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Presentation Stations



PIEDMONT UNIVERSITY CLASSROOM TECHNOLOGY

— Be a Lion. Not a Number —

NEED HELP?

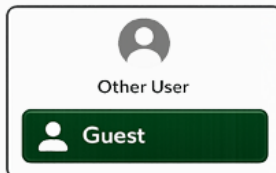
For technology support
call:

706-894-4233

1 SIGN IN / LOG OFF



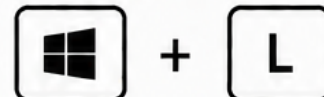
- 1 Select **Guest** below **Other User** and choose **Sign In**
 - Changes are erased at logoff
 - Save files to [OneDrive](#)



- 2 Allow roughly **60 seconds** for login.



- 3 When finished, Press



to lock the PC.



Locking protects
your session and
your data.

2 ACCESS YOUR FILES WITH ONEDRIVE

1



Open [OneDrive](#)
from the taskbar

2



Sign in with your
full [@piedmont.edu](#)
address

3



Follow the
on-screen prompts
to finish signing in.

4



Open [File Explorer](#)
→ [OneDrive](#) to
manage documents.



CLOUD BACKUP

Your files are safe
and secure.



ACCESS FILES ANYWHERE

Work from any device,
anywhere.

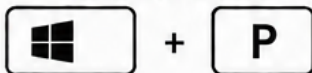


SAVE BEFORE LOGOFF

Files saved to OneDrive
stay with you.

3 PROJECTOR NOT CONNECTING?

QUICK DISPLAY FIX



Use the **Windows + P** hotkey
to switch display modes.



Duplicate – Show the same image on all screens.



Extend – Extend your desktop across screens.



Second screen only – Show on projector/
second screen only.



DO NOT use **PC Screen Only**.
Your projector will not display.



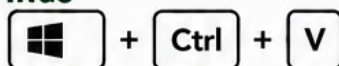
ALTERNATE METHOD

Right-click the desktop
and select **Display Settings**

- Arrange external displays
- Duplicate or Extend using
this menu



4 AUDIO SETTINGS



Press **Windows + Ctrl + V**
to open the **Volume Mixer**.



Change the computer's audio output device
(e.g., Classroom Speakers, HDMI, etc.).



Adjust the volume for the room audio destination.



Adjust volume for individual applications.

Faculty/Staff Checklist



PIEDMONT UNIVERSITY TECHNOLOGY CHECKLIST

— Be a Lion. Not a Number —



Use this checklist to ensure your technology is ready for a successful semester.

Let's make sure you're ready for day one!



1 DEVICE READINESS

LAPTOP/DESKTOP

- ☐ Restart your computer
- ☐ Connect to campus Wi-Fi or VPN
- ☐ Install all available Windows updates
- ☐ Confirm battery charger/dock is working
- ☐ Verify external monitors are detected correctly
- ☐ Confirm webcam and microphone function properly



STORAGE & FILES

- ☐ Open OneDrive and confirm files are syncing
- ☐ Verify important course files are accessible
- ☐ Remove unnecessary desktop clutter
- ☐ Empty Downloads folder if needed



2 ESSENTIAL APPLICATION CHECKS



MICROSOFT 365

- ☐ Open Outlook and confirm email is loading properly
- ☐ Send a test email to yourself or a colleague
- ☐ Open Microsoft Teams
- ☐ Open Word, Excel, and PowerPoint successfully
- ☐ Verify you are signed into your Piedmont account



ADOBE & PDFS

- ☐ Open Adobe Acrobat
- ☐ Open a PDF successfully
- ☐ Test printing a PDF document



ZOOM / HYBRID CLASSROOM READINESS

- ☐ Open Zoom Workplace
- ☐ Verify you can sign in using SSO
- ☐ Test microphone and camera in Zoom
- ☐ Start a test meeting
- ☐ Verify presentation sharing works correctly



3 CLASSROOM TECHNOLOGY CHECK



VISIT YOUR CLASSROOM

- ☐ Log into the classroom computer
- ☐ Verify projector/display powers on
- ☐ Test audio playback
- ☐ Open a PowerPoint presentation
- ☐ Open a video with sound
- ☐ Test HDMI/adapters if using personal devices
- ☐ Confirm wireless presentation tools/remotes function



4 ACCOUNT & SECURITY

- ☐ Confirm your password works across all systems
- ☐ Verify Multi-Factor Authentication (MFA) prompts correctly
- ☐ Update recovery phone number if needed
- ☐ Lock and unlock your computer successfully



5 PRINTING & SCANNING

- ☐ Confirm required printers are installed
- ☐ Print a one-page test document
- ☐ Verify scan-to-email functionality if applicable



6 CANVAS CHECK

- ☐ Confirm you can log in to Canvas
- ☐ Verify your courses are published and visible
- ☐ Check that announcements are visible
- ☐ Verify assignments and due dates are correct
- ☐ Test links, pages, and embedded content



FINAL READINESS CHECK



Restart computer
one final time



Confirm no pending
updates remain



Charge laptop
fully before
first class



Arrive early for your
first classroom
session

You've
got this!

CONTACT IT SUPPORT

- ITSupport@piedmont.edu
- 706-894-4205
- ITSupport.piedmont.edu



STRONGLY RECOMMENDED

- Practice joining a Zoom meeting from your classroom
- Test your presentation from the exact room you'll teach in
- Bring your laptop charger on the first week
- Keep important files in OneDrive instead of local storage

Keep your account secured!



PIEDMONT UNIVERSITY SECURITY AWARENESS GUIDE

Be a Lion. Not a Number

WELCOME!

STOP. THINK. VERIFY.
Don't act on urgent or
unexpected messages
without confirmation!

1 PASSWORD SAFETY

One password can
open many doors.



- Do not write passwords on sticky notes.
- Never share passwords with others.
- Use strong, unique passwords.
- Enable MFA when available.
- Lock your computer when away.



**A STICKY NOTE IS NOT
A PASSWORD MANAGER.**

2 EMAIL & PHISHING

Think before you click.



- Be cautious with unexpected links.
- Verify unusual requests.
- Do not open suspicious attachments.
- Watch for fake login pages.
- Report suspicious emails to IT.



**URGENCY IS A
COMMON TACTIC.**

3 PHYSICAL SECURITY

Security exists in
physical spaces too.



- Do not hold secure doors open.
- Wear your university ID visibly.
- Report broken badge readers.
- Secure offices and classrooms.
- Do not leave devices unattended.



**FAMILIAR FACES ARE
NOT VERIFICATION.**

4 SHARED DEVICE & DESK SAFETY

Protect student and university information.



- Log out of shared computers.
- Remove printed documents promptly.
- Keep sensitive paperwork secure.
- Avoid leaving devices unlocked.
- Keep student information private.



LOCK BEFORE YOU WALK.

5 AI & DEEPFAKES

AI can imitate someone you trust.
Independent verification is the lock it cannot pick.



- Trust the request only after you verify it another way.
- AI can fake a voice, face, email, or video.
- Before sending money, sharing information, or taking urgent action, contact the person or organization through a trusted channel you already know.



VERIFY ANOTHER WAY. PROTECT YOURSELF.

IF SOMETHING FEELS OFF:



STOP

Pause and look for
signs of suspicious
activity or requests.



VERIFY

Verify the request
using a trusted
contact or source.



REPORT

Report it to IT right away.
You may prevent harm
to others.



STAY CONNECTED. STAY INFORMED.

Bookmark these resources and check back often!
We're here to support your success!

IT HELP DESK

✉ ITSupport@piedmont.edu
☎ 706-894-4205
🌐 ITSupport.piedmont.edu



Outlook (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.

Don't Get Phished!



PIEDMONT UNIVERSITY PHISHING AWARENESS

— Be a Lion. Not a Number —



1 HOW TO SPOT PHISHING



Suspicious sender or unusual domain name

Look closely at the sender's email address. Watch for misspellings or unknown domains.



Generic greetings like "Dear Customer"

Phishing emails often use generic greetings instead of your name.



Urgent or threatening language

"Act now" or "Your account will be suspended" are red flags.



Mismatched URLs - hover before clicking

The link text may look legitimate, but the actual URL can be different. Hover over links to check the real address.



Poor grammar and spelling

Look for unusual language, misspellings, or awkward phrasing.



Unexpected attachments or links

Be cautious of unexpected files or links, even from known contacts.



Requests for passwords, Social Security numbers, or payment information

Legitimate University emails will never ask for this information via email.

2 IF AN EMAIL SEEMS SUSPICIOUS



Do not click links

Even if the email looks like it's from a trusted source.



Do not open attachments

They may contain malware.



Do not reply or interact with the message

This can confirm your email address to attackers.



Use Outlook's Report Phishing feature to notify IT

Help keep our campus community safe.



Delete the email from your Inbox and Trash after reporting

Remove it completely from your mailbox.



Think before you click.

When in doubt, stop and verify.

3 REPORT IN NEW OUTLOOK



- 1 Open Inbox
- 2 Select the suspicious email
- 3 Click **Report** on the Home tab
- 4 Confirm by selecting **Report**
- 5 The email is sent to IT for review
- 6 These steps also apply to Outlook Web (OWA).

4 REPORT IN CLASSIC OUTLOOK



- 1 Open Inbox
- 2 Select the suspicious email
- 3 On the Home tab, choose **Phish Alert Report**
- 4 The email is sent to IT for review.

5 SCAN FOR THE FULL PHISHING KB



Detailed guidance, examples, and reporting instructions.

When in doubt, report it.



STAY CONNECTED. STAY INFORMED.

Bookmark these resources and check back often!
We're here to support your success!

IT HELP DESK

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Outlook (Mobile)



PIEDMONT UNIVERSITY

OUTLOOK MOBILE APP

— Be a Lion. Not a Number —



 Email Access

 Calendar Sync

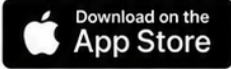
 Contacts & Directory

 Files & Attachments

 On the Go Stay Connected

1 DOWNLOAD OUTLOOK

Get the Microsoft Outlook app from your device's app store.

2 OPEN THE APP

Open the Outlook app on your mobile device.



3 SIGN IN

Enter your Piedmont University email address (yourname@piedmont.edu) and tap **Continue**.



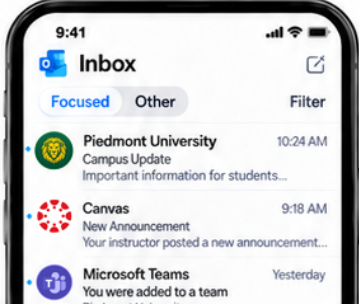
4 COMPLETE SIGN IN

Follow the prompts to verify your identity with Multi-Factor Authentication (MFA).



5 YOU'RE ALL SET!

Your email, calendar, and contacts will now sync automatically.



6 KEEP NOTIFICATIONS ON



- ✓ Get important university announcements
- ✓ Stay up to date on class communications
- ✓ Receive calendar reminders
- ✓ Don't miss time-sensitive information

7 ADDITIONAL SETTINGS (OPTIONAL)



- ✓ Enable Focused Inbox
- ✓ Customize notification settings
- ✓ Add a widget to your home screen
- ✓ Set up a passcode or biometric lock
- ✓ Explore calendar and people features



DO NOT USE OTHER MAIL APPS

Please do not set up your Piedmont University email in the following built-in mail apps:

 **Apple Mail**
Not supported

 **Windows Mail**
Not supported

 **Samsung Mail**
Not supported

WHY NOT?

These built-in mail apps do not fully support university security requirements and can cause syncing issues, missed notifications, or account errors. For the best and most secure experience, please use the Microsoft Outlook app.



GOOD TO KNOW

The Outlook mobile app includes your university email, calendar, contacts, and files in one secure app. You can also access Microsoft Teams and other Microsoft 365 features from the app.

PC Best Practices