

TECHNOLOGY SERVICES

TECHNOLOGY SERVICES WELCOMES YOU TO FLAGLER COLLEGE!

Flagler College's Technology Services department strives to make your technological transition a breeze!

NAVIGATE TO OUR NEW EMPLOYEE GUIDE AT www.flagler.edu/tech/new-employee

Our New Employee Guide is the essential, step-by-step way to make sure that you can access your email account, to help set up your office phone, and to provide you with other crucial information for using technology in your office. Follow along with this checklist, using the web address above for complete details at each step:

- ❑ Change your temporary email password and set up your security questions using SelfService.
- ❑ Log into your Flagler College email account.
- ❑ Add your email account to your mobile device or email application.
- ❑ Set up your email text format and signature.
- ❑ Log into MyFlagler.
- ❑ Determine your office computer needs.
- ❑ Set up your office phone and learn how to access voicemail.
- ❑ Understand how to save files to prevent data loss.
- ❑ Learn how to access Flagler's resources from home.
- ❑ Learn about our educational discounts on software and hardware for home use.
- ❑ Review other information in the Employee information section.
- ❑ Check out our other Special Services and Tutorials.
- ❑ Follow us for updates and alerts on Facebook:
www.facebook.com/FlaglerTech
- ❑ Follow us for updates and alerts on Twitter:
www.twitter.com/FlaglerTech

CONTACT US ANYTIME!

FLAGLER COLLEGE TECHNOLOGY SERVICES

904 - 819 - 6293

<http://support.flagler.edu>

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Proctor Library, 3rd Floor, Room 360