How To Add a Network Printer in Windows

UIS Service Desk
303-860-HELP (4357)
help@cu.edu
How to Add a Network Printer in Windows

1 - Open the Start menu and click on Devices and Printers.
How to Add a Network Printer in Windows

2 – Click **Add a Printer**.
How to Add a Network Printer in Windows

3 – Select the **Add a network, wireless or Bluetooth printer** option.
How to Add a Network Printer in Windows

4 – Select the network printer you would like to add from the list, then click **Next**.
How to Add a Network Printer in Windows

5 – The appropriate driver will be downloaded automatically, and the selected printer will be added to your workstation. Click **Next** to continue.
How to Add a Network Printer in Windows

6 – If desired, check the **Set as the default printer** option to set the selected printer as your default printer. Optionally, you can also print a test page.

7 – Click **Finish** to complete the setup.

**Note:** You can return to **Start → Devices and Printers** at any time to change your default printer. Simply identify the printer you would like as your default, **right-click** on its icon and select **Set as default printer**.