

Preparing for the Transition to Windows 11

Georgia Gwinnett College IT Department
Webinar | December 11 & 12

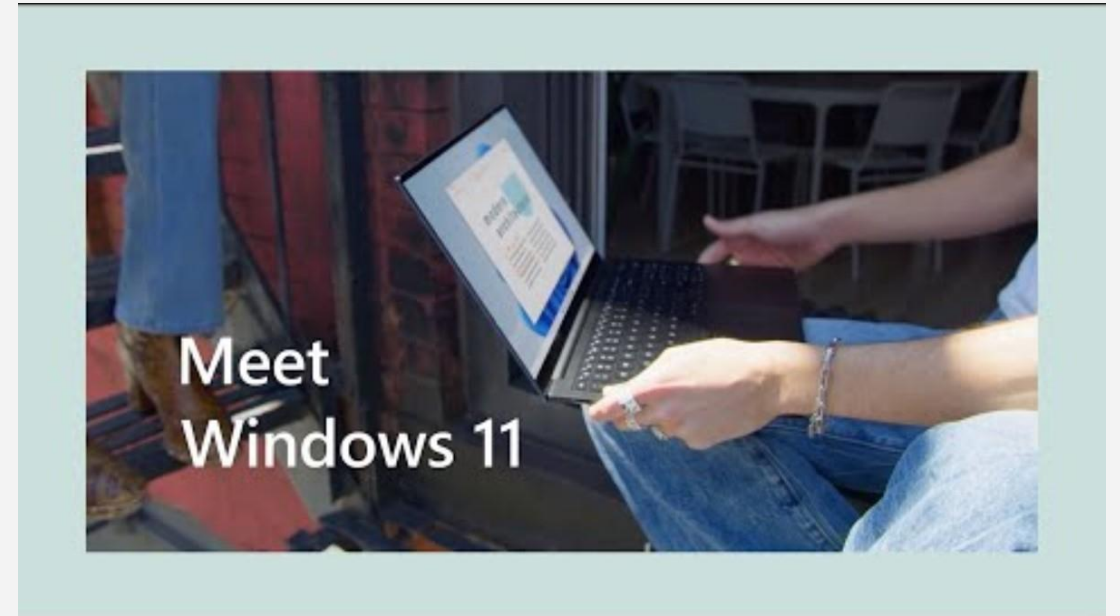
Welcome and Purpose

- **Why?**

- End of support for Windows 10 in October 2025.
- To ensure a smooth transition to Windows 11 for all GGC faculty and staff.
- Opportunity for Q&A and personalized guidance.

Introducing Windows 11

- **New Look and Feel**
 - Sleek, modern interface.
 - Enhanced productivity features.
 - Greater integration with cloud services.



Windows 10 vs Windows 11

What's New

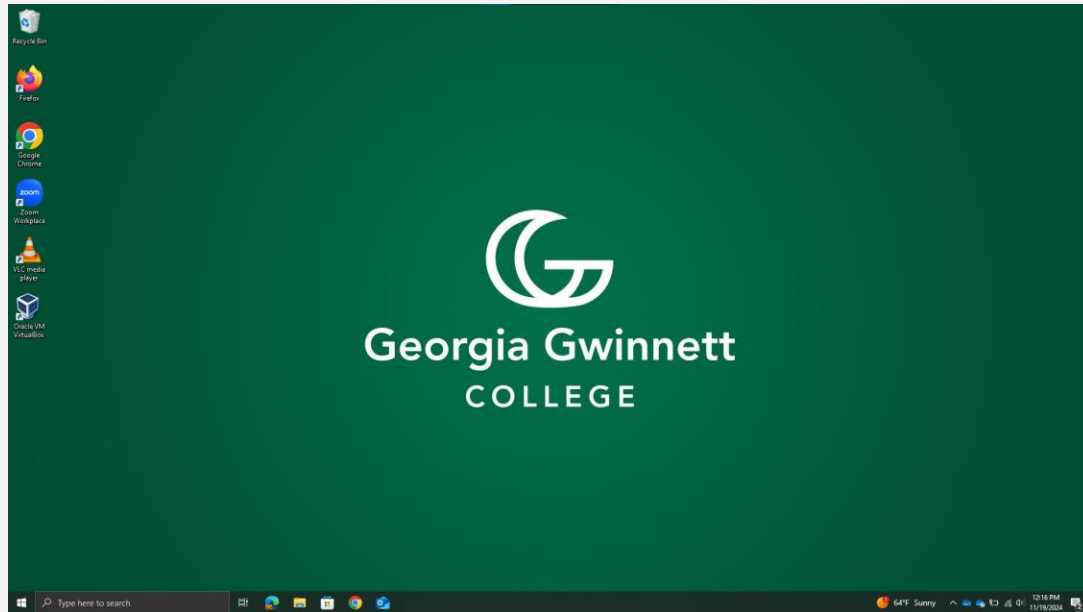
- Start Menu and Taskbar changes.
- Improved Snap Layouts for multitasking.
- Enhanced system performance and security.
- Microsoft Teams integration.

What to Expect

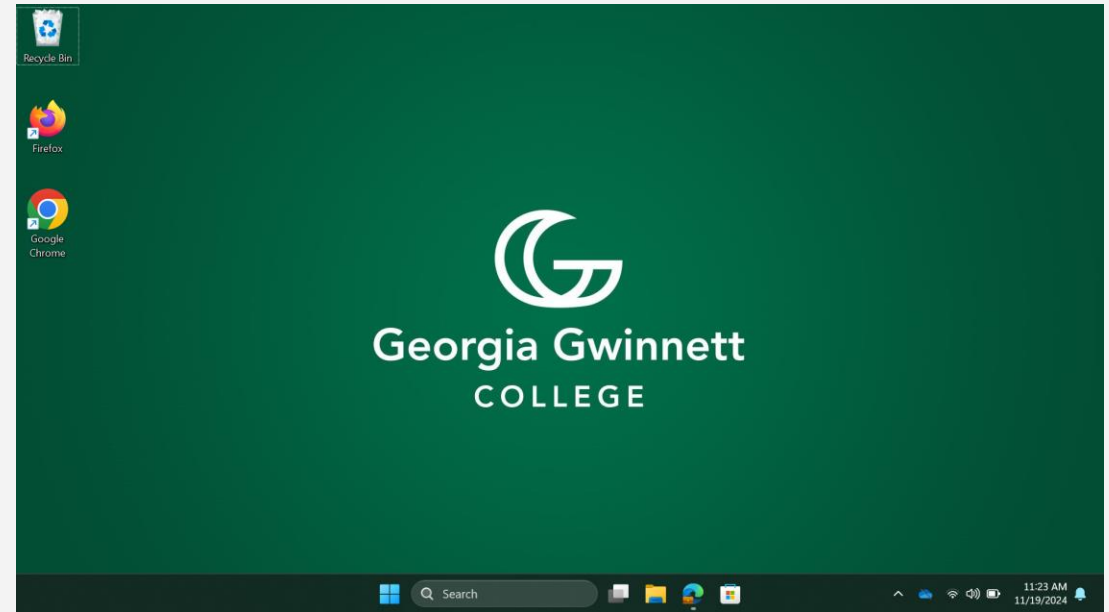
- User interface changes.
- Slight learning curve, but more intuitive experience.

Layout - Desktop

Windows 10



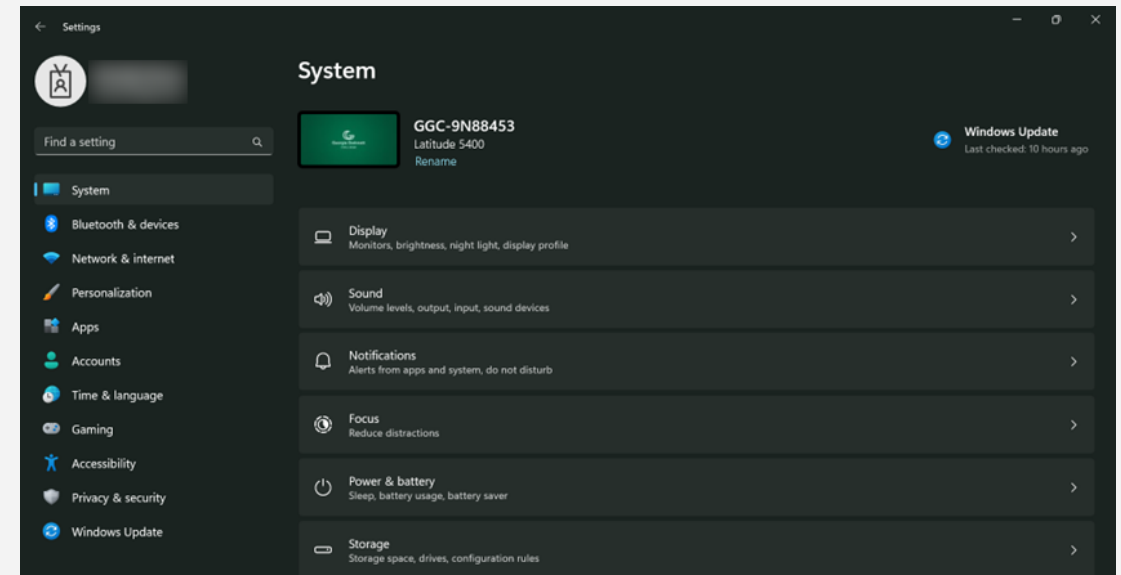
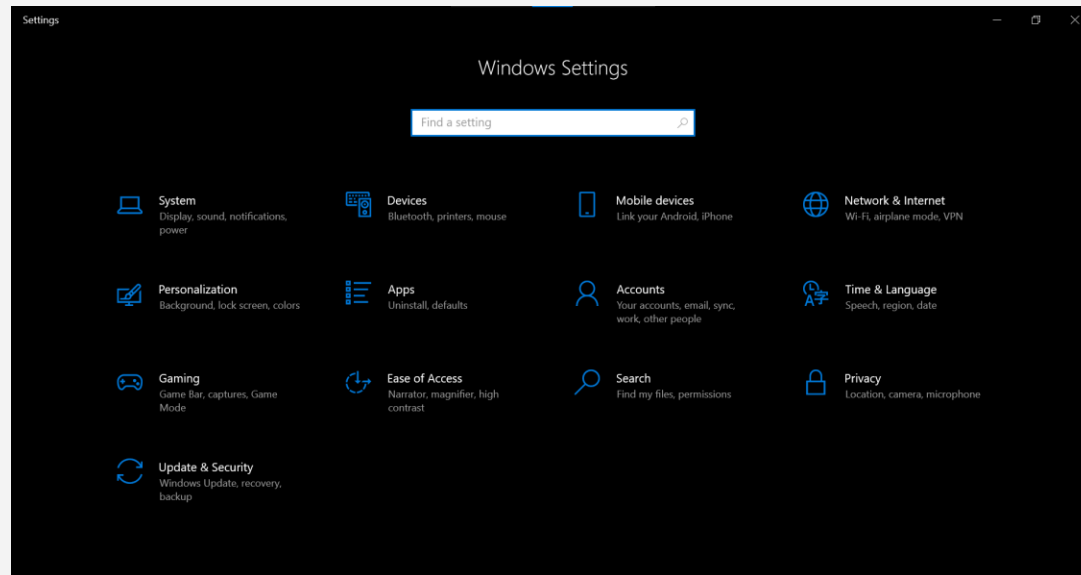
Windows 11



Layout - Settings

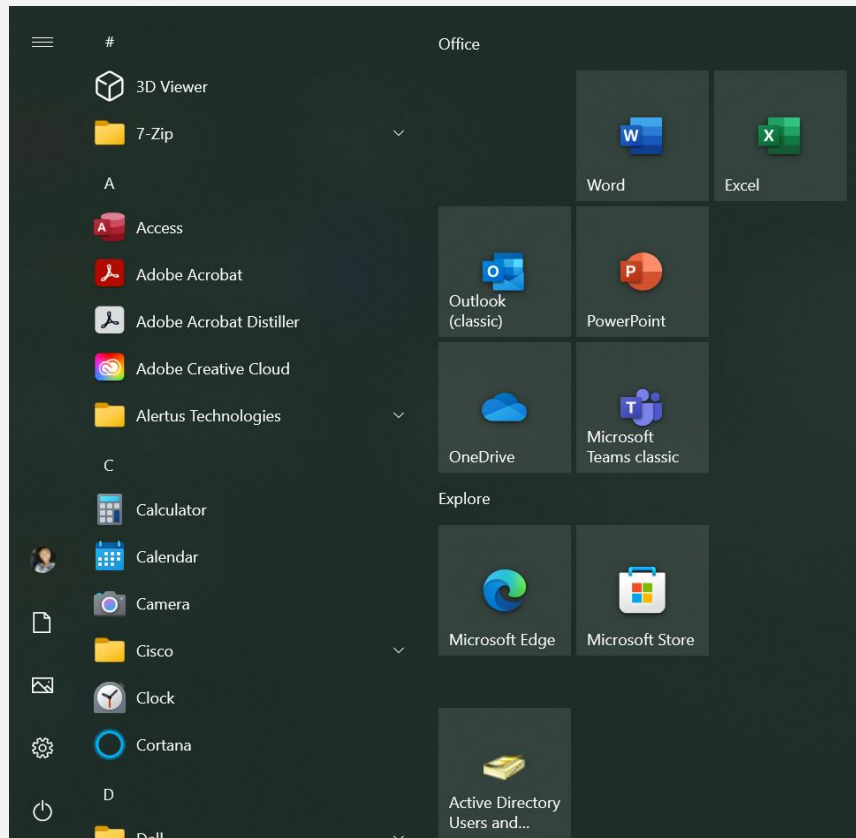
Windows 10

Windows 11

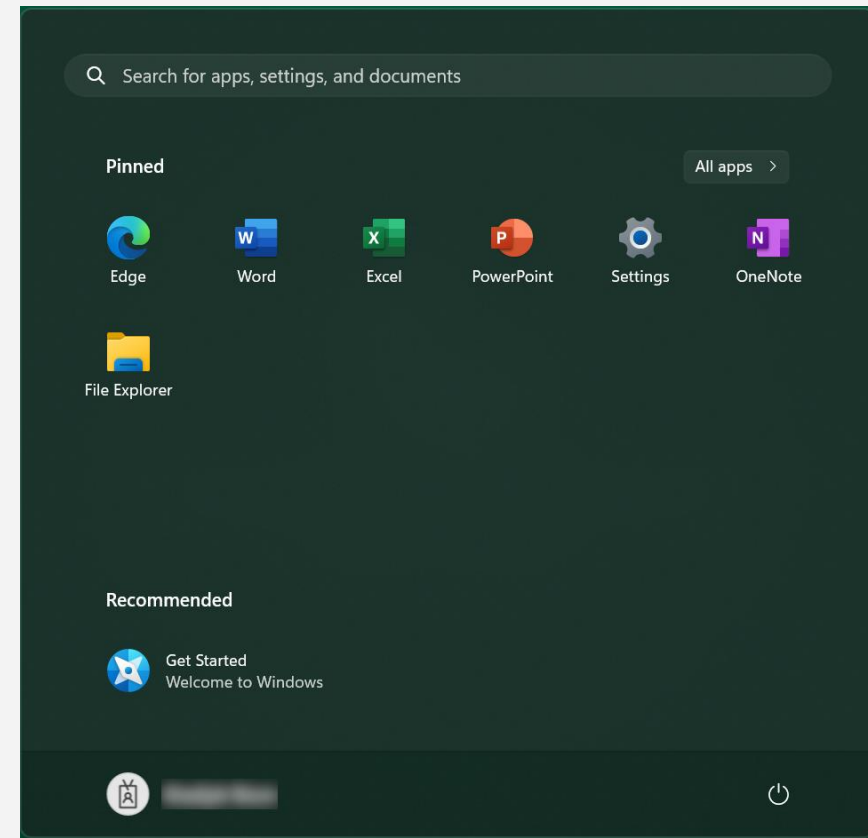


Layout – Start Menu

Windows 10

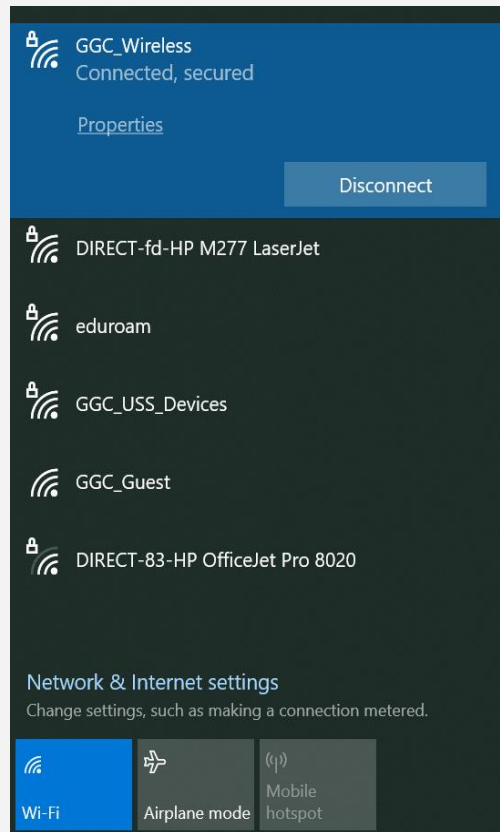


Windows 11

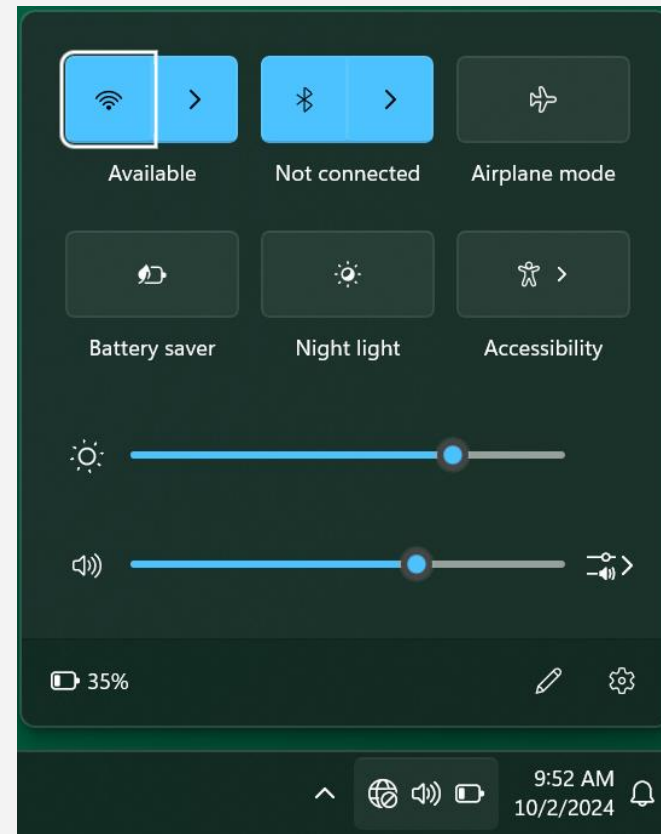


Layout – Wifi, Battery, and Sound

Windows 10

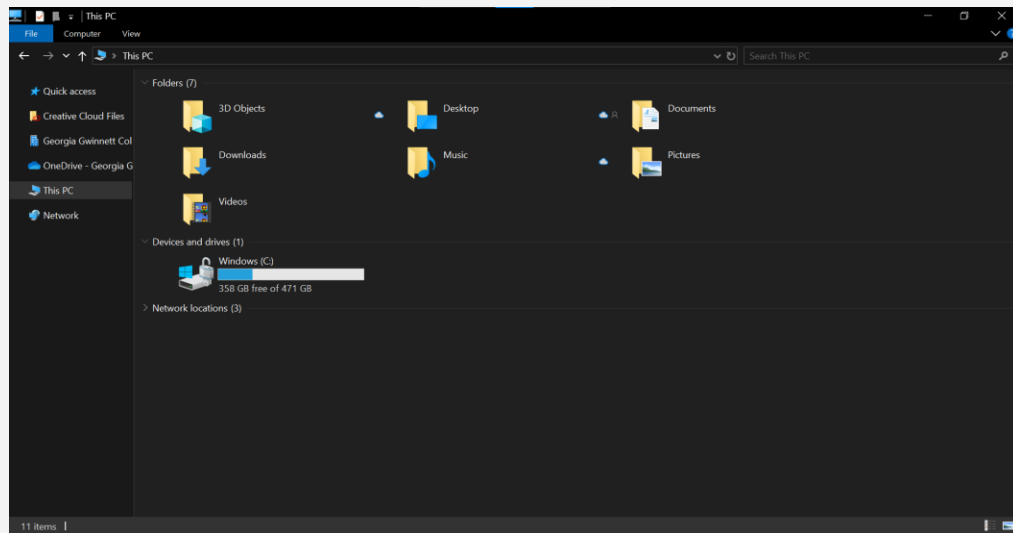


Windows 11

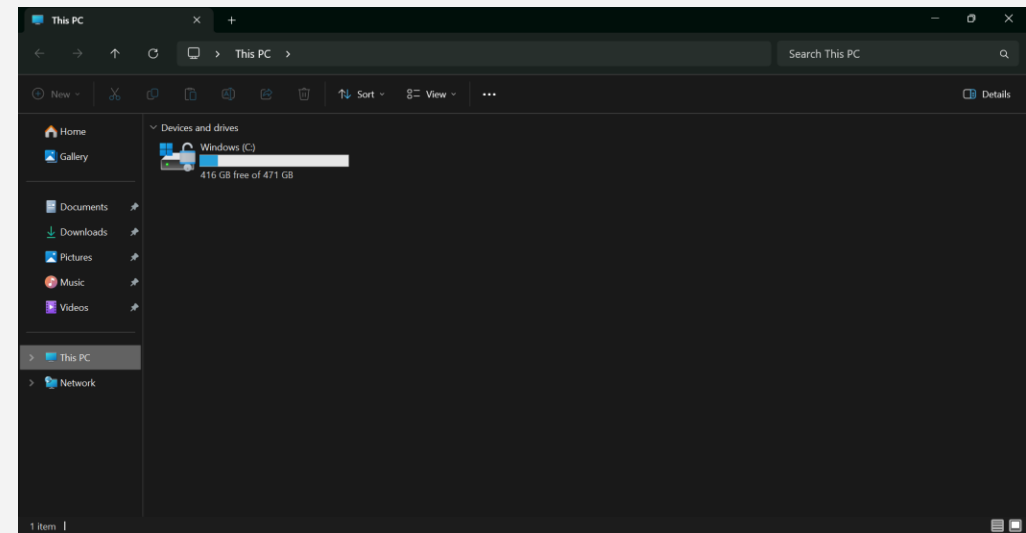


Productivity Changes – File Explorer

Windows 10



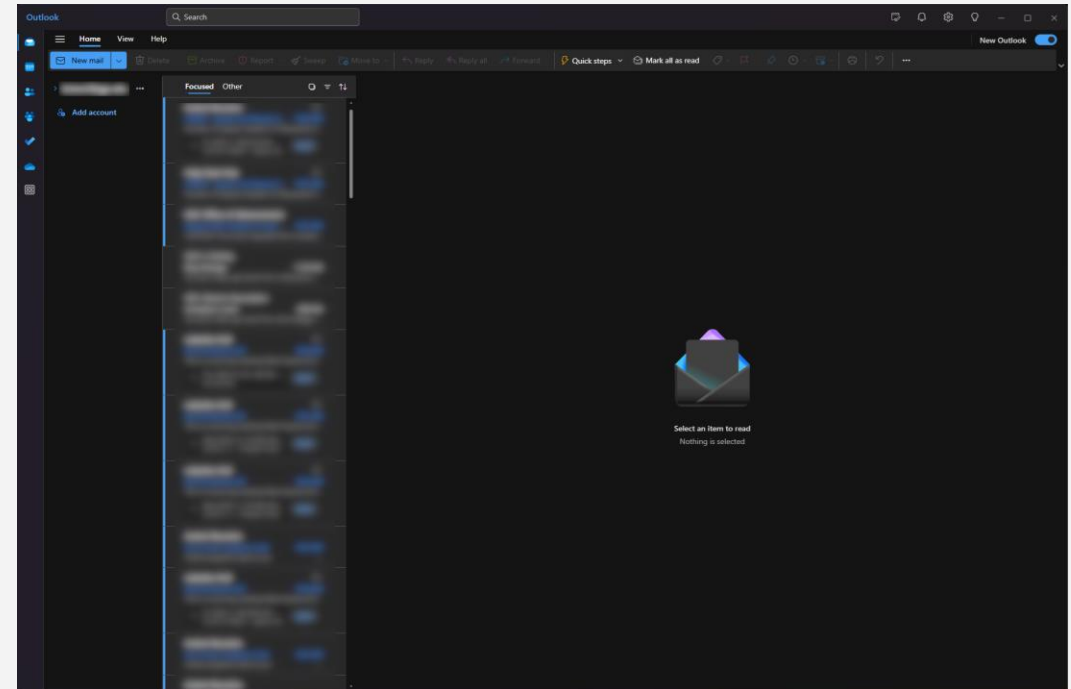
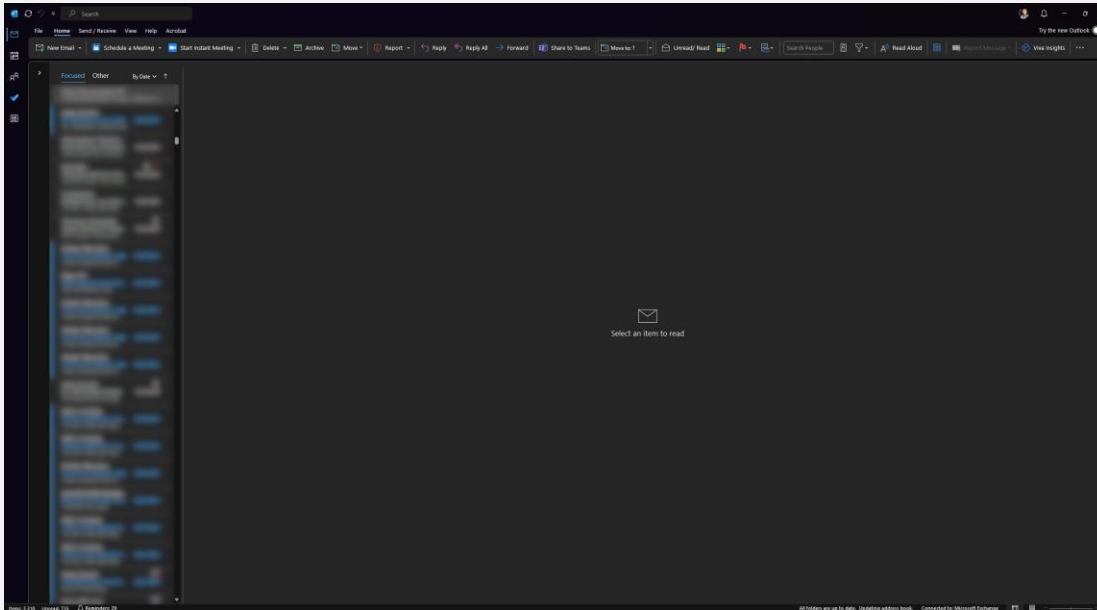
Windows 11



Software Changes - Outlook

Classic Outlook

New Outlook (identical to
ClawMail)



Transition Timeline

- **Key Milestones**

- **February 2025:** New employees receive Windows 11 devices.
- **February 2025:** Faculty and staff in-place upgrades scheduled at the Help Desk.
- **May 2025:** Classroom computers upgraded to Windows 11.
- **October 2025:** End of support for Windows 10

Steps to Prepare

- **How to Get Ready**

- Back up files using OneDrive (short demo coming up).
- Ensure all critical updates are installed on current devices by rebooting.
- Review FAQs and resources on itservices.ggc.edu.
- Review the [Windows 11 introduction page](#)

OneDrive Overview

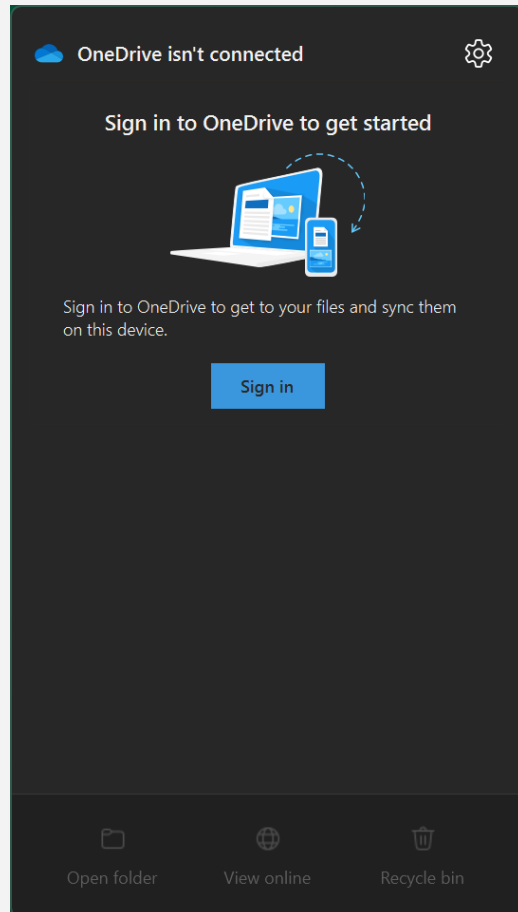
- **What is OneDrive?**
 - Cloud storage solution included with GGC accounts.
- **Quick Walkthrough**
 - Signing into OneDrive for the first time.
 - Uploading, organizing, and accessing files.
 - Making sure files are showing as uploaded.
- **Why Is Backing Up Important?**
 - The in-place upgrade process will take longer if data is backed up at the Help Desk.
 - Avoid potential data loss
 - Bonus: useful as an everyday tool!

Accessing Files


- **Where Are My Files?**

- By default, OneDrive saves files that are stored in the following locations:
 - Desktop
 - Documents
 - Pictures
- OneDrive locations can be changed.
- OneDrive Files are accessible via **File Explorer** or your browser (<https://ggcedu-my.sharepoint.com/my>).

Setting Up OneDrive

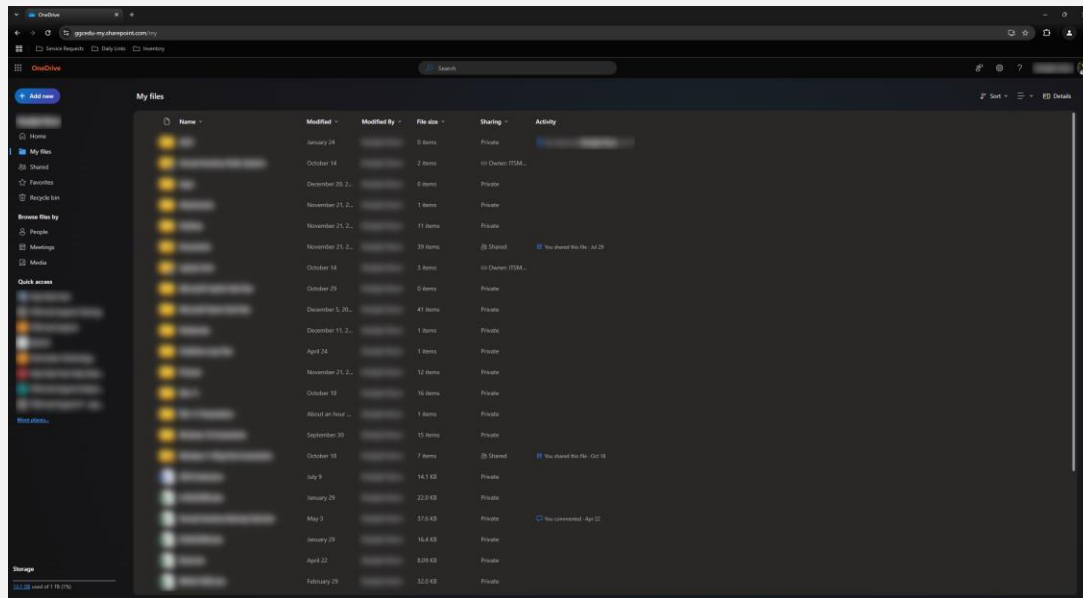


• Signing In

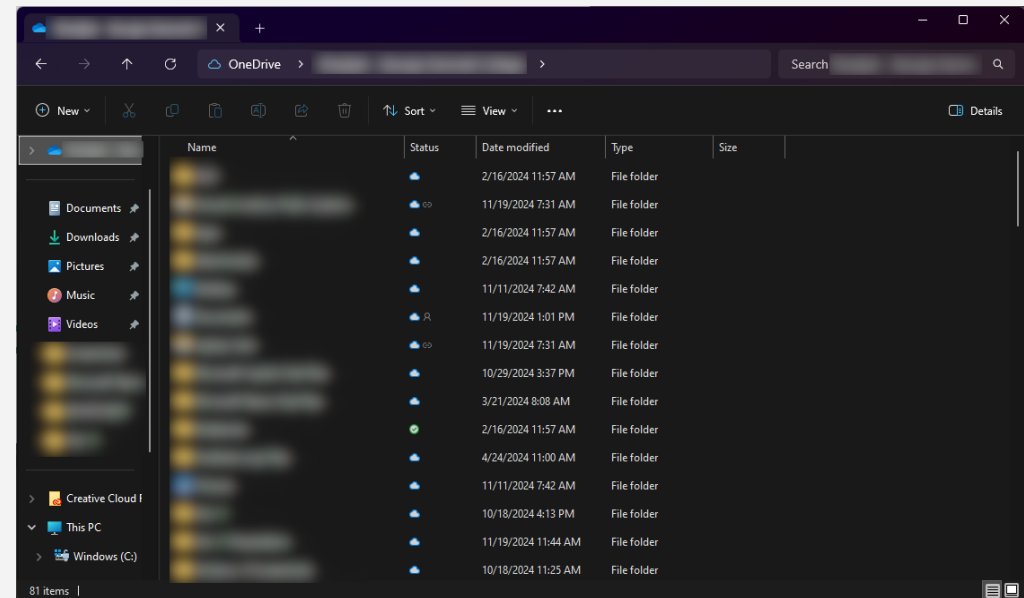
- Click on the **blue cloud icon** in your taskbar. 
- If you can't find it, click on the small **up arrow** in the taskbar first.
- Use your **GGC credentials** to log in.

Navigating OneDrive

Browser



File Explorer



OneDrive Icons

• What Does Each Icon Mean?



== Only available on OneDrive. You must have an internet connection to access the file.



== Available on OneDrive and your hard drive, but the local copy is deleted if you use OneDrive's "free up space" option.



== Available on OneDrive and your hard drive. The hard drive copy is permanent until you delete it.

- Additional information on OneDrive icons is located on [Microsoft's website](#).

GGC IT Resources

- **Where to Find More Information**
 - itservices.ggc.edu: GGC's Windows 11 Update Blog Post
 - Help Desk
 - **Ticket:** helpdesk.ggc.edu
 - **Email:** helpdesk@ggc.edu
 - **Walk-In:** A-1040
 - **Mon-Thurs:** 7:30 am – 7:00 pm
 - **Fri:** 7:30 am – 5:00 pm
 - **Sat:** 10:00 am – 2:00 pm
 - **Sun:** Closed
 - **Phone:** 678-407-5611

GGC IT Services Page

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Microsoft Windows 11

Windows 11 is the latest version of the Microsoft Windows operating system. It offers a streamlined design and a range of features aimed at improving productivity and user experience. With updates to the Start Menu and Taskbar, enhanced multitasking options, and a focus on performance, Windows 11 is designed to meet your needs. We'll explore the key features and functionalities of Windows 11 to help you navigate this new environment effectively.

[Read GGC Windows 11 Update](#)

On Microsoft's Website:

- [Windows 11 Introduction](#)
- [Windows 11 Features and Tips](#)

Latest Microsoft Updates

[What's new with the Windows 11 Update?](#)

Microsoft Teams

- **Chat instantly** using text or video calling with peers and colleagues on or off campus.
- **Connect** directly with apps in Microsoft 365 for a seamless workflow.
- **Create teams** to organize your files, tasks and projects in OneDrive and Sharepoint.

[Learn more about Teams](#)

Microsoft Office 365

- Easy collaboration with integrated **Office Suite** apps.
- Access and **share files** for easy collaboration with internal and external users.
- 1 TB of **OneDrive storage** for secure file storage and sharing across devices.

[Learn more about Office 365](#)

Microsoft Authenticator

- **Multi-factor authentication** is required to login to your GGC Account.
- **Enhanced account security** protects sensitive information.
- **Mobile app** allows for easy management across multiple devices.

[Learn more about multi-factor authentication](#)

Windows 11

- **User-friendly interface** with customizable Start Menu and Taskbar for easy navigation.
- **Versatility** that adds support for a wide range of software and hardware.
- **Built-in security** features such as *Windows Defender*, firewall and regular updates.

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OneDrive

- **Real-time** file sharing and collaboration using integrated Microsoft 365 apps.
- **Automatic** back-up and file sync across multiple devices.
- 1TB of **cloud storage** for anywhere access using apps or web browser.

[Learn more about OneDrive](#)

Need Help?

Contact the **GGC Help Desk**

Email: helpdesk@ggc.edu | Web: helpdesk.ggc.edu | Phone: 678-407-5611

Check [status.ggc.edu](#) for system and services availability.

Learn more in [IT Workshops](#) – OR- Schedule a [1-1 Consultation](#)

Knowledge Base Articles

[Office 365](#) [Microsoft Teams](#) [Microsoft OneDrive](#)

- [Open Office 365 Launcher](#)
- [Activate Microsoft 365 on shared computers](#)
- [Install Office 365 on a non-GGC Device](#)

[VIEW MICROSOFT OFFICE 365 KNOWLEDGE BASE ARTICLES](#)

Q&A Session

Ask Us Anything!

Thank You

Session Survey



Thank You

[Powerpoint](#)

