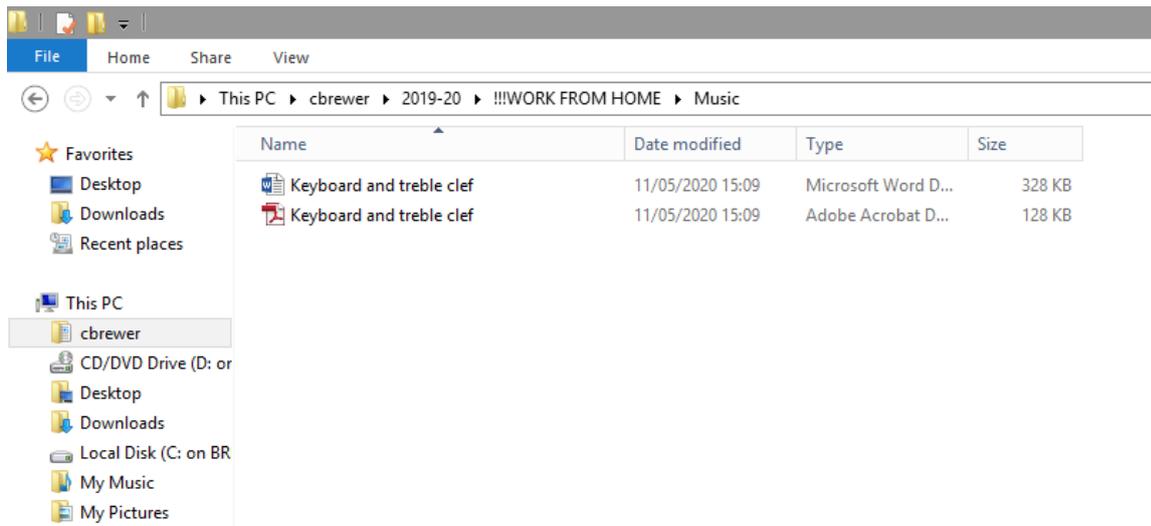How to print at home when you are on your school account via Citrix

Problem…

You download a document from Sharepoint & then you can't print it off on your home printer

This is because you are logged into your school account, remotely at home, so you are therefore only logged into school printers too
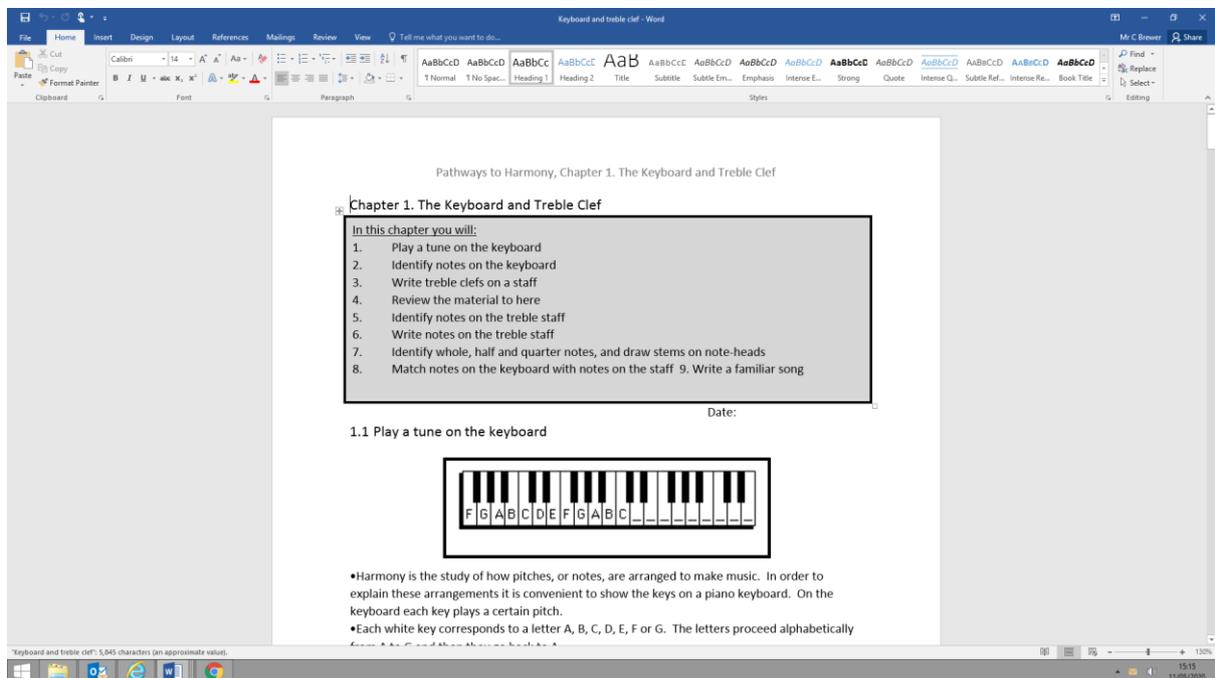
Solution…

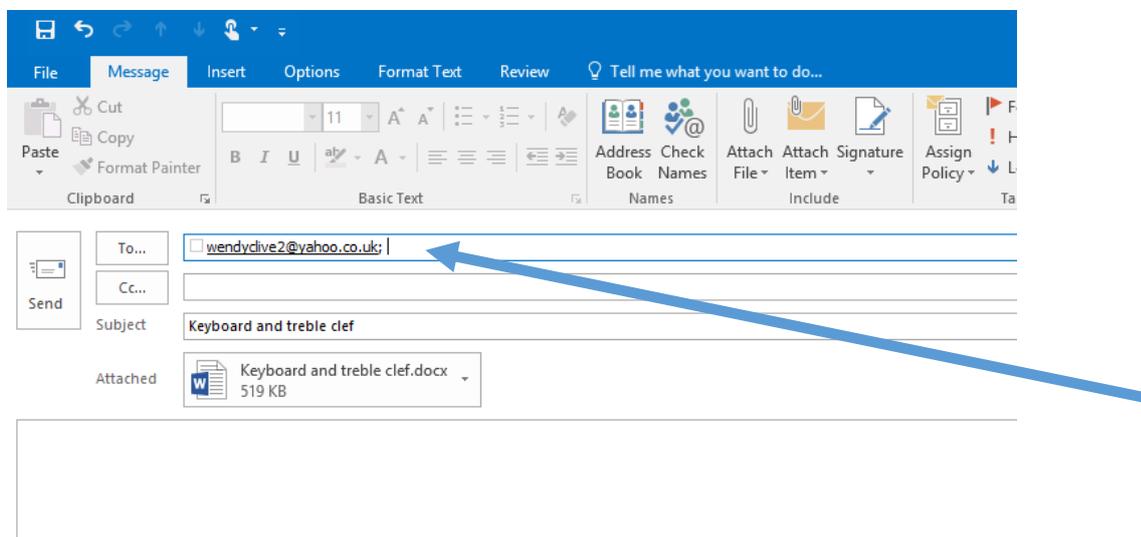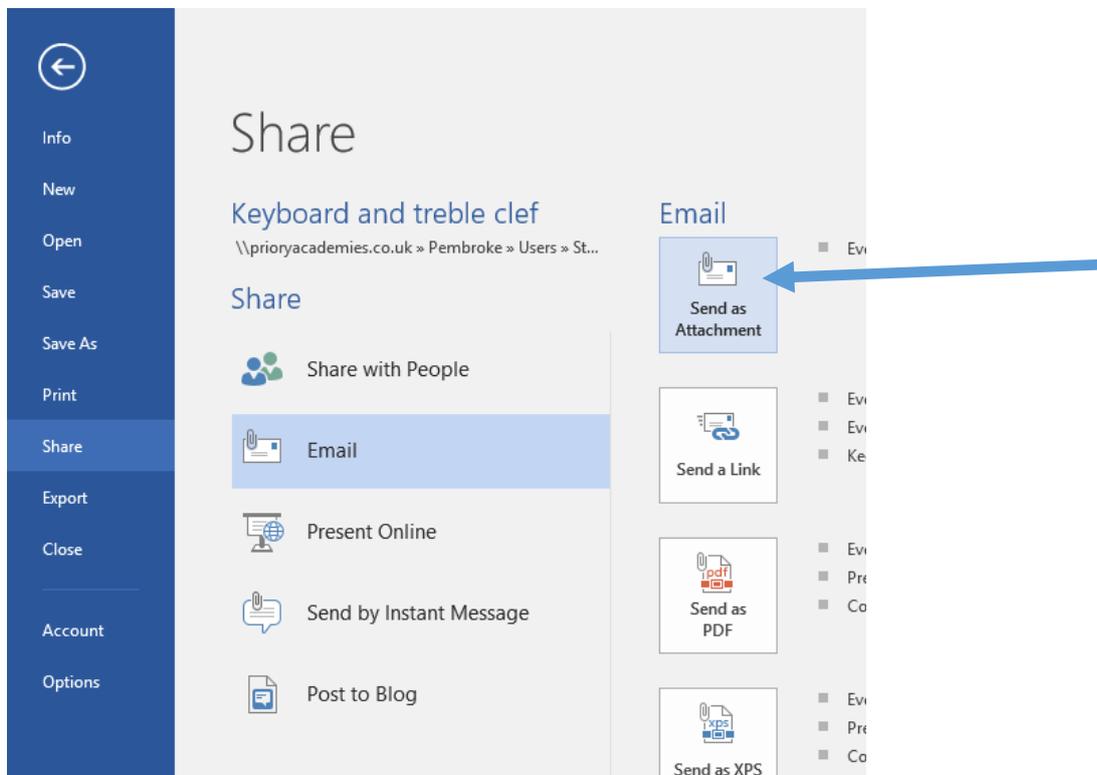Download the document off Sharepoint and save it into a folder where you can easily locate it

The easy way to attach a file to an email!

Open the work that you would like to attach to an email

Next, go to File – Share

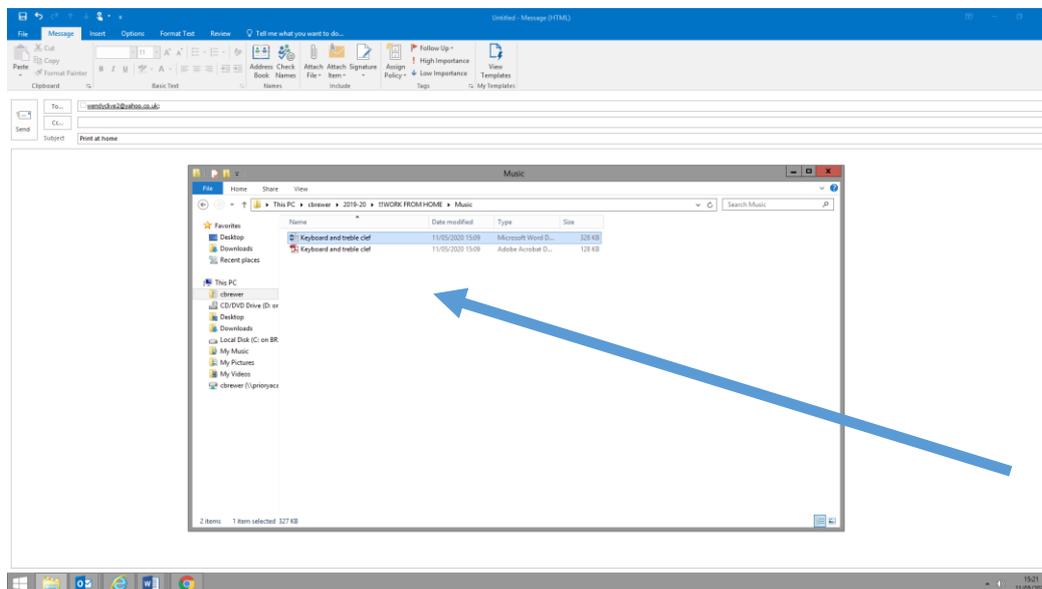You have the option to share it with email, as an attachment

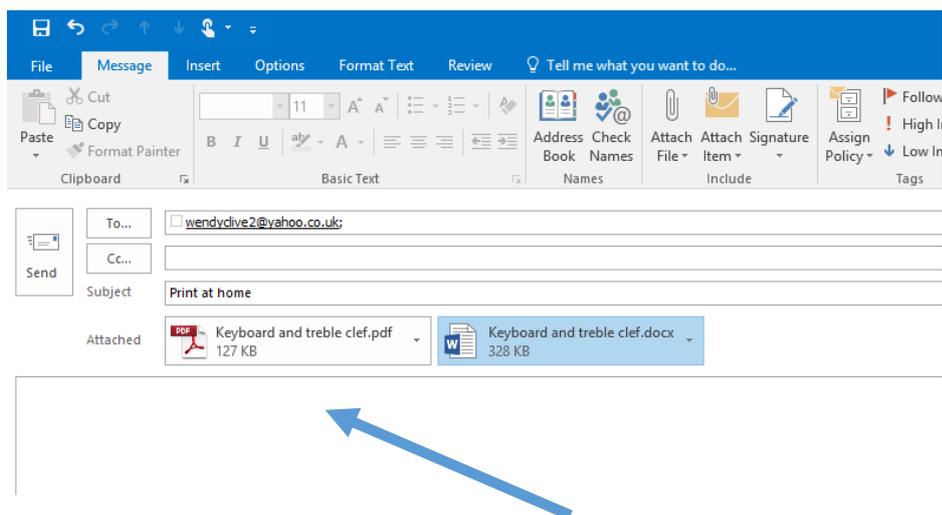Add your home email address and 'Send'

Once the email arrives at the home email address, double click the attachment to open it and then print via your home printer

If you were sending more than one attachment

Open up Outlook 2016, ready to send an email to your home address

Locate the files you wish to attach to the email

Drag and drop the files into the main body of the email

Click 'Send' and wait for the email to arrive in your home email inbox

As before, you can now open up your home email address, away from your school account, locate the email with the attachment and then print it to your home printer from there

Good luck

Mr Brewer