Printing From Your Laptop
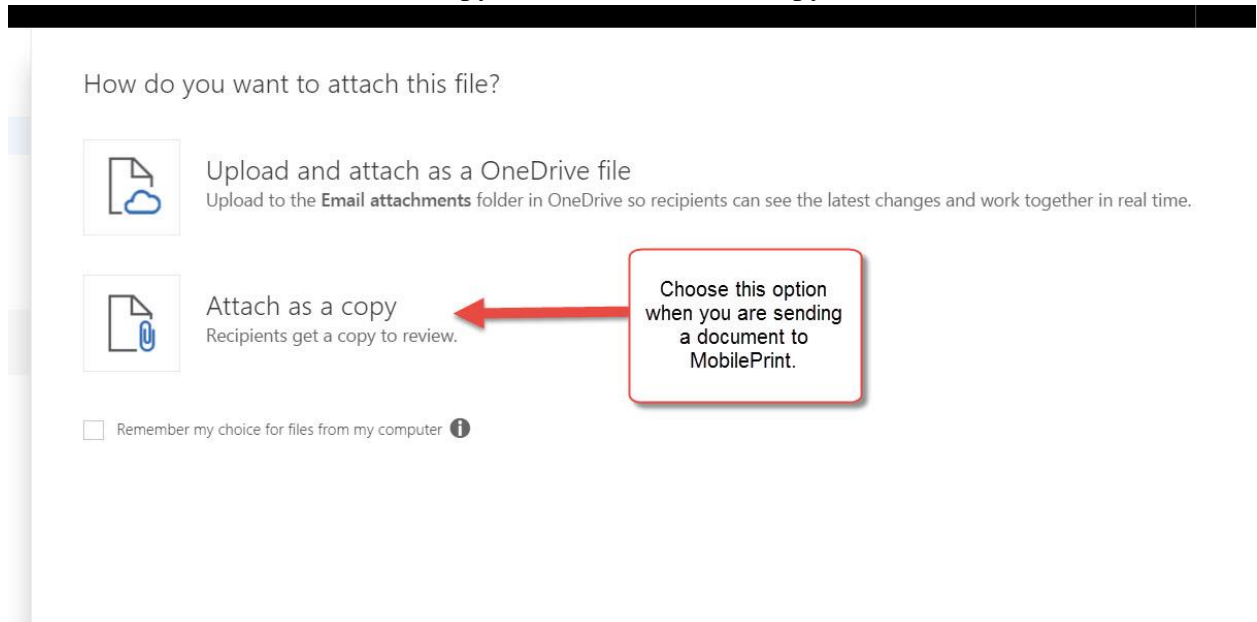
1. Open your TCC email and create a new message
   a. Non-TCC email addresses will not work
2. Attach the file you wish to print
   a. The system will only print attached files, and it will ignore anything else written in the email. If you need help attaching a file to your email, feel free to ask for help at the front desk.
   b. When attaching, you will be given two options: Upload and attach as a OneDrive file, or Attach as a copy. Choose Attach as a copy.

How do you want to attach this file?

Upload and attach as a OneDrive file
Upload to the **Email attachments** folder in OneDrive so recipients can see the latest changes and work together in real time.

Attach as a copy
Recipients get a copy to review.

Choose this option when you are sending a document to MobilePrint.

Remember my choice for files from my computer

3. Send the email to **print@tulsacc.edu**

Directions continue on other side…

You should receive an automated message within a few minutes. If it worked, you'll get a message like this:

Dear [name],

You have just sent a job via Email to print@tulsacc.edu. This Email is currently being processed. The following job code has been generated for you:

[job code]

Use this code to print your job(s) on the device.

This message was automatically created by uniFLOW. Do not reply to this Email.

Best Regards

At this point, all you have to do is go to the printer. The log-in screen has an "Enter job code" button. Press that, enter the emailed job code, and print your work.

You can also log onto the printer like normal. The file you sent will be in your queue.

If it doesn't work, you'll get a message like this:

Dear [name],

There has been a problem retrieving the following attachment(s):

[document name(s)]

These file(s) will not be printed.

This message was automatically created by uniFLOW. Do not reply to this Email.

Best Regards

In this case, you will have to print from one of the Library's computers.