# Outlook Email (Desktop)

# PIEDMONT UNIVERSITY
# OUTLOOK DESKTOP

*Be a Lion. Not a Number*

## 1 USE OUTLOOK WITH MULTIPLE EMAIL ACCOUNTS

You can access your Piedmont email and other email accounts in the same Outlook application.



### ADD ANOTHER EMAIL ACCOUNT

1. Open Outlook on your computer.
2. Go to **File > Add Account.**
3. Enter the email address of your other account (e.g., Gmail, Yahoo, etc.).
4. Follow the prompts to sign in.

- Keep all your emails in one place
- Switch between accounts easily
- Stay organized and productive

## 2 DO NOT FORWARD YOUR LIONS EMAIL

Forwarding your Piedmont University (Lions) email to another mailbox is not recommended.



### WHY NOT?

- May create security risks for your account and university data.
- Can cause missed emails or delivery issues.
- May violate university policies.
- Important campus communications may not be received.

### A BETTER OPTION

Add your other email accounts to Outlook instead of forwarding. This keeps your Piedmont email secure and ensures you receive all important messages.

## 3 GET THE MOST OUT OF OUTLOOK

Use the Outlook desktop app for the best experience.

### ALL YOUR EMAIL IN ONE PLACE

- Manage multiple accounts
- Organize your inbox
- Use calendar, contacts, and more

### BUILT FOR PRODUCTIVITY

- Full features and best performance
- Available on university computers and personal devices

### STAY SECURE

- Your Piedmont email stays protected
- Reduce the risk of phishing and fraud

### SUPPORT AVAILABLE

- Need help setting it up? Contact the IT Help Desk.
- We're here to support your success!

**One inbox. Multiple accounts. A more organized you.**

### KEEP YOUR ACCOUNT SECURE

Never share your password. Be cautious of suspicious emails and phishing attempts.

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