Remote Printing Using VPN on Windows 7

You can print from your home network to a network printer when you are connected to UTSARR via VPN at https://vpn.utsa.edu.

1) Connect to the VPN using https://vpn.utsa.edu.

2) Open the Control Panel.
   a) Click the Windows icon in the bottom left corner and select Control Panel from the menu

3) Select Devices and Printers.
4) Click **Add a printer**.

5) Choose **Add a network, wireless or Bluetooth printer**.
6) Click **The printer that I want isn’t listed.**

7) Choose **Select a shared printer by name.**
8) Click **Next**.

9) You will be asked to authenticate to UTSARR. Use the following format

UTSARR\MyUTSAID and your Passphrase
10) The print drivers will be installed on computer.

11) The printer is now ready for use. You will need to be connected to VPN in order to print.