

STUDENT TECH GUIDE

Top 5 things to do before classes start.

#1



HOW TO
ACCESS YOUR
UD EMAIL



Your UD Email is an important method of communication between UD and You! You'll need to download the Microsoft Outlook App, add an account, enter your UD Email Address, and create/enter your password. **Additional set up instructions can be found within the Office of Technology page on www.dbq.edu/tech.**

#2



HOW TO
CONNECT
DEVICES TO UD
WIFI



Connecting to UD WIFI is simple and can be done through your iPhone/iPad, or android phone/tablet. It all starts with accessing your WIFI settings from your device. **Additional instructions can be found within the Office of Technology page on www.dbq.edu/tech.**

#3



DOWNLOADING
AND
INSTALLING
OFFICE 365



The procedure for downloading and installing Office 365 is similar for on a PC or for on a MAC. **Additional instructions can be found within the Office of Technology page on www.dbq.edu/tech.**

#4

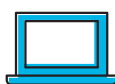


SETTING UP
OFFICE 365
MFA (MULTIFACTOR
AUTHENTICATION)



Setting up the Multifactor Authentication adds an extra layer of security to your Microsoft 365 account sign-in. **For information on this setting this up, go to the Office of Technology page on www.dbq.edu/tech.**

#5



PRINTING FROM
YOUR LAPTOP



In order to print from your personal laptop, you'll need to access Additional Resources from UD's website under the Academics tab from the home page. **You can go directly to this location from here: <https://www.dbq.edu/Library/>**

Contact the Technology HelpDesk

We can assist you with your technology needs!



Email: helpdesk@dbq.edu • Phone: 563.589.3737
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