

# Outlook (Desktop)



# PIEDMONT UNIVERSITY OUTLOOK DESKTOP



— *Be a Lion. Not a Number* —

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## 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

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## 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.

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## 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.

