Email Files to Print

1. From your campus account, start a new email.
   - This process will NOT work from a personal email.

2. Attach the files that you want to print.
   - These files need to be an attachment NOT in the body of the email.

   Only the following types of files can be printed.

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
XPS	xps

3. You can send the email to the following:
   - Black and white files: pawprint@csusm.edu
   - Color files: pawprintcolor@csusm.edu

4. Once you receive a confirmation email, you will be able to print your file.

5. You can go to any Paw Print station on campus to print your job

6. At the station, log into your account.
   - Swipe your campus ID card to log in automatically
     or
   - Type your campus username and password

7. Select Print (or cancel the job if you wish).

8. When finished select Done to log off.