Intune Managed Workstation: Adding a Department Printer

Instructions on how to add a printer using Universal Print. Printers are now assigned by User. If a printer is not available in the list please contact itsle@uconn.edu

1. Press the Windows Button and start typing "Printers and Scanners". Click on "Printers and Scanners"
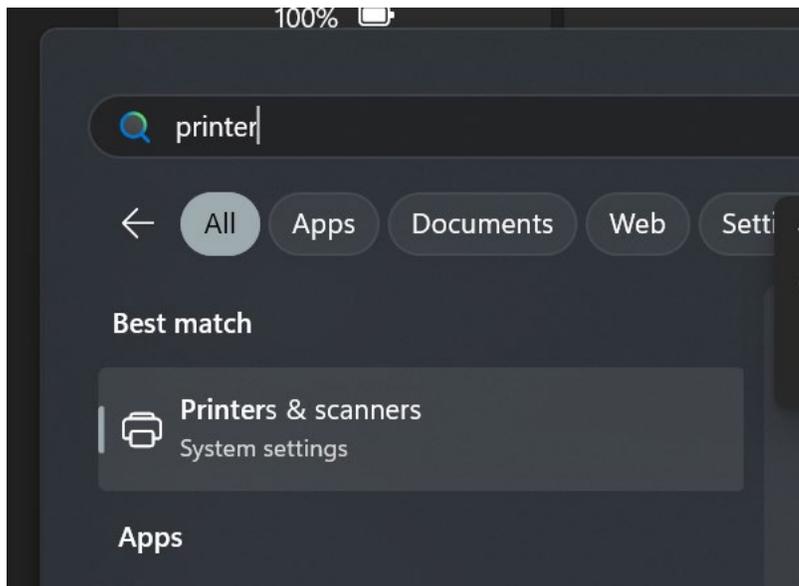
2. Click **"Add Device"**
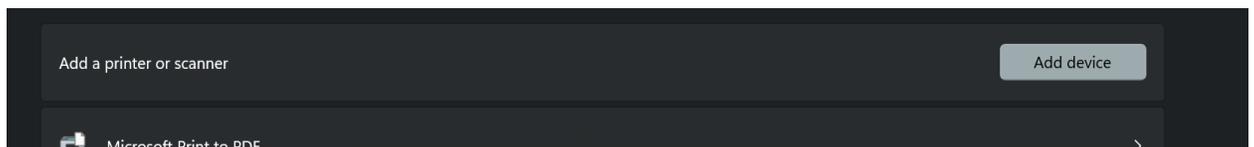
3. Click "**Search for Devices**"

4. In the dropdown menu on show printers and scanners associated by my:

    select **"Work or School"** Account.
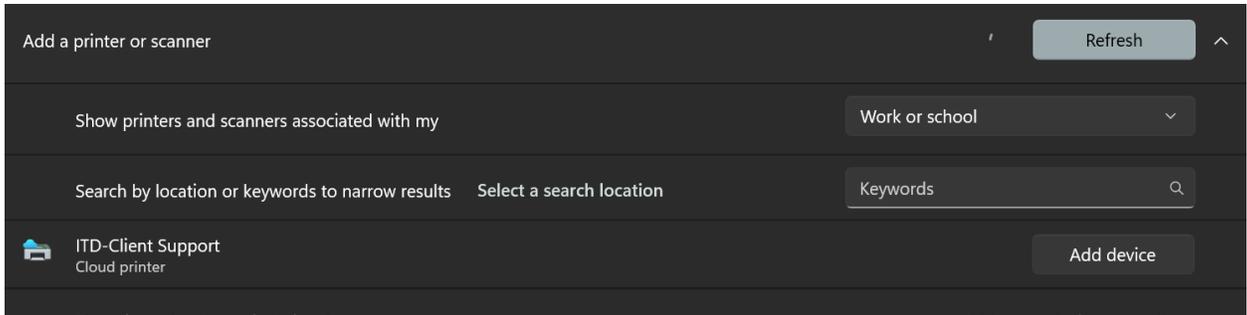
5. Printers will automatically display in the list. Select the printer you would like to add and click **"Add Device"**

    The device will be added and installed in a few minutes.

6. For departments that have many printers, you may need to scroll to the bottom of the list and click **"Show more Devices"** to see the full printer list.

If the printer you are looking for is not available please email it-sle@uconn.edu to open a support ticket.