

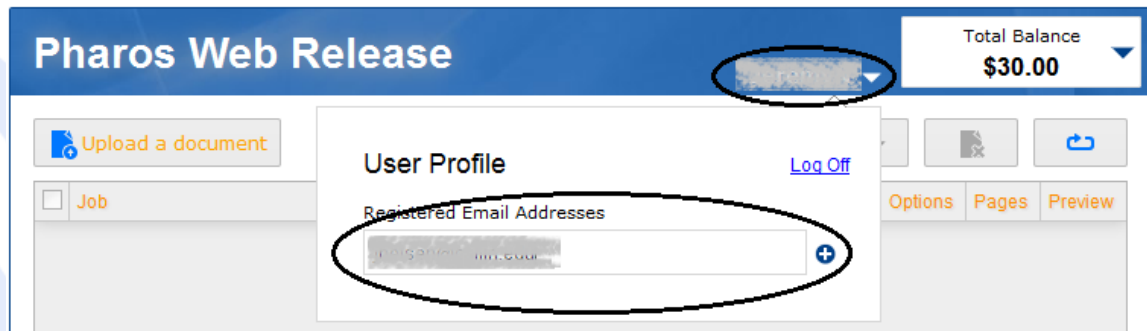
Mobile Printing

from your device with Pharos MobilePrint

Setting up an email account to print:

You must be on campus either on a college computer or on the wireless network CougarLANd.

1. Open a web browser and go to <https://pharos.collin.edu:9001/webrelease>.
2. Log in with your Pharos username and password.
3. Click on your username in the upper right, next to **Total Balance**.



4. In the box labeled **Registered Email Addresses** enter in the email address you want to Use for printing.
5. Click the plus icon to the right of the email you entered.
6. An email will be sent to that email account with the subject **Confirmation required** from pharos@collin.edu.
7. Go to your email account.
8. From that confirmation email click on the link **click here to confirm**.
9. On the webpage that loads click the button **Confirm**.

Printing from a registered email account:

Email can be sent from registered emails to pharos@collin.edu to be printed in **black and white**. The subject and body of the email are not necessary, only the attachments will be printed. File formats that are supported are PDF, MS Word, MS Excel, MS PowerPoint, MS Visio, image files, and text files (CSV, RTF, & TXT).

After emailing the attachment you can print by going to any print release station, logging in, and releasing the print.

Unregistering an email account:

To unregister an email address click on the x that will be in the same location as the + in the image above.