

INSTITUTIONAL TECHNOLOGY

INSTITUTIONAL TECHNOLOGY 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

<https://www.flagler.edu/about/office-services/institutional-technology/institutional-technology/employees/new-employee>

Our New Employee Guide is the essential, step-by-step way to provide you with 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 using the Outlook App.
- Set up your email text format and signature.
- Log into MyFlagler.
- Determine your office computer needs.
- Learn how to access voicemail.
- Understand how to save files to OneDrive.
- 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.

CONTACT US ANYTIME!

FLAGLER COLLEGE

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<http://support.flagler.edu>

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