

Printing Your Document Via Email

Using your **UT "utexas.edu" email address**, send your PDF document(s) as an attachment via email to the following email addresses and it will be added to your "Follow You Print Queue".

- Follow-You-Printing-85X11-BW@utexas.edu
- Follow-You-Printing-85X11-COLOR@utexas.edu
- Follow-You-Printing-11X17-BW@utexas.edu
- Follow-You-Printing-11X17-COLOR@utexas.edu
- You will receive a confirmation email saying, "Your document has been processed and is waiting for pickup at the printer."
- Go to any MFP in the EPS or JGB to release your print job from your "Follow You Print Queue".

Using an **email address other than your UT "utexas.edu" address**, (gmail, yahoo, hotmail, etc) send your PDF document(s) as an attachment via email to any of the email addresses above.

- You will receive an email "Instructions for approving your print job".
- Select the "Click to Authorize" link in the body of the email. (This link is live for 30 minutes)
- Select the "Authenticate" button on the pop up screen.
- Login with your EID and Password.
- Once logged in, you will see a confirmation window.
- Your printer job is now added to your "Follow You Print Queue".