There are two methods to utilize MobilePrint:

1. Visit the web application at mobileprint.bard.edu. Click Login with your Bard Account.
   
a. Login with your Bard credentials (CAS Authenticated).

   ![Login Screen]

   From here you can view your job activity, submit jobs by uploading documents, preview, delete, and see your available funds, etc.

   ![Job Activity Screen]

   b. To log out, go to the upper right hand corner of the MobilePrint window, click the drop-down window by your name and click Log out.

2. Send a print job via email.
   
a. Send an email with your print job as an attachment to mobileprint@bard.edu. Wait for a reply indicating that your document has been processed and is ready to be released.

   **NOTE:** If you email a document or submit a job via the old client, you can view those jobs by heading to the MobilePrint website above before releasing them at a print station.