Email Attachments for Printing

Important

- When you send a document by email to be printed, it must be an attachment to the email that is sent from your preferred personal email address.
- Send to fhda@eprintit.com
- You can email at any time and then print up to seven days later from any print station on either campus.
- ePRINTit knows your preferred personal e-mail address. Any e-mail coming from that address will cause the attachment(s) to be stored in your FHDA ePRINTit account. To set your primary personal email, log into MyPortal and go to the Students tab. In the upper right hand corner under My Profile, select "Update My Personal Information", and "View E-mail Addresses". You will see the personal email address you have selected as preferred. To make changes click "Update E-mail Address" that is found at the bottom of the screen.
- Emailed attachments are saved for seven days. If you need to save them longer, find another method.
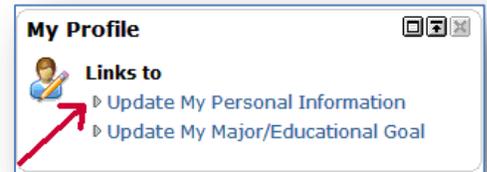
To print e-mailed attachments

1. Send the e-mail with the attachments you wish to print from your preferred personal e-mail account to eprintit@fhda.edu. The maximum size for attachments is 15 MB.
2. Go to any ePRINTit printer and touch Print My Documents on the home screen.
3. To print a document in your ePRINTit web account, touch the Foothill – De Anza Community College button (upper right on the screen).
4. The login screen displays. Here you can swipe you student card or enter you student id for both the user name and your password.
5. A list of documents saved in your student print account will display. Included in the list will be the attachment(s) you just e-mailed.
6. Select the document you wish to print and touch the Print icon button.
7. On the Print Preview screen, select color or black and white (default is B&W), the number of copies (default is 1) and if you want to print on both sides of the paper (default is 1 side).
8. Touching "Next" will take you to payment screen.
9. The system will tell you how much you have in your account and how much it will cost to print the document. To add money to your account, touch the "Add Funds" button.
10. To pay from your account, touch "Pay to Print" button and your document(s) will print and the charge will be deducted from your account.

You will also see a reference to KioskPublic@sjcottawa.com. This is an alternative way to print. However, it requires an e-mail reply and a release code. The process described above is simpler.

Remember you can always touch the "Home" button to return to the home screen and start over. You will not be charged if you don't complete the operation.