Open Credential Manager
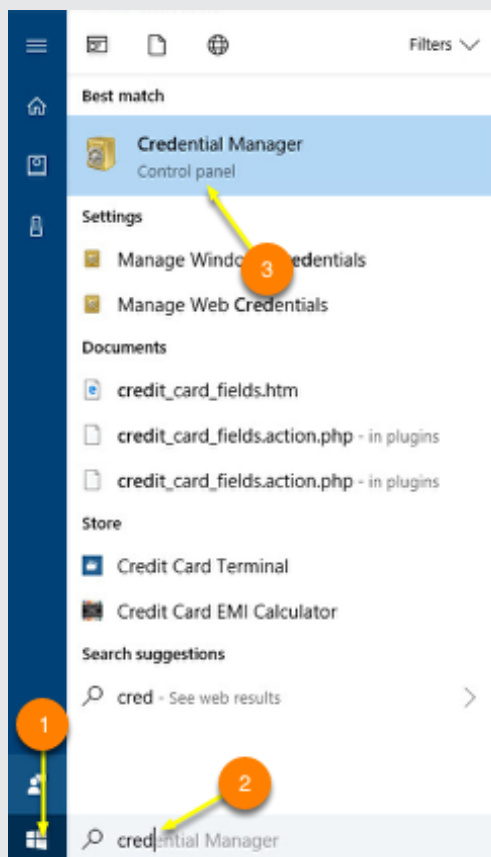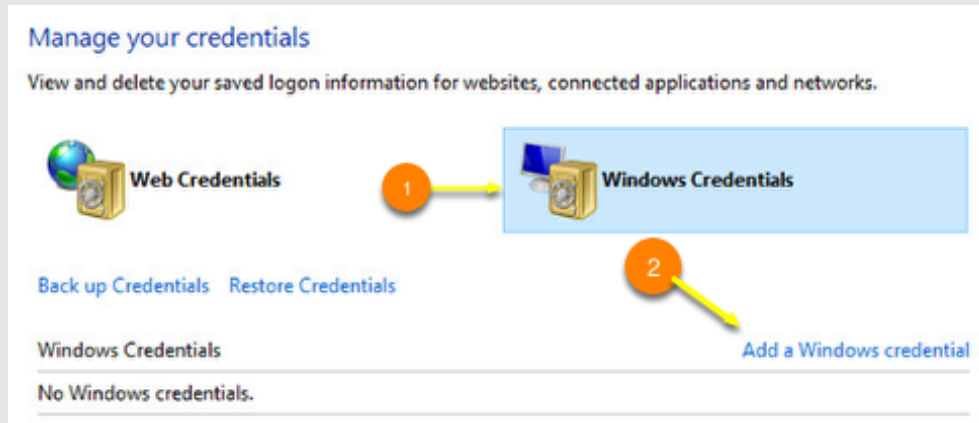
1. Open the **Start Menu**
2. Search for `cred`
3. Select **Credential Manager** from the results
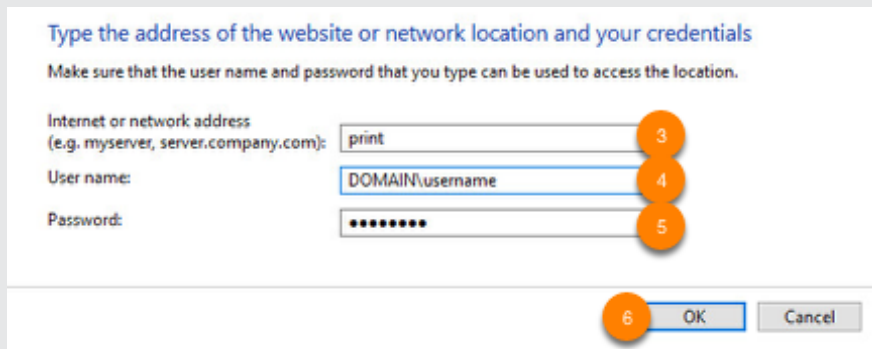
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Add a Windows credential

1. Click on **Windows Credentials**.
2. Click on **Add a Windows credential**.

Manage your credentials

View and delete your saved logon information for websites, connected applications and networks.

Web Credentials　　1 →　**Windows Credentials**

2 →

Back up Credentials　Restore Credentials

Windows Credentials　　　　　　　　　　　　Add a Windows credential
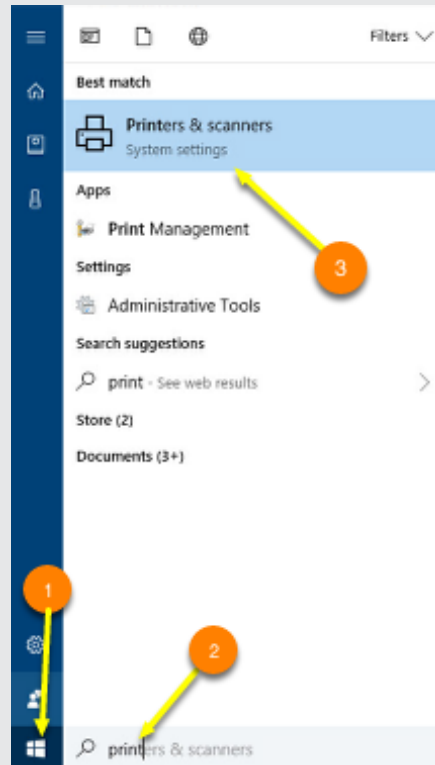
No Windows credentials.

3. Set **Internet or network address** to `print` .
4. Set **User name** to your network account, including domain. eg. `PSDN-ACAD\jsmith` .
5. Set **Password** to your network password.
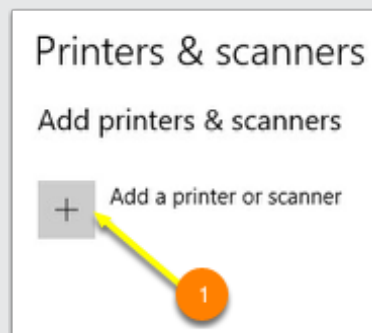6. Click **OK.**
7. Close the Credential Manager window.

Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address
(e.g. myserver, server.company.com):　`print`　3

User name:　`DOMAIN\username`　4

Password:　●●●●●●●●　5

6　OK　　Cancel

Open Devices and Printers

1. Open the **Start Menu** .
2. Search for `print` .
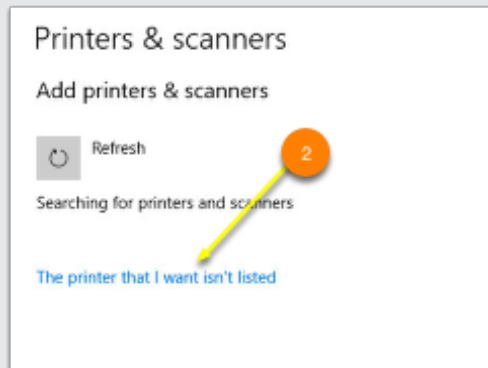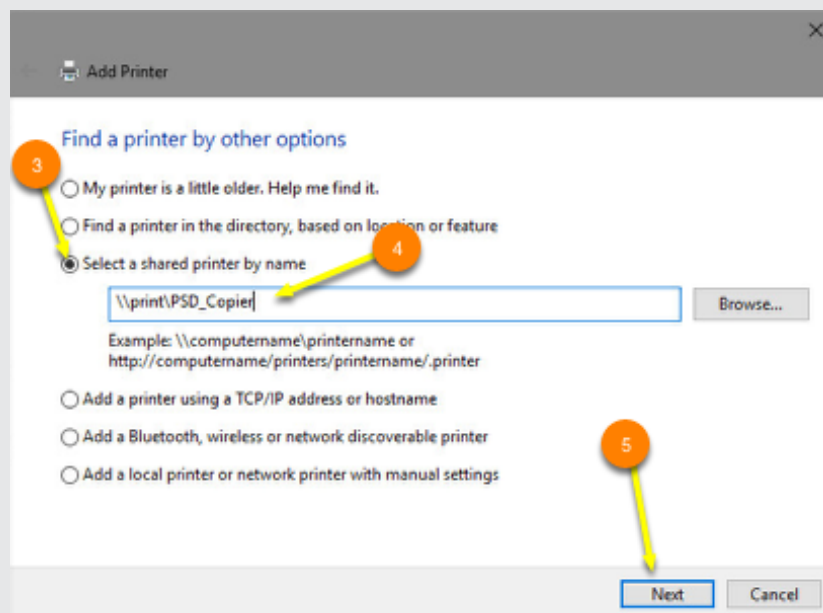3. Open **Printers & Scanners.**

Add a printer

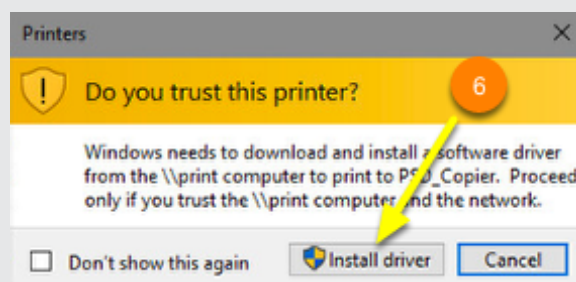1. Select **Add a printer or scanner.**

2. Click on **The printer that I want isn't listed.**

3. Activate **Select a shared printer by name.**
4. Type `\\print\PSD_Copier` under **Select a shared printer by name.**
5. Click **Next.**

6. If you are prompted, choose **Install Driver**.

7. Click **Next**.
8. Click **Finish**.