1) Open Windows Explorer (Folder Icon on the bottom of your screen)

2) In the address bar type "\\wse-spooler.win.ad.jhu.edu"

3) You will be asked to provide your credentials. Please provide your JHED ID/password and click "OK". Make sure that you type in "WIN\" before JHED ID

4) Double Click on the printer that you would like to add to your computer.

5) Wait for the drivers to finish installing and print a test page to make sure that your printer is working.