

# Adding a Network Printer via Active Directory

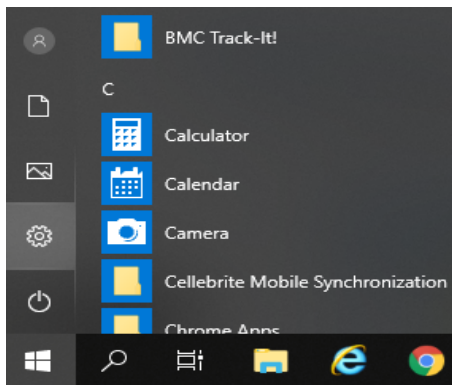
Notes: **No administrator rights required for this process.** When you have the printer list, try organizing it by location or name to find the correct printer. All network printers are listed, however, no desktop (connected by USB cable) printers are listed. Any USB printers are for single user, and cannot be shared.

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## Windows 10

1. Start button >Settings (Gear icon)



2. Select “Devices”

Settings

Windows Settings

Find a setting



**System**  
Display, sound, notifications,  
power

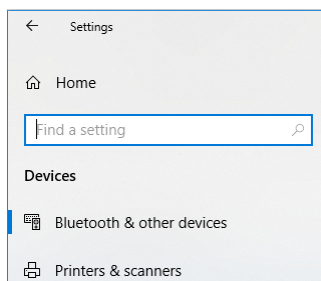


**Devices**  
Bluetooth, printers, mouse



**Phone**  
Link your Android, iPhone

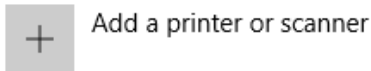
3. Select “Printers & Scanners” from the left-hand column



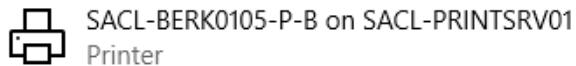
4. Select the icon for "Add a printer or scanner"

## Printers & scanners

### Add printers & scanners



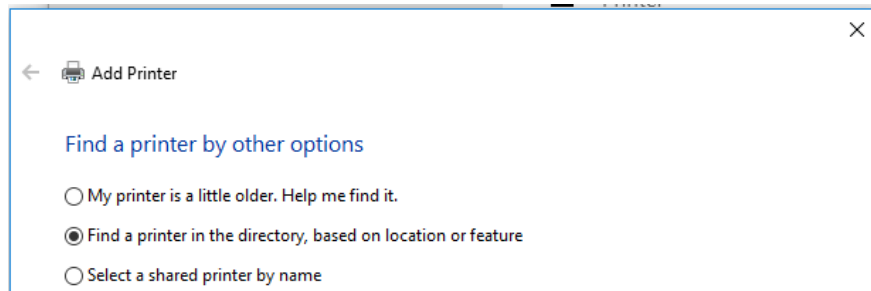
5. At the bottom of the printer list select "The printer that I want isn't listed"



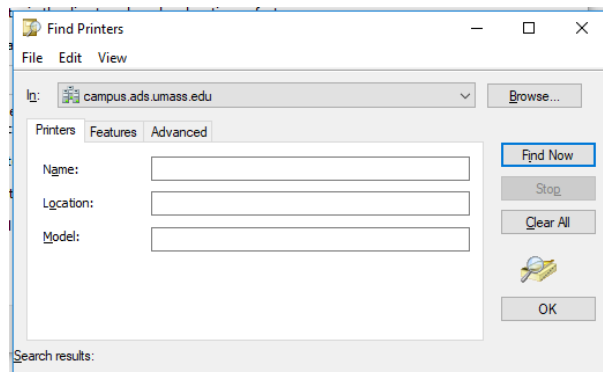
[The printer that I want isn't listed](#)

## Printers & scanners

6. Select the radio button for "Find a printer in the directory, based on location or features" and click "Next."



7. Use the pull-down to choose "campus.ads.umass.edu" and then click "Find Now"



8. Expand the resulting window and search either by "Location" or "Printer Model" to find the desired printer, then double-click to add the printer.