




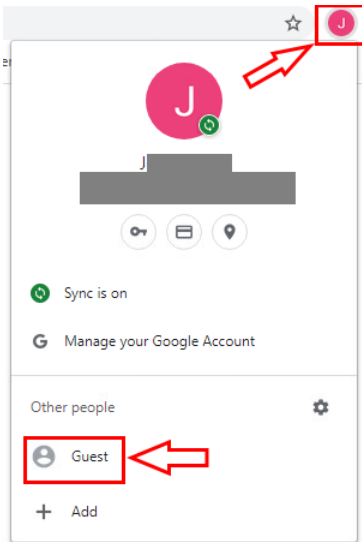
## How To Print From A Home Computer

### Google Chrome Browser:

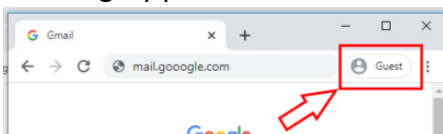
1. Open the Chrome Browser



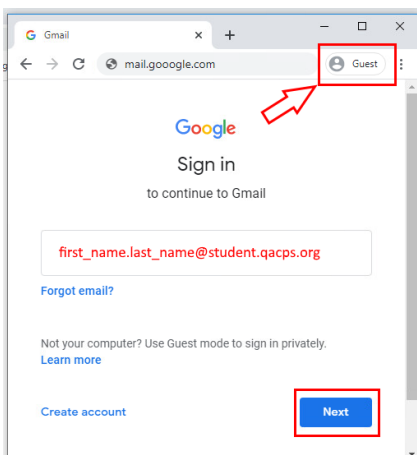
2. On the right side of the Chrome browser window look for either a grey person icon  or a picture  or a circle with a letter in it . Select this icon. Then down at the bottom of the menu select **Guest** to open a guest browser window.



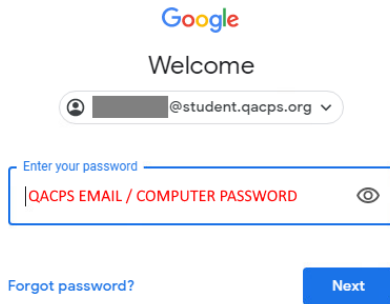
3. You can verify that you are in the guest browser window by looking to the right side of the browser and look for the grey person icon and the name **Guest** next to it.



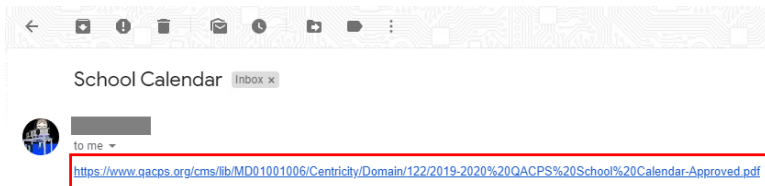
4. Goto <http://mail.qacps.org/>; In the **Email or phone** box type in the full QACPS Student email address and press the blue **Next** button.



5. In the **Enter your password** box, type in your **QACPS Email / Computer Password** and press the blue **Next** button.



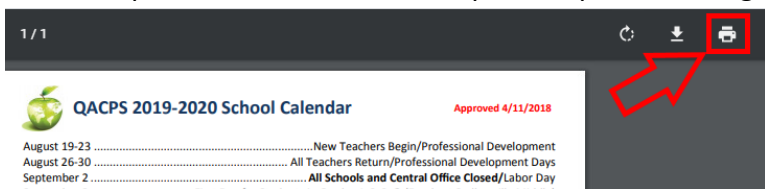
6. Now you can open the document that you would like to print. In this example, we will open a PDF file from a link in an email.



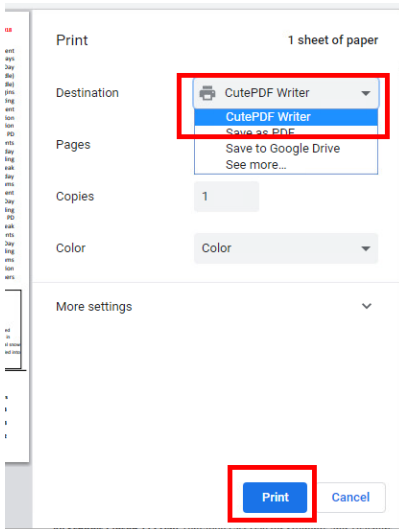
Depending on your browser settings the PDF will automatically open up in a new tab.



7. Hover over the PDF until you get control buttons above the document. On the right side of the document you will see a printer icon. Click this to open the printer dialog box.




8. From the drop-down print dialog box, you will see your printing options. From **Destination** select your home printer, then press the blue **Print** button.

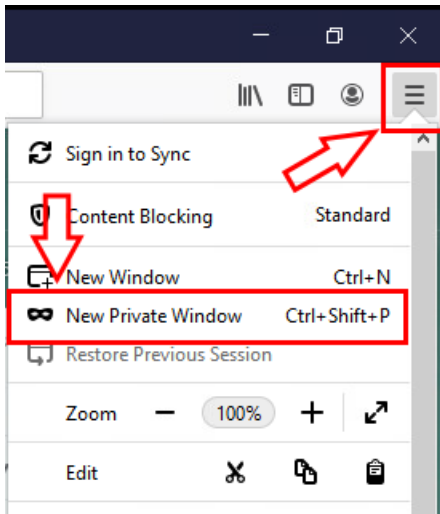


## Mozilla FireFox:

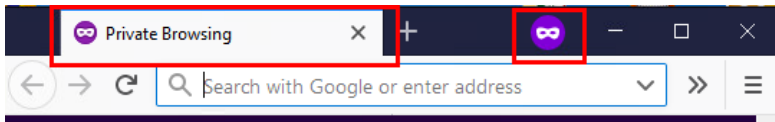
1. Open the Mozilla Firefox Browser.



2. On the right side of the Chrome browser window look for the 3-line menu icon . Select this icon. Then go down and click the option **New Private Window**.



3. You can verify that you are in the Private Browsing window by looking at the tab that says **Private Browsing** or on the right side look for the mask icon.



4. Goto <http://mail.qacps.org/>; In the **Email or phone** box type in the full QACPS Student email address and press the blue **Next** button.

A screenshot of the Google Sign in page. The Google logo is at the top, followed by "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the placeholder text "first\_name.last\_name@student.qacps.org". There is a "Forgot email?" link below the input field. At the bottom, there is a "Create account" link and a blue "Next" button.

Google

Sign in

to continue to Gmail

Email or phone

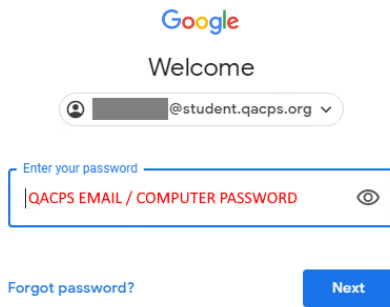
first\_name.last\_name@student.qacps.org

Forgot email?

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

Create account Next

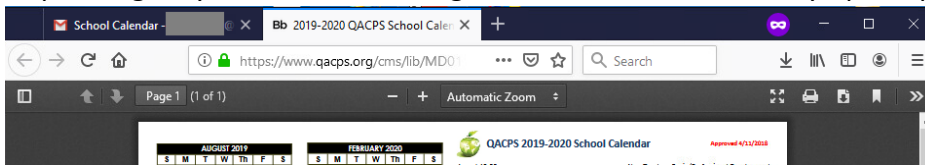
5. In the **Enter your password** box, type in your **QACPS Email / Computer Password** and press the blue **Next** button.



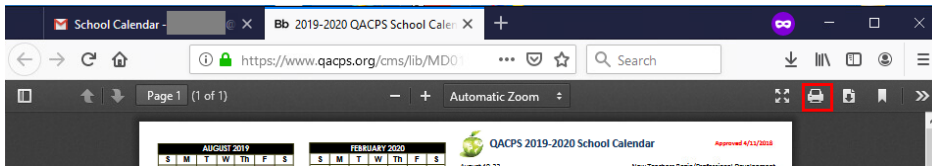
6. Now you can open the document that you would like to print. In this example, we will open a PDF file from a link in an email.



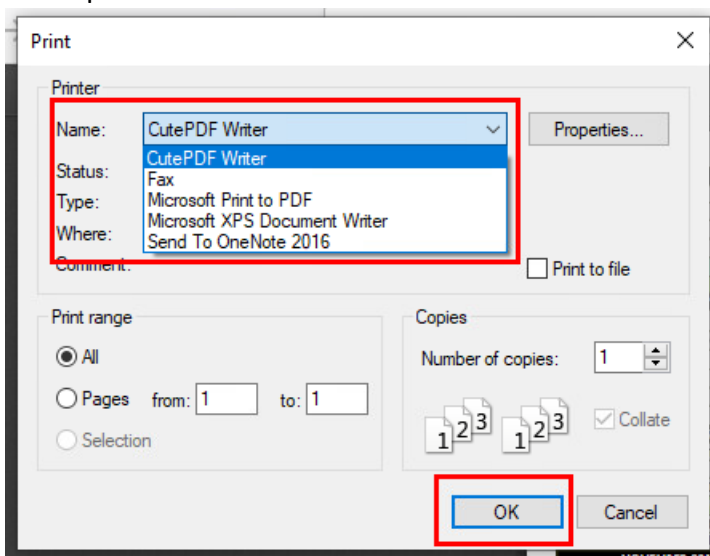
Depending on your browser settings the PDF will automatically open up in a new tab.



7. On the right side of the document you will see a printer icon. Click this to open the printer dialog box.




8. From the print dialog box, you will see your printing options. From **Name** select your home printer, then press **OK** to print.

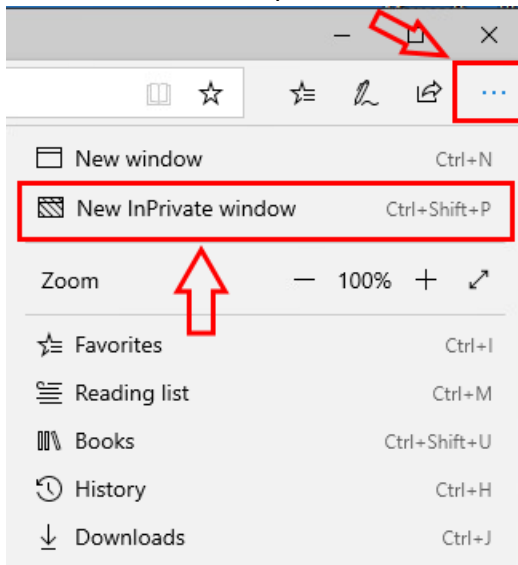


## Microsoft Edge Browser:

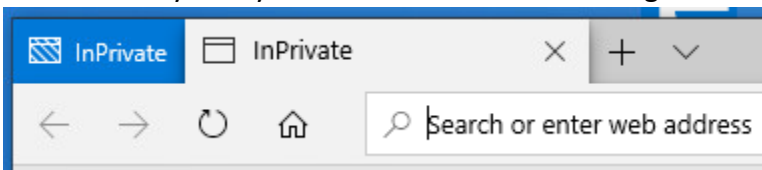
1. Open the Microsoft Edge Browser.



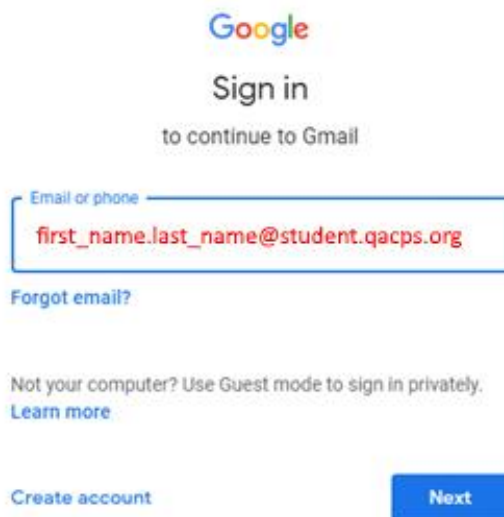
2. On the right side of the Chrome browser window look for the 3-dot menu icon . Select this icon. Then go down and click the option **New InPrivate Window**.



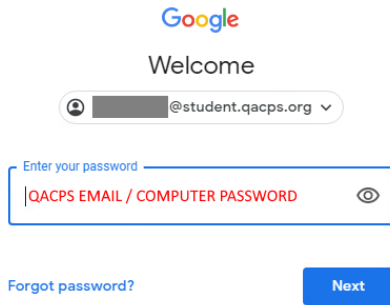
3. You can verify that you are in the Private Browsing window by looking at the tab that says **InPrivate**.



4. Goto <http://mail.qacps.org/>; In the **Email or phone** box type in the full QACPS Student email address and press the blue **Next** button.



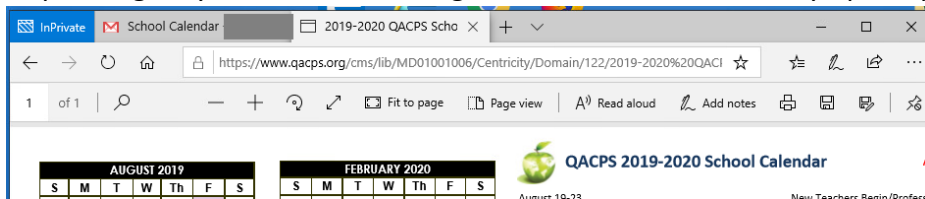
5. In the **Enter your password** box, type in your **QACPS Email / Computer Password** and press the blue **Next** button.



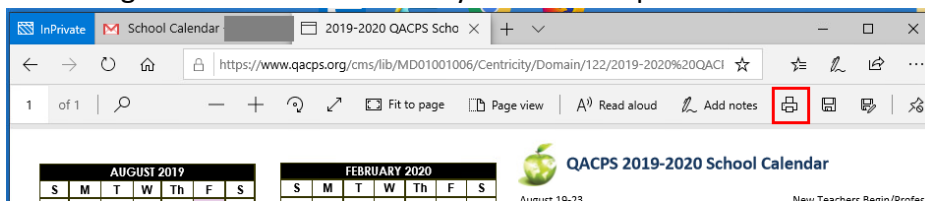
6. Now you can open the document that you would like to print. In this example, we will open a PDF file from a link in an email.



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