CLUB LEADERSHIP
DEVELOPMENT PROGRAMME

THE GREAT TEAMS AREN'T JUST ON THE FIELD

Office 365

INVESTING IN LEADERS, INVESTING IN YOU. GAA

learning.gaa.ie/administrator

Office 365 Business

- GAA in conjunction with Microsoft, provides industry standard software
- Individually it would a cost £94.80 per annum for each user
- Unfortunately many units and officers think it is just an email system
- A full featured system with Online and Installable programmes
- The system with work with **any device** that has Internet Access
- A secure, backed up storage system –OneDrive
- Previously the change of Officer, Hardware failure including USB memory stick could result in all documentation being lost
- With OneDrive all documentation is secure, safe and available to the GAA unit and complies with GDPR

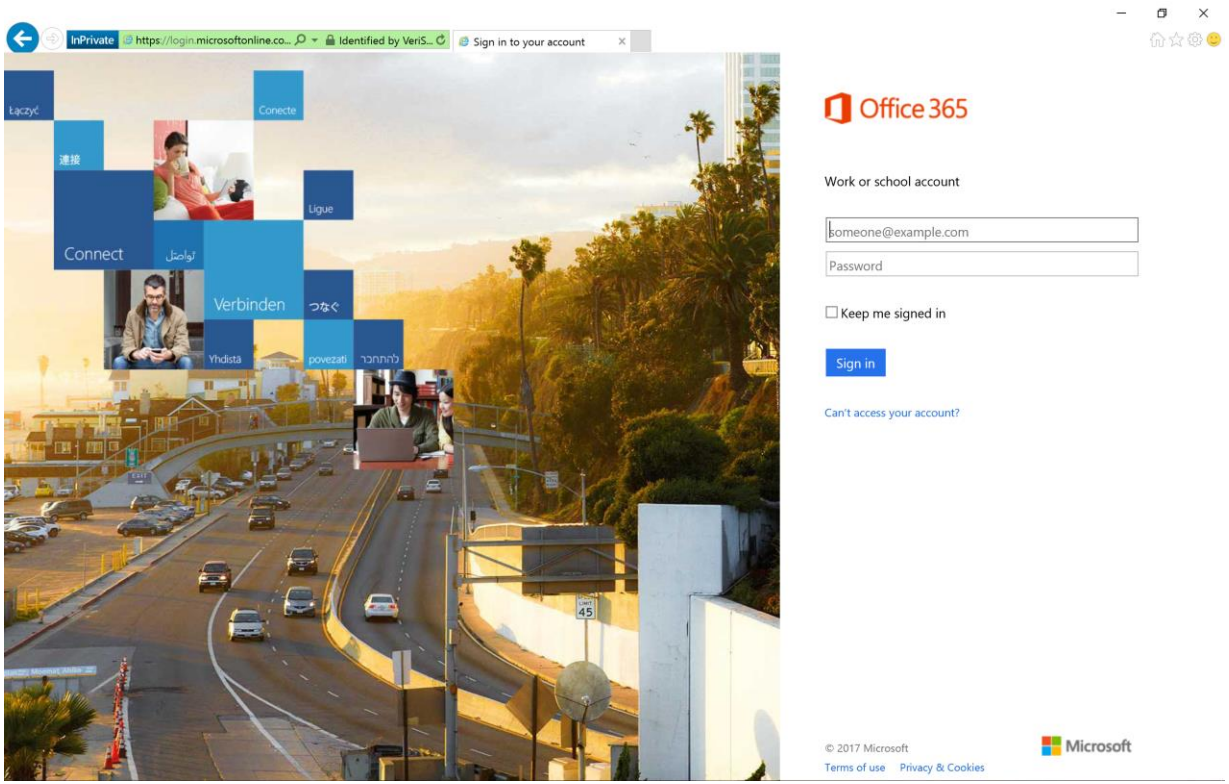
The Couse Outline

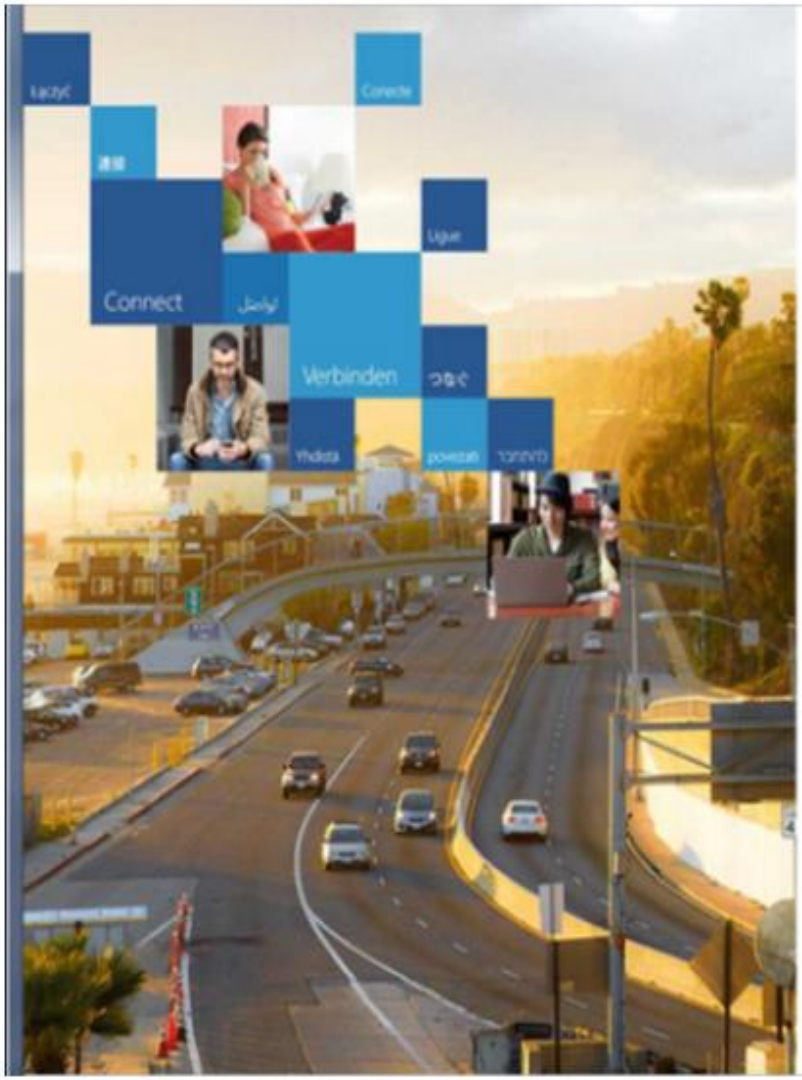
- Getting started
- E-mail (Mail) and Contacts (People)
  - Basic Settings
  - Sending Email
  - Contact Lists
- OneDrive
  - Storing and Sharing Files
- Phone and tablet usage
- Resources and supports

Getting Started

Getting Started – Logging On – mail.gaa.ie

http://mail.gaa.ie (NO www.)





Office 365

Sign in with your organizational account

someone@example.com

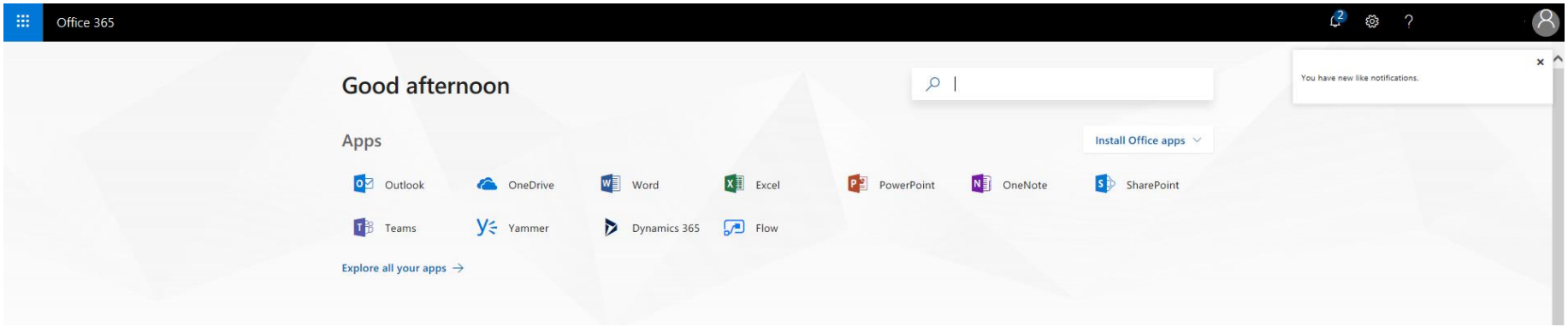
Password

Keep me signed in

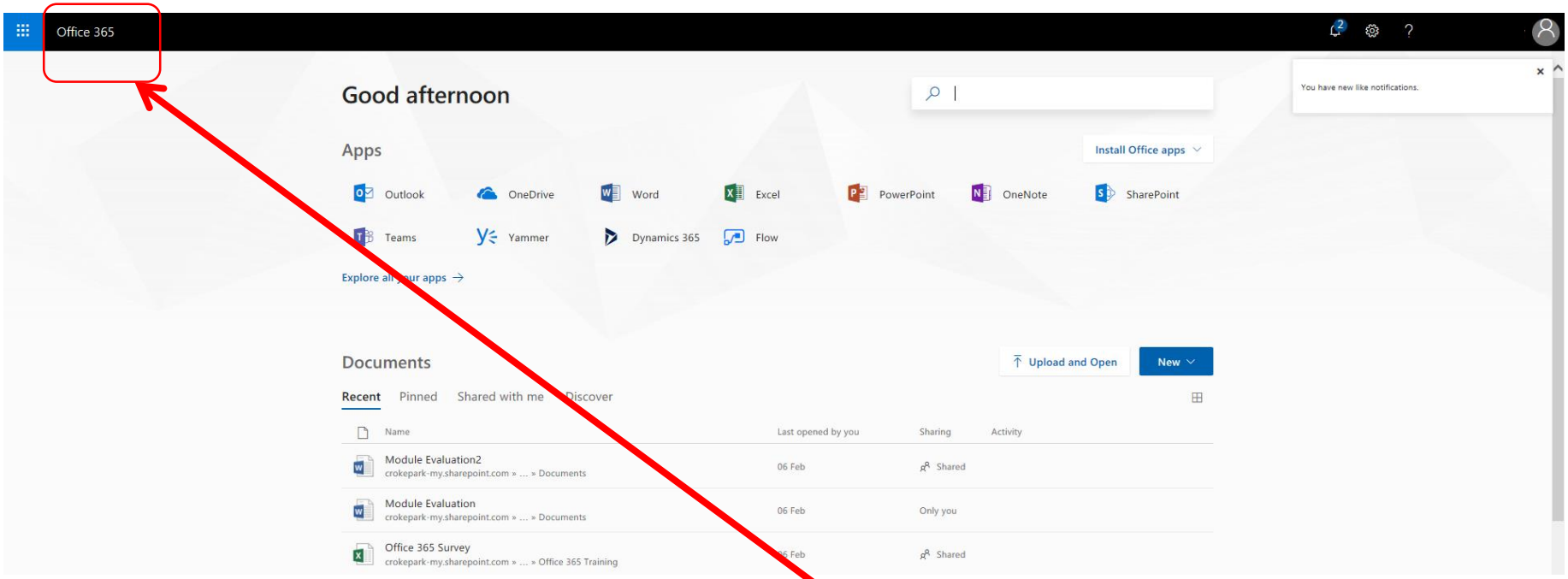
Sign in

Can't access your account?

Getting Started – Logging On



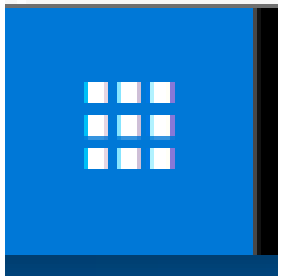
Office 365 Menu Screen

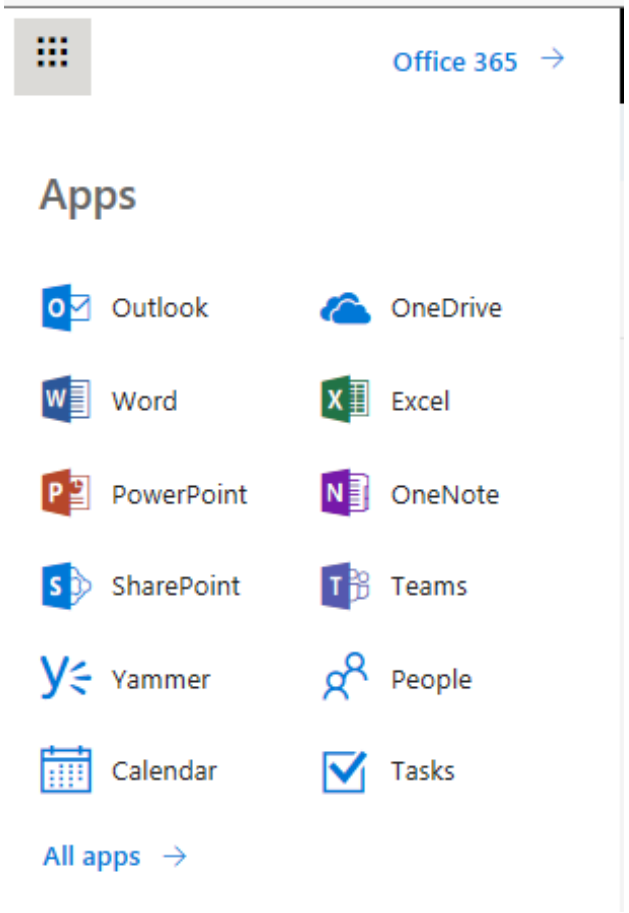


This Screen can be displayed at anytime by clicking

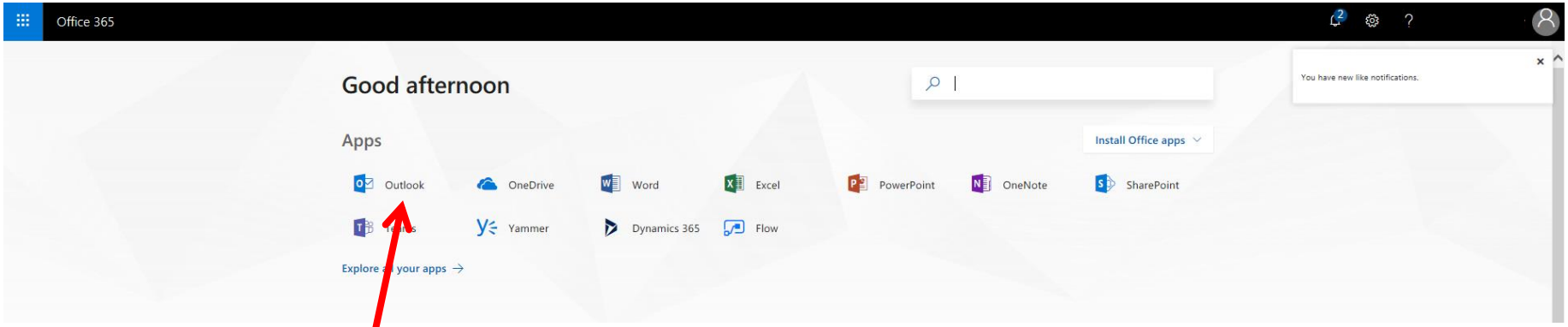
But it is **NOT** the recommended method to navigate between modules

Use the Icon on the Top Left Hand side of the Menu Bar to navigate between Modules (fewer windows open)

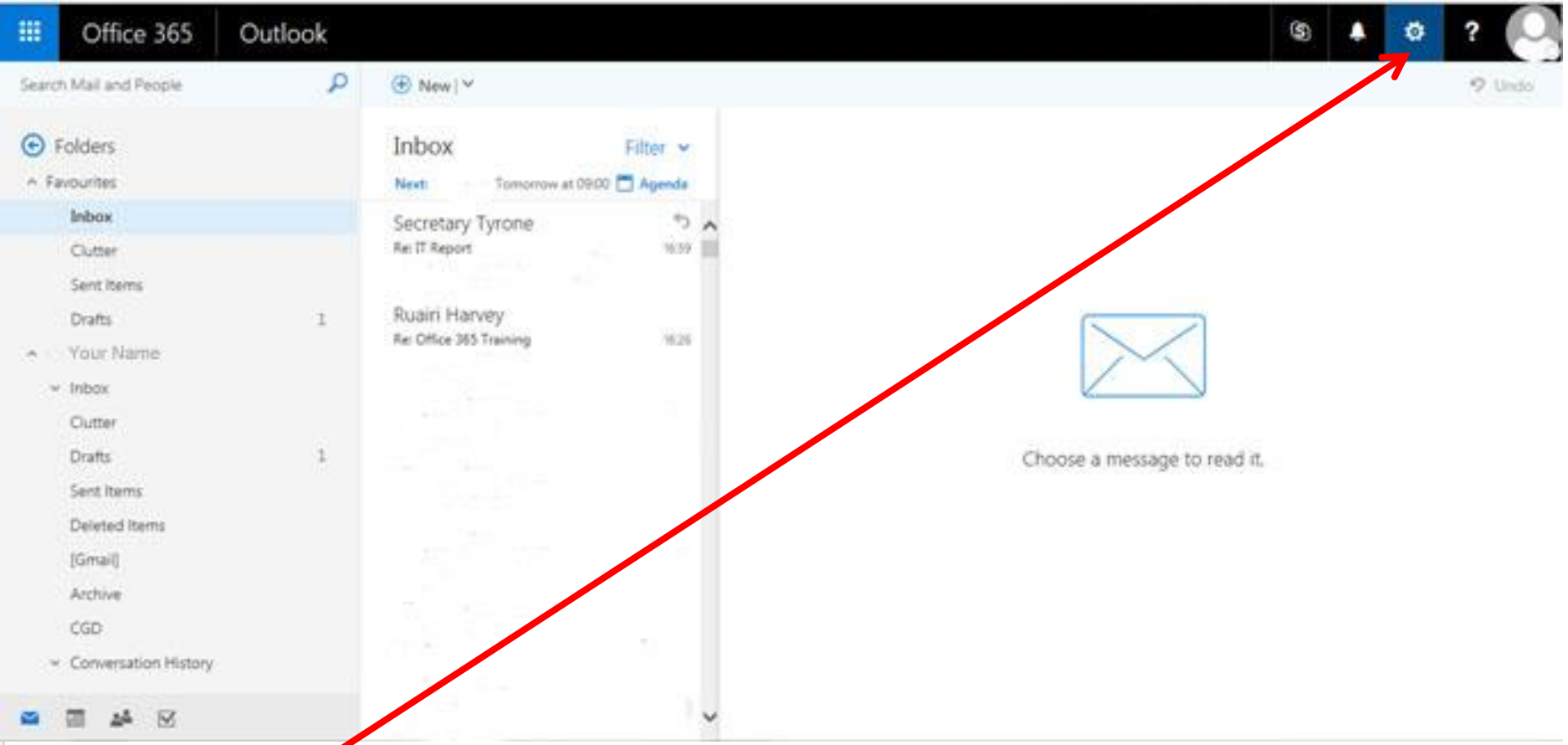




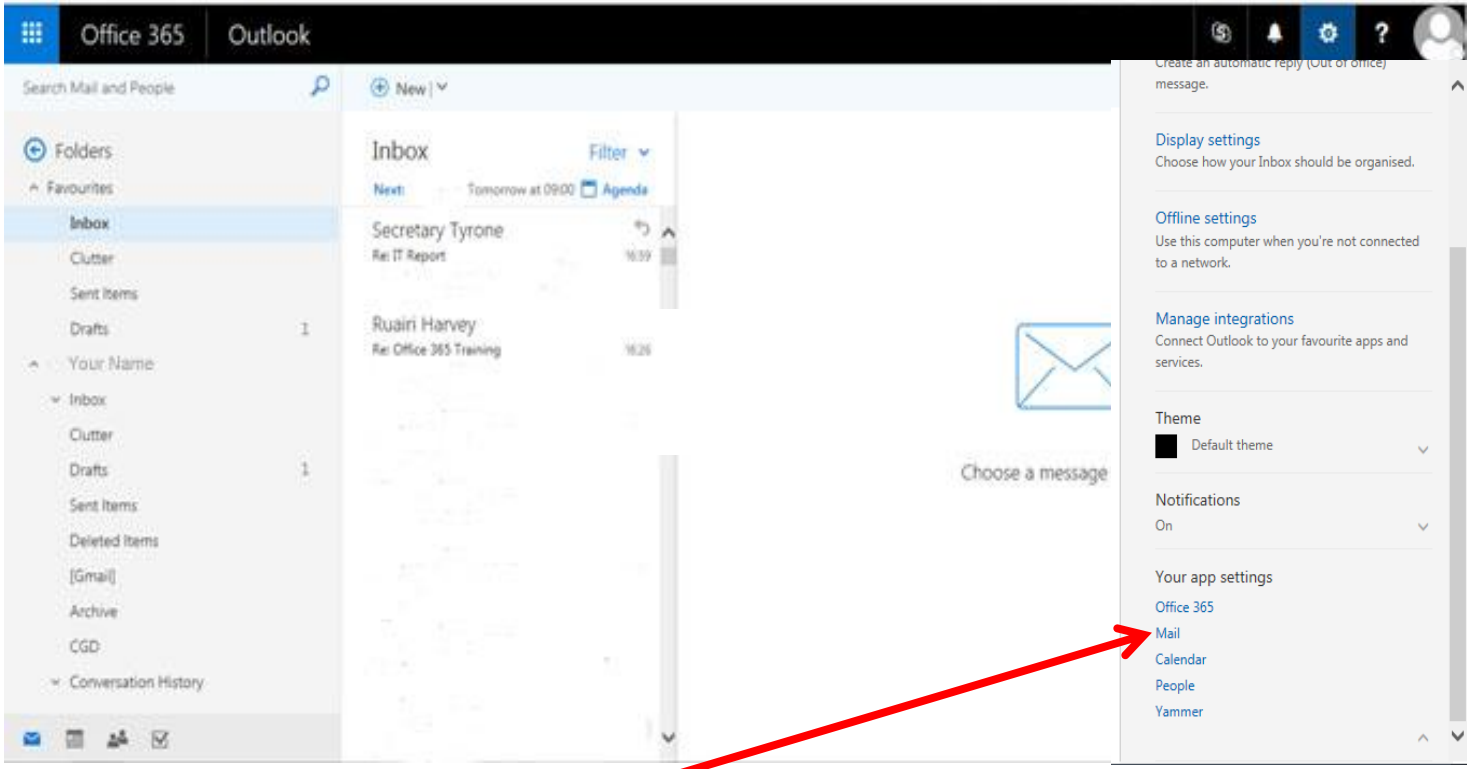
E-mail - Outlook



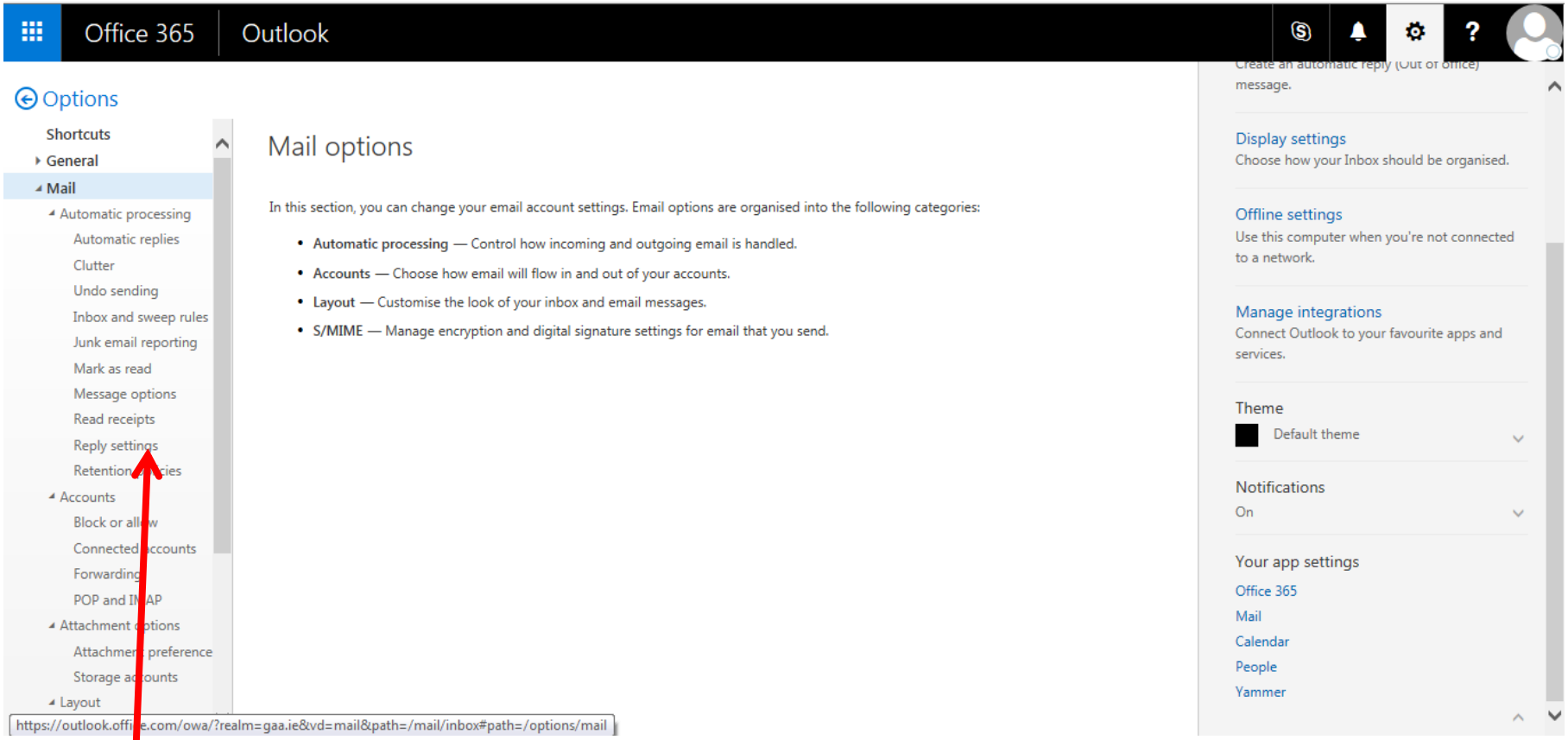
Click on Outlook



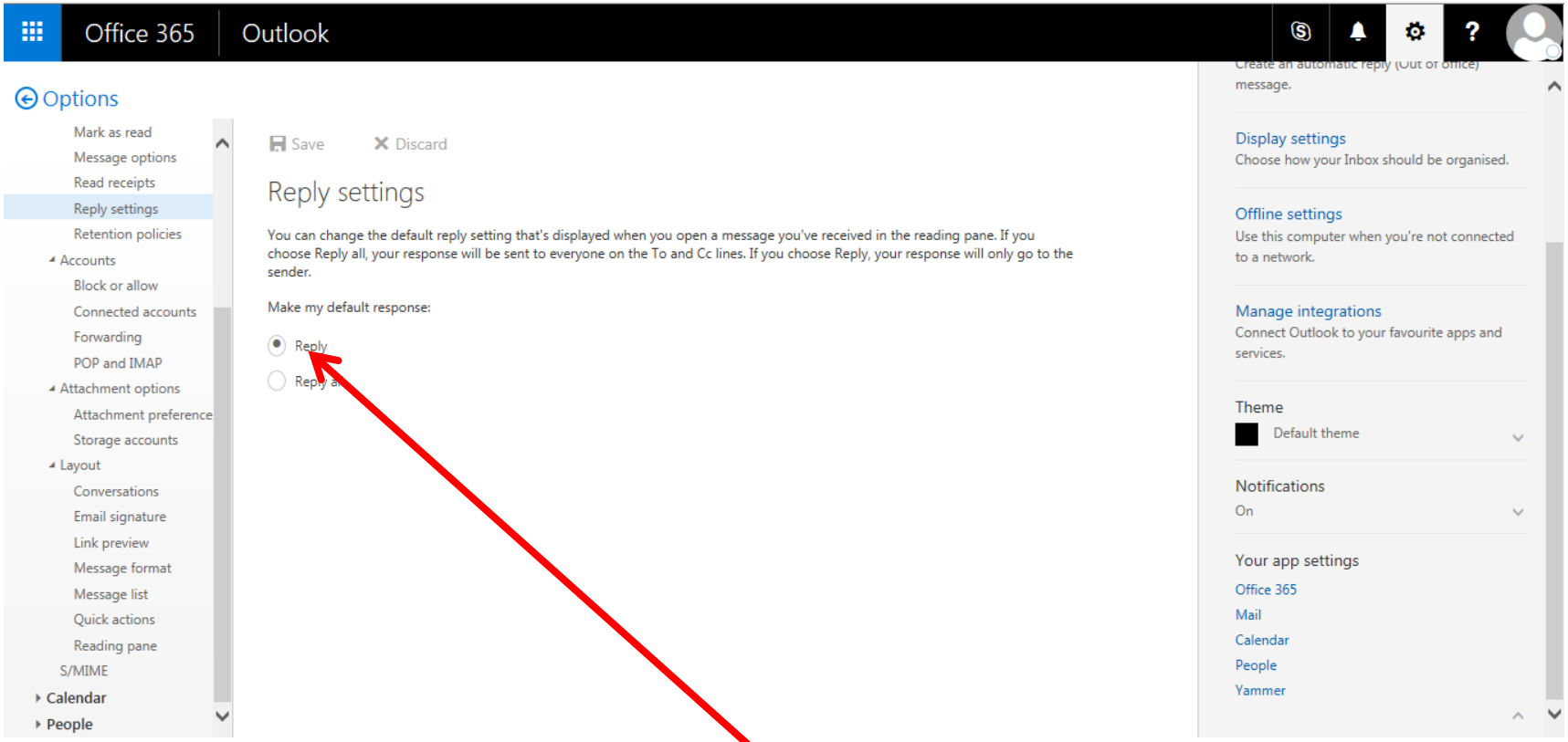
Click on Options Icon



Click on Mail

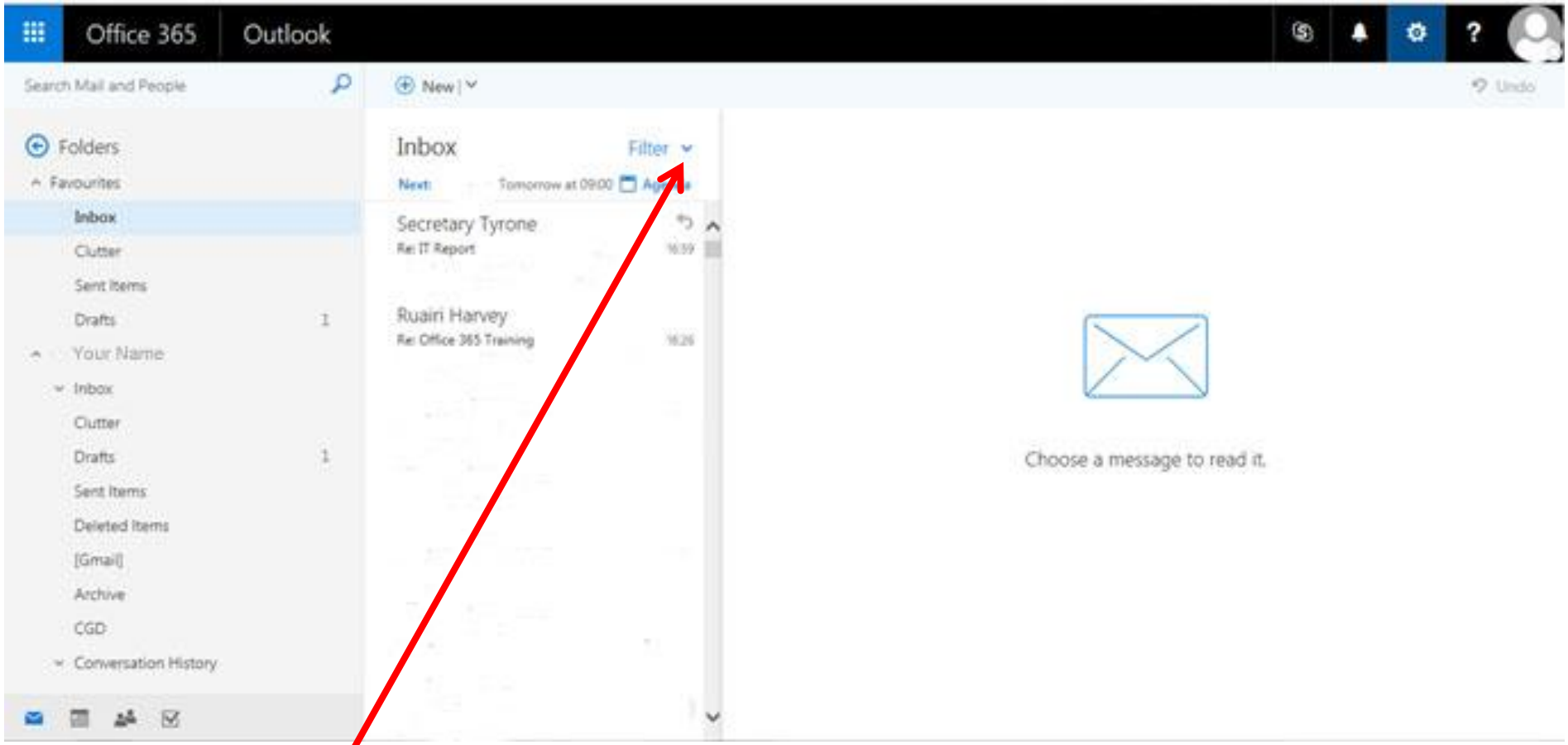


Click on Reply Settings



Click on Reply Button
Then Click Save

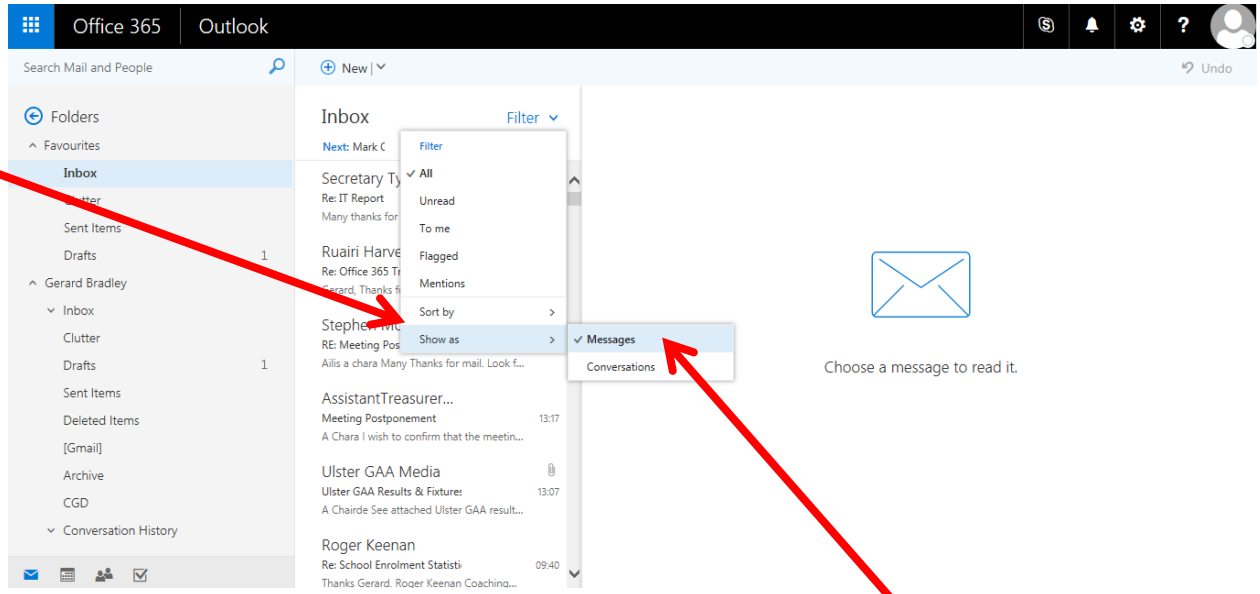
Changing Settings from Conversations to Messages



Click on Arrow at RHS of Filter

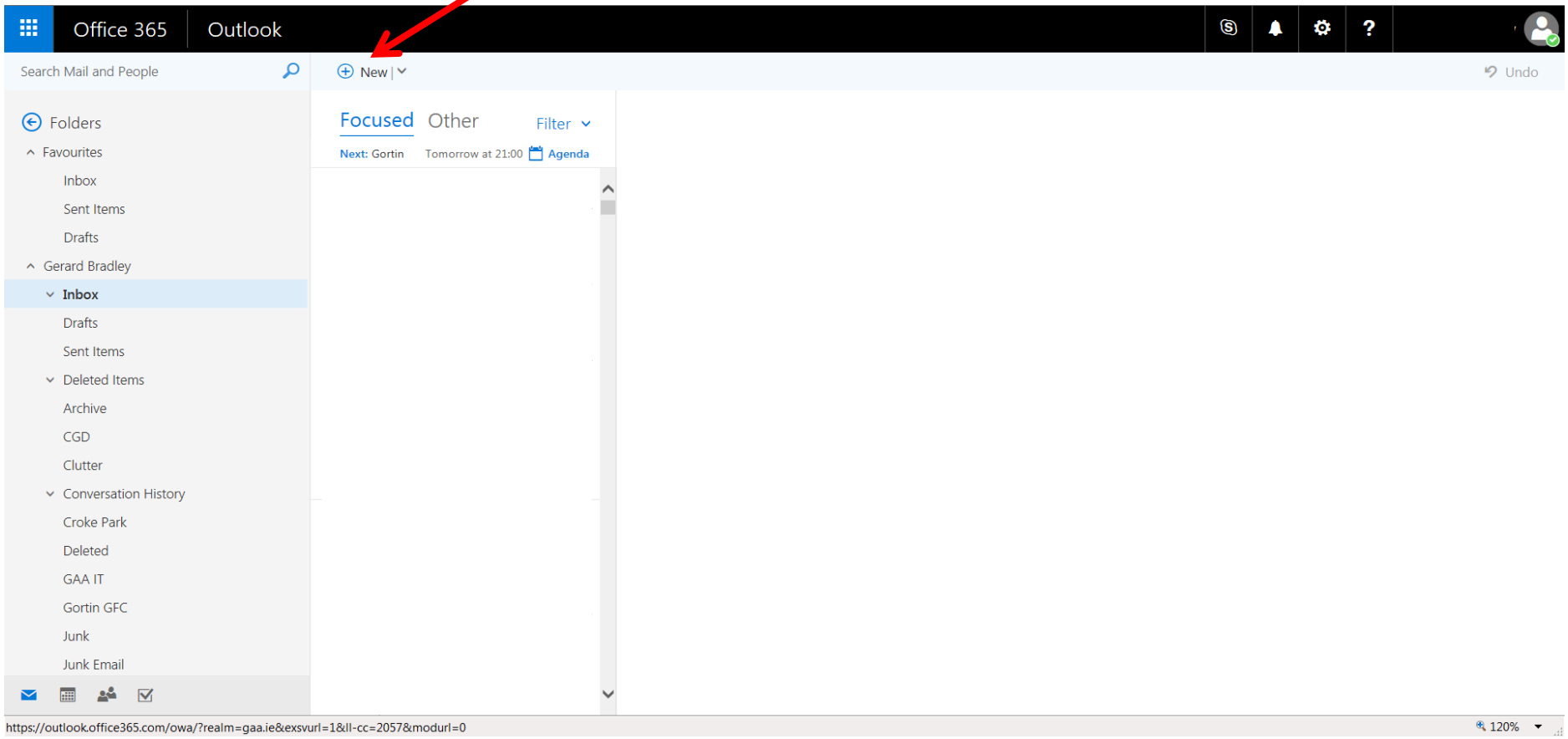
Filter Options will be displayed

Click Show as

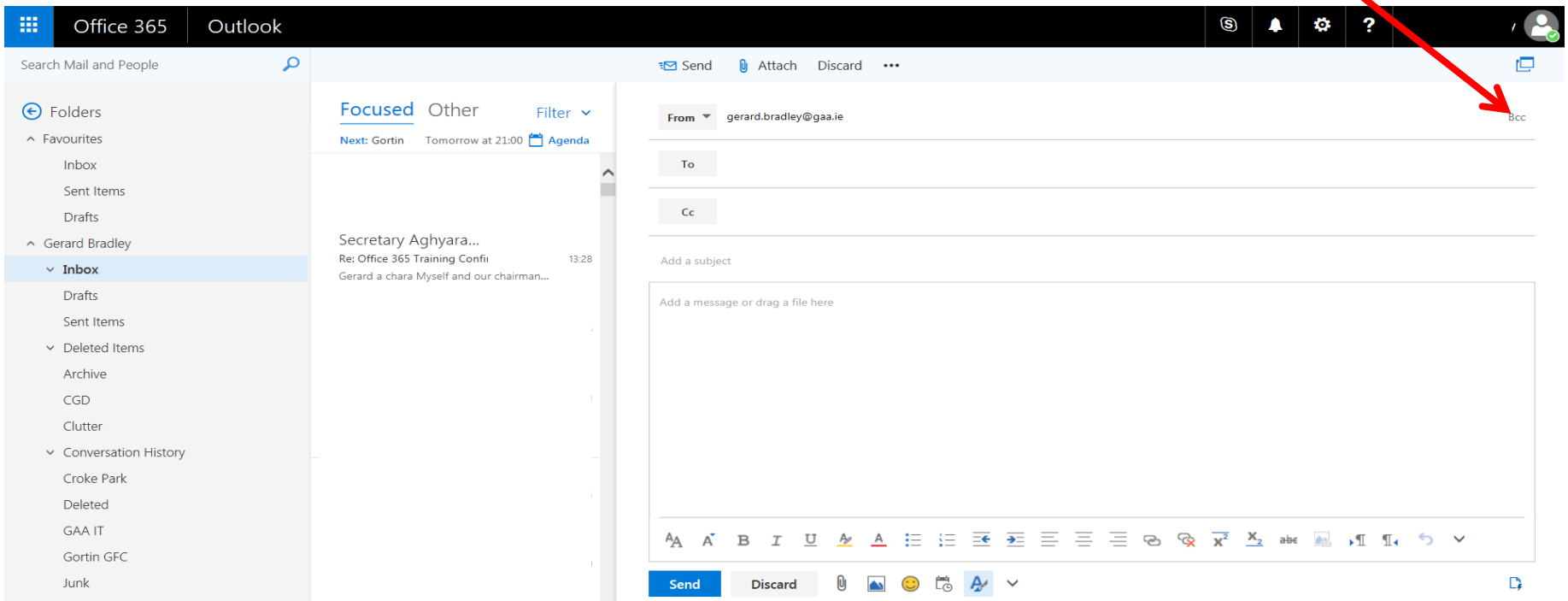


Select Messages

Click on New to Create an Email



- To: use for 1 or 2 email address(es)
- CC: (Carbon Copy): use for 1 or 2 email address(es)
- Using To or Cc will display all the email addresses
- BC: (Blank Copy) only shows individual email address
- **For multiple email addresses best practice use Bcc**
- Always give an email a “Subject” - Title

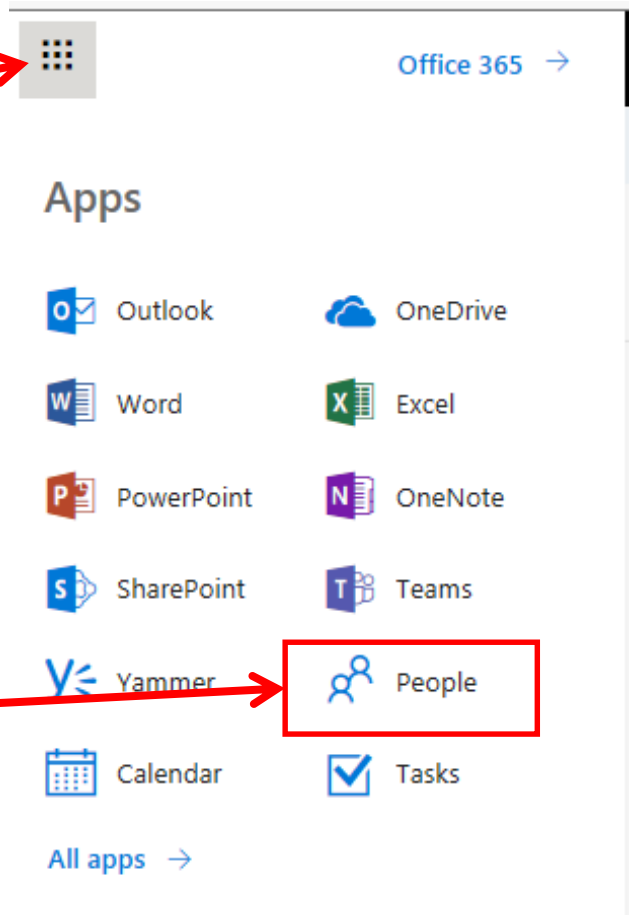


People – Contact Lists

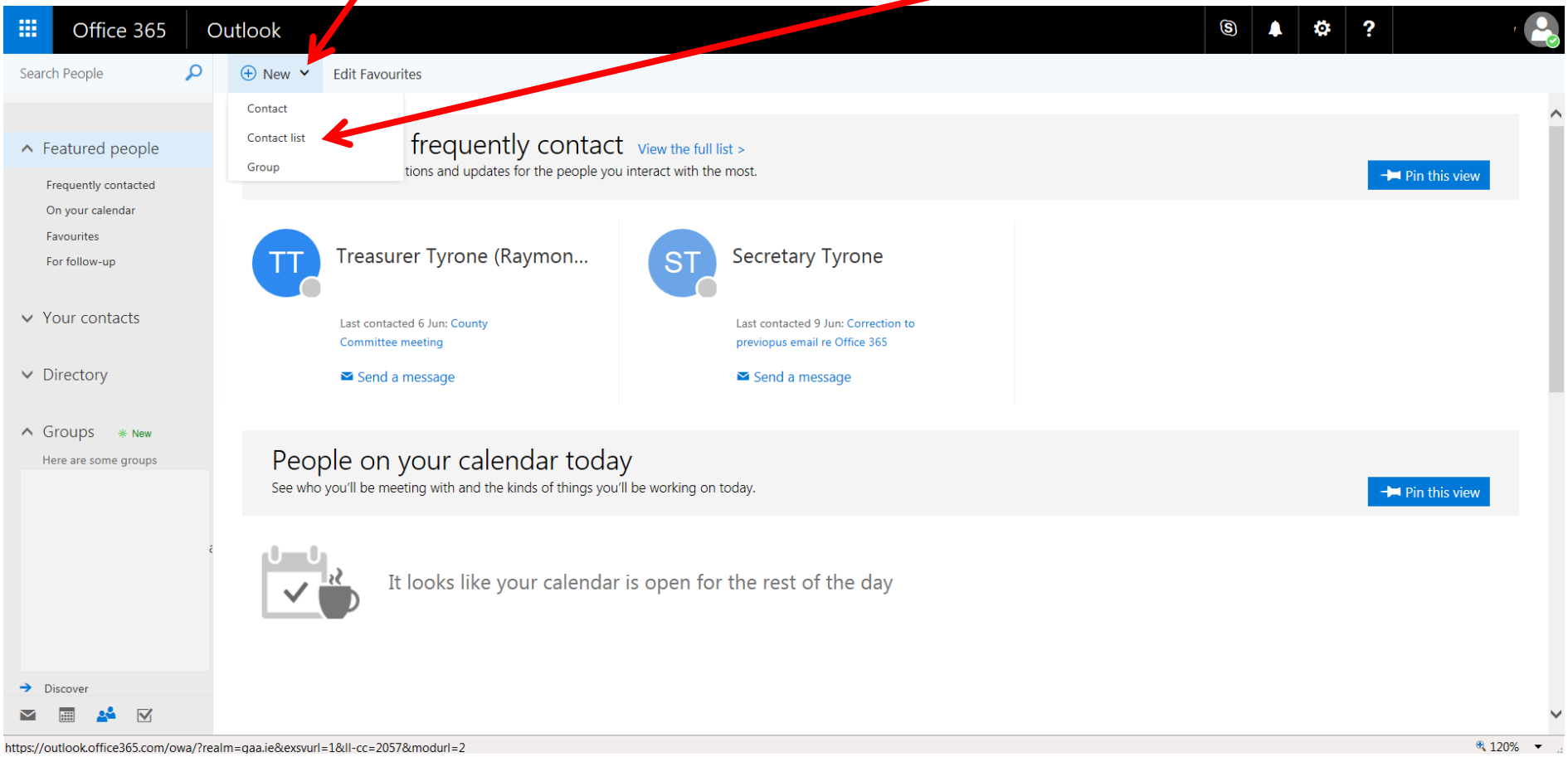
The **People** App

Click on Navigation

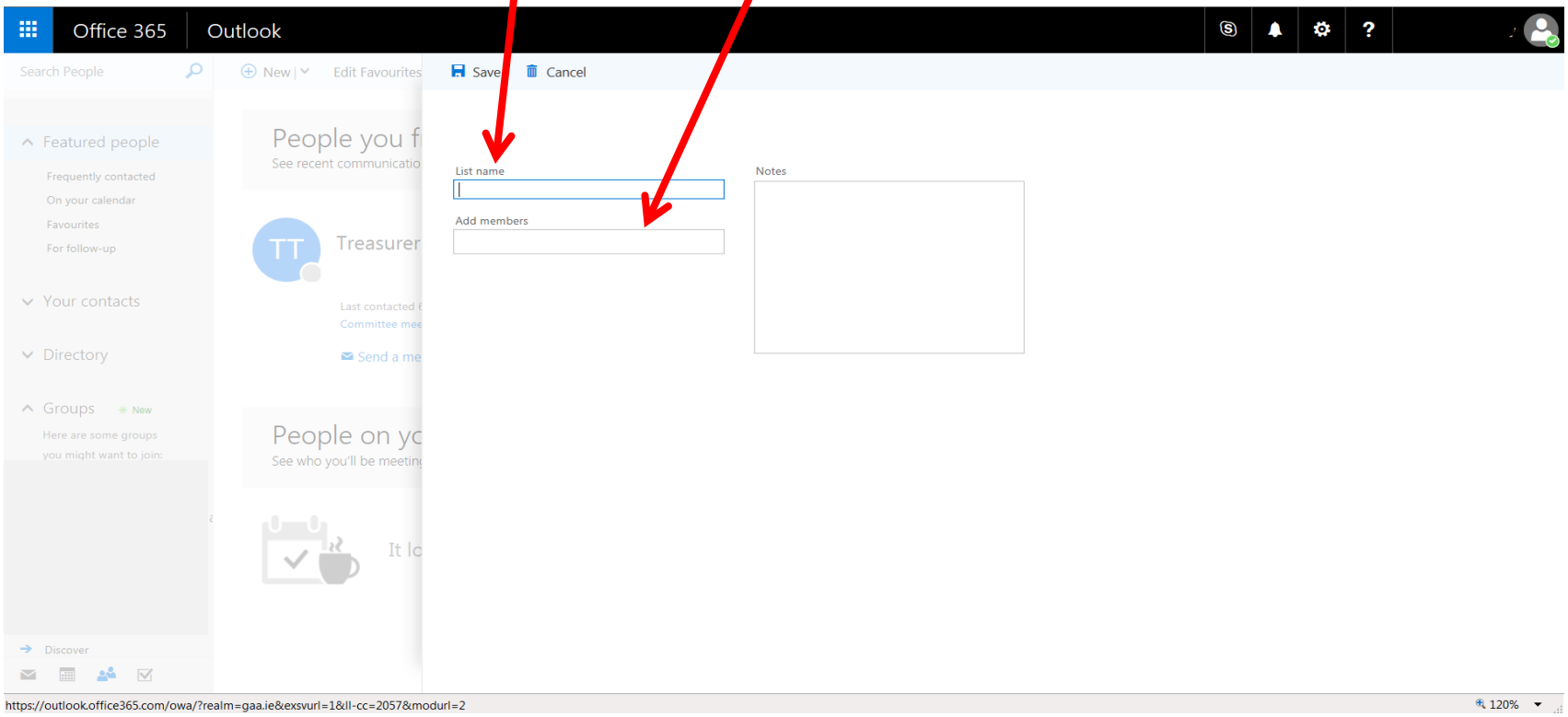
Click on People



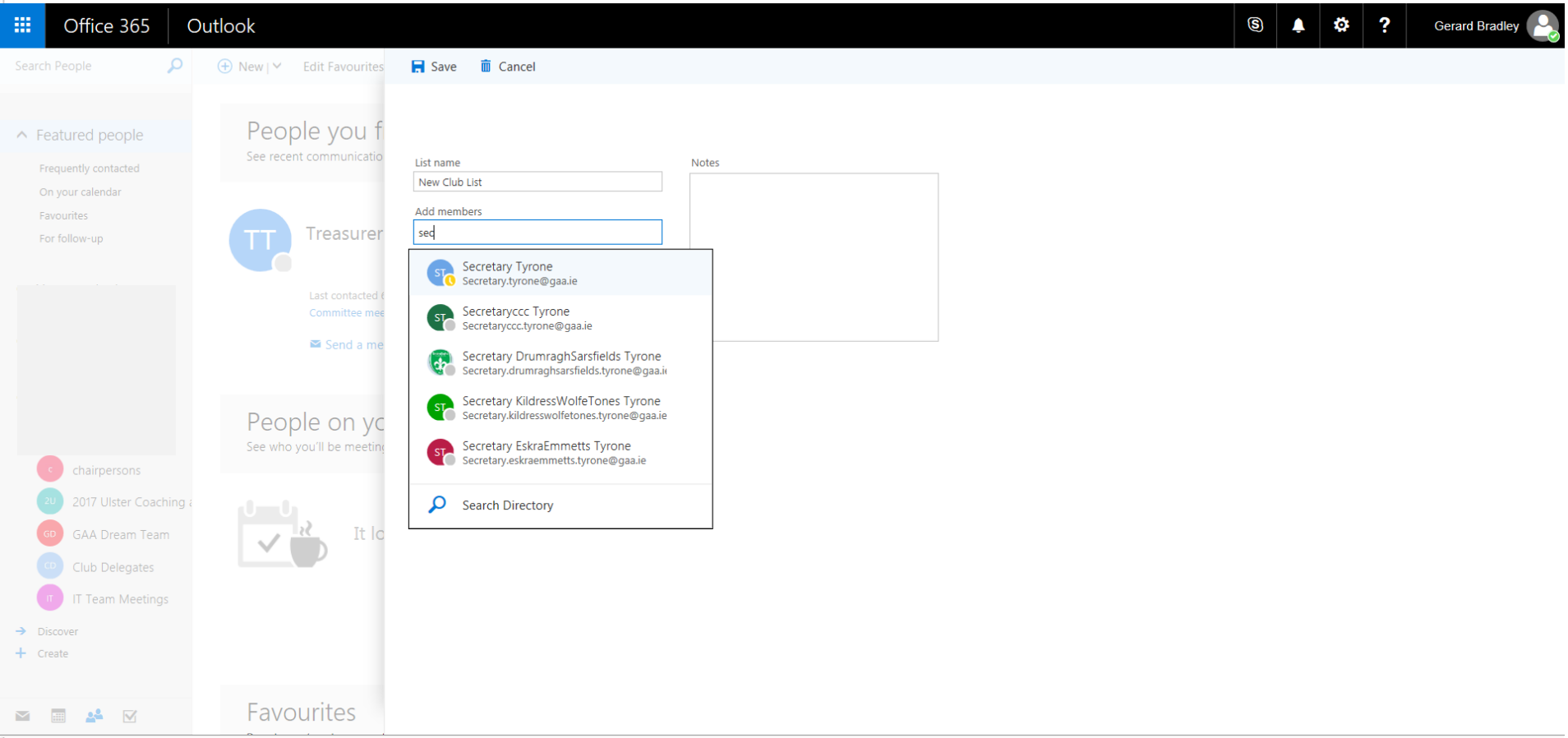
Click on **New** and then Click **Contact List**



- Type in **List name** for the Contact List
- Type email address in **Add Members**
  - The system will suggest email addresses already in contact



- Type email address in **Add Members**
  - The system will suggest email addresses already in Your Contacts
- Click on **Save**



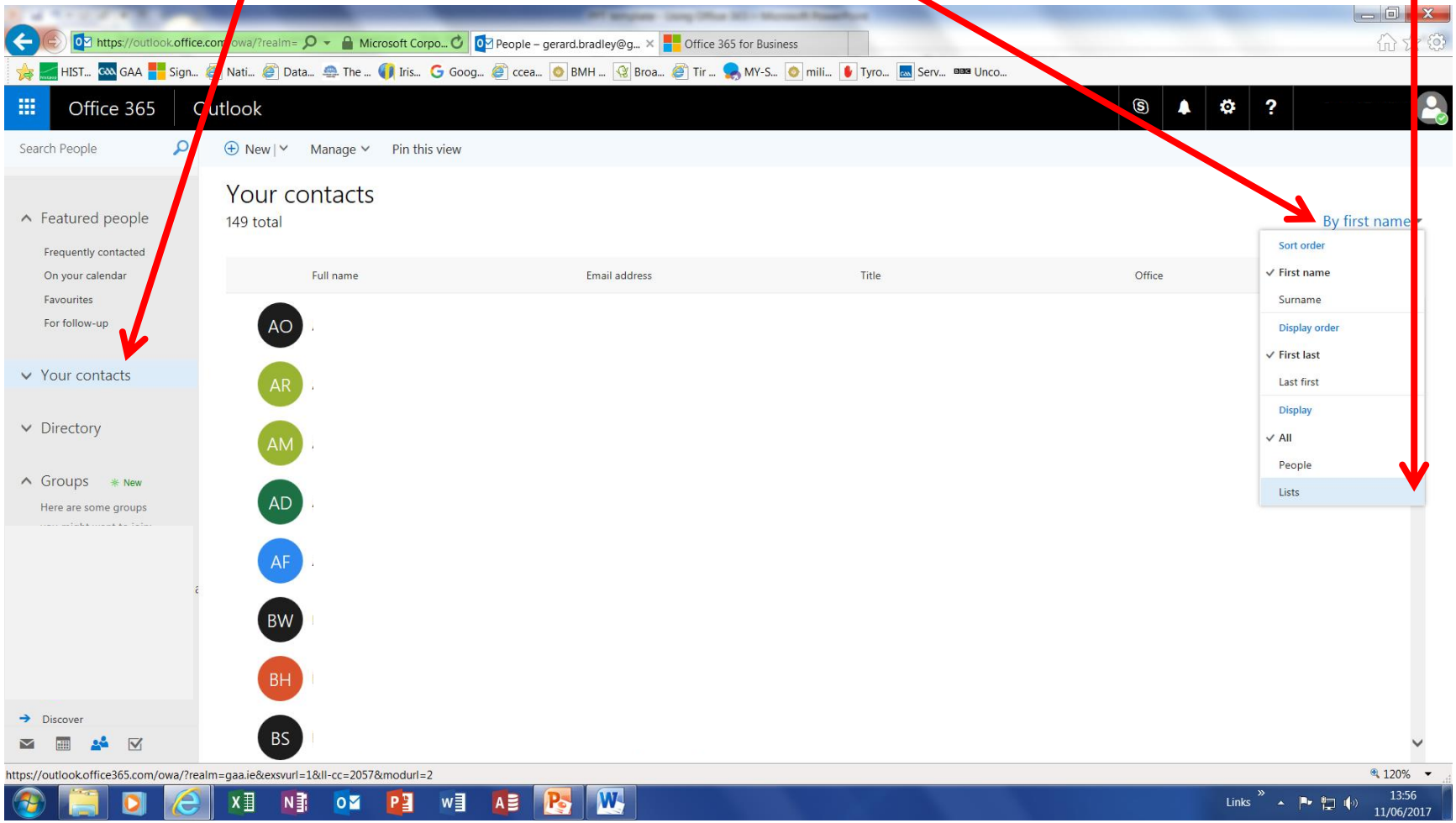
Adding a number of Email Addresses to a Contact List

- You can add each email address to a contact list individually but it could be a slow process
- Alternative, once the Contact List has been created a large number of email addresses in Your Contact can be added in a single process

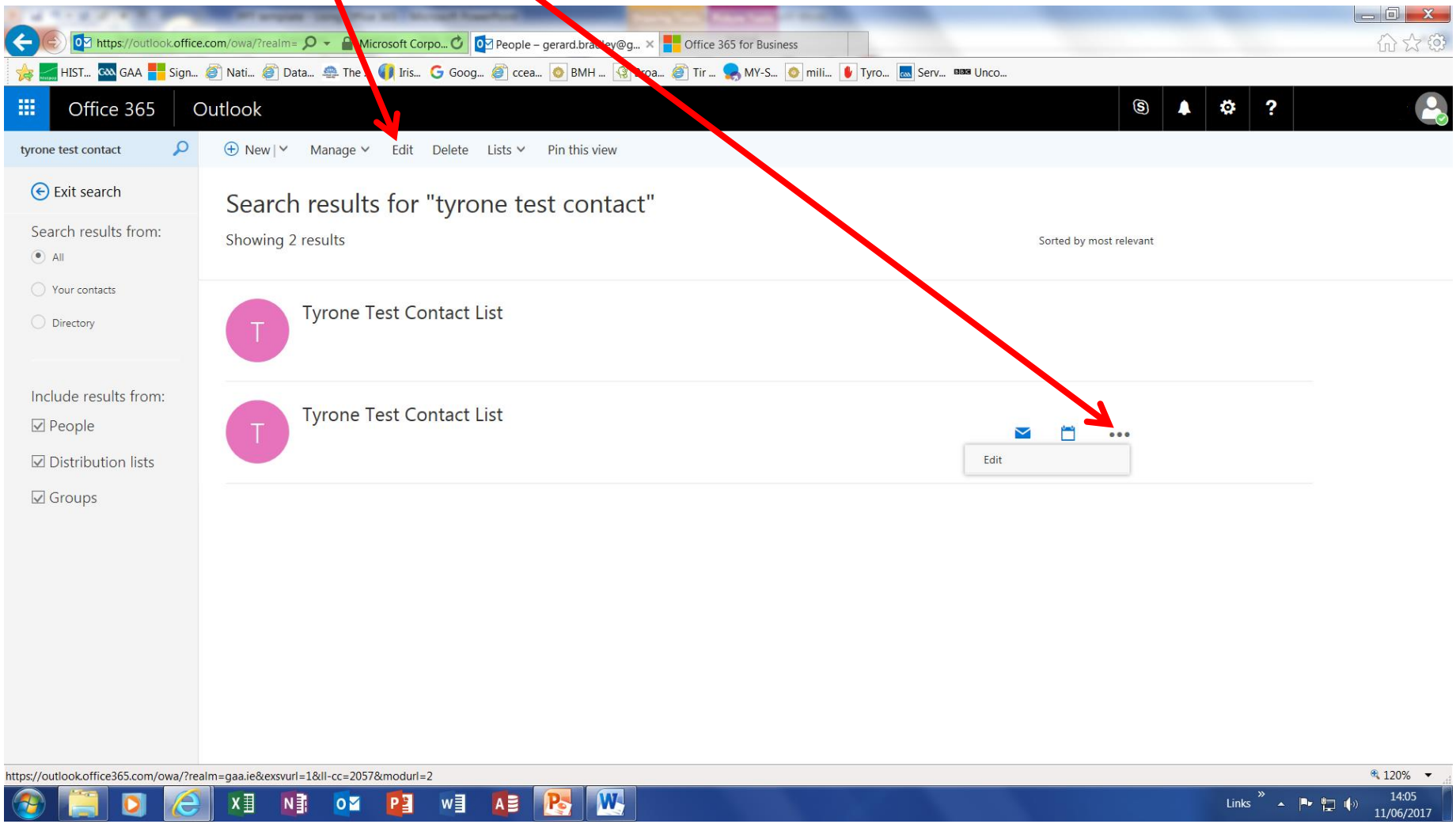
1.Click on **Your Contacts**

2. Click on **By First name**

3.***Click*** **Lists**

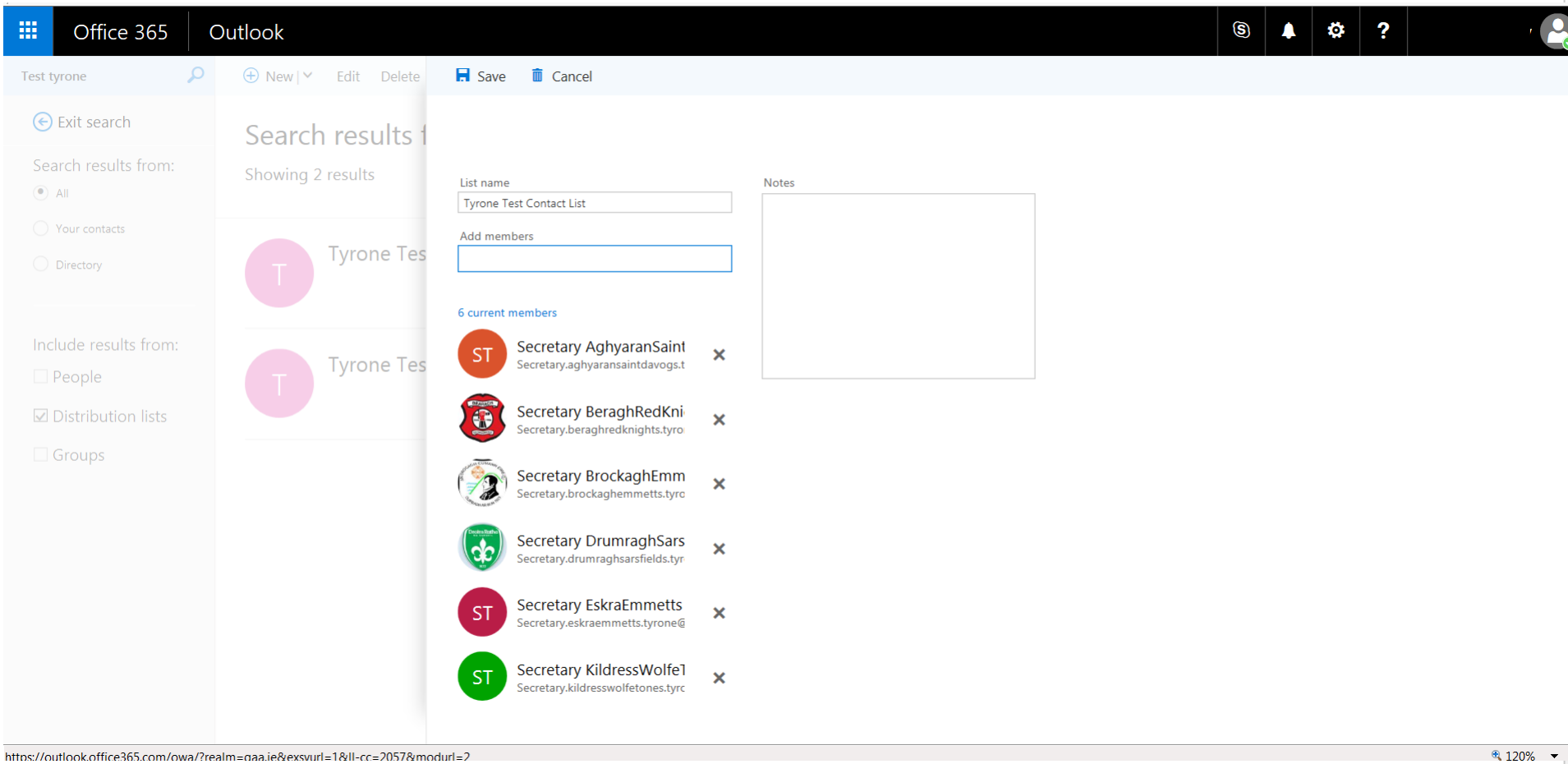


Contact List will be displayed
Click on Edit or …

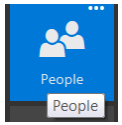


Search for the **Contact List**

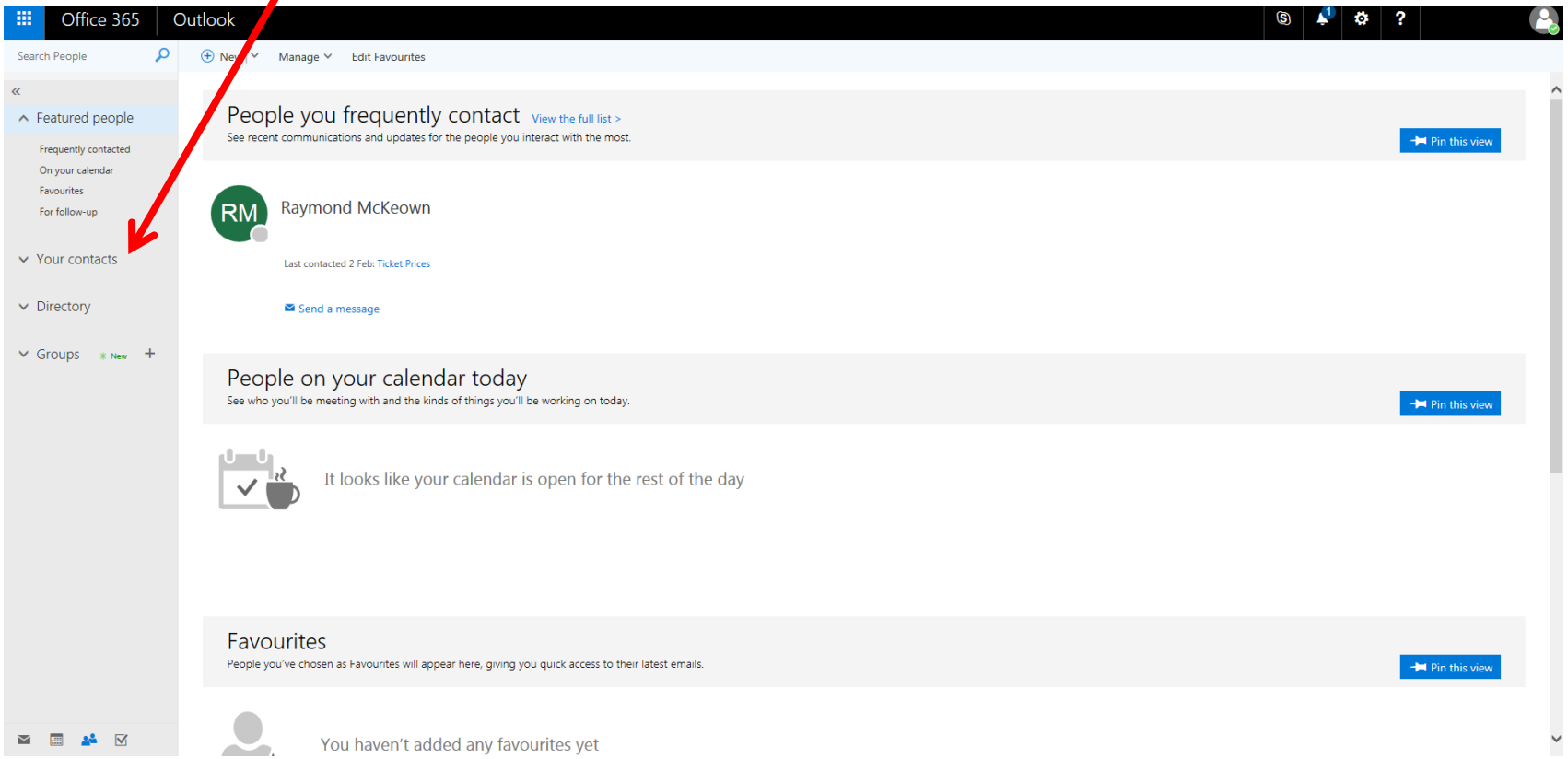
Click on **Edit –** existing members will be displayed



To add a number of contacts to a List

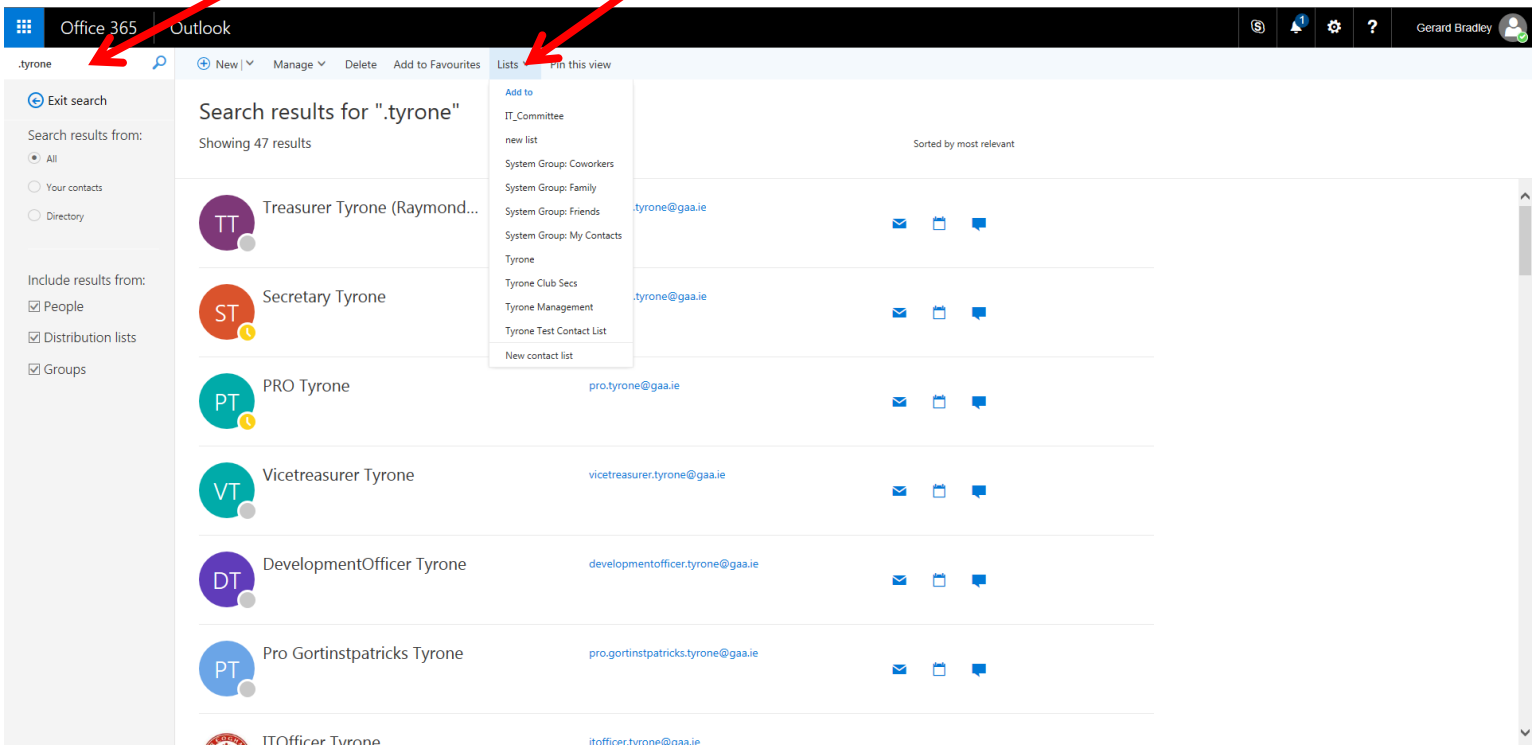
- This method will allow you to add a large number of your existing contacts to a Contact List that has already been created
- Click on Navigation Icon
- Click on People 

Click on Your Contacts



You can search for contacts with something in common e.g. “.tyrone”

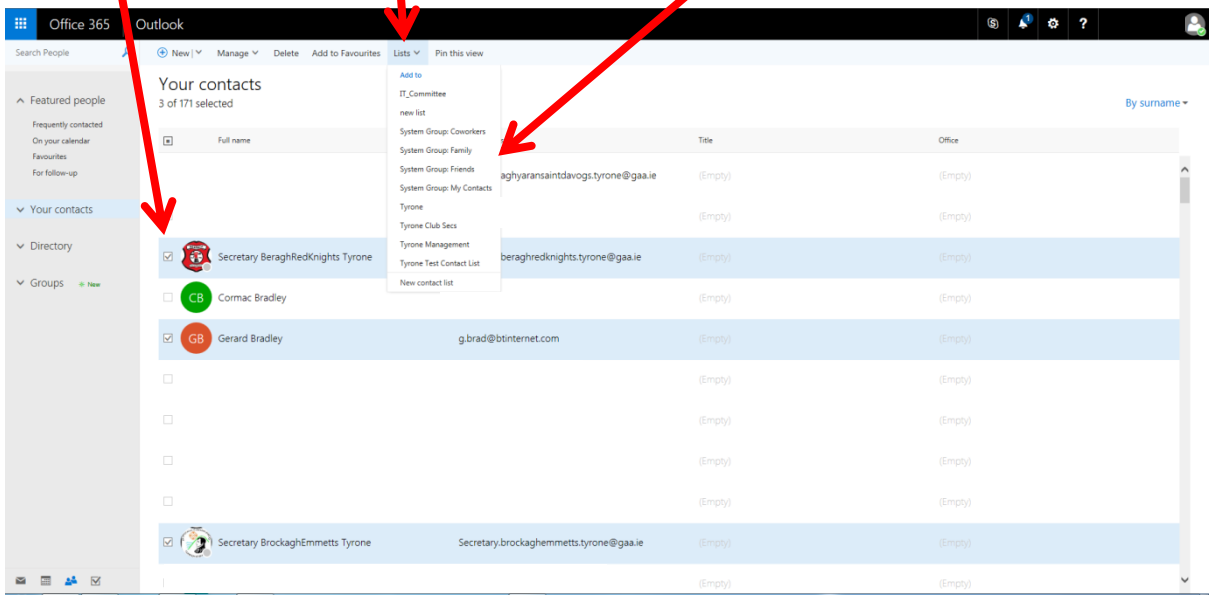
Click on Lists and select the list to which you want to all these contacts



Tick the small box on the LHS of each contact required

Click on Lists

Select the List to add the selected contacts

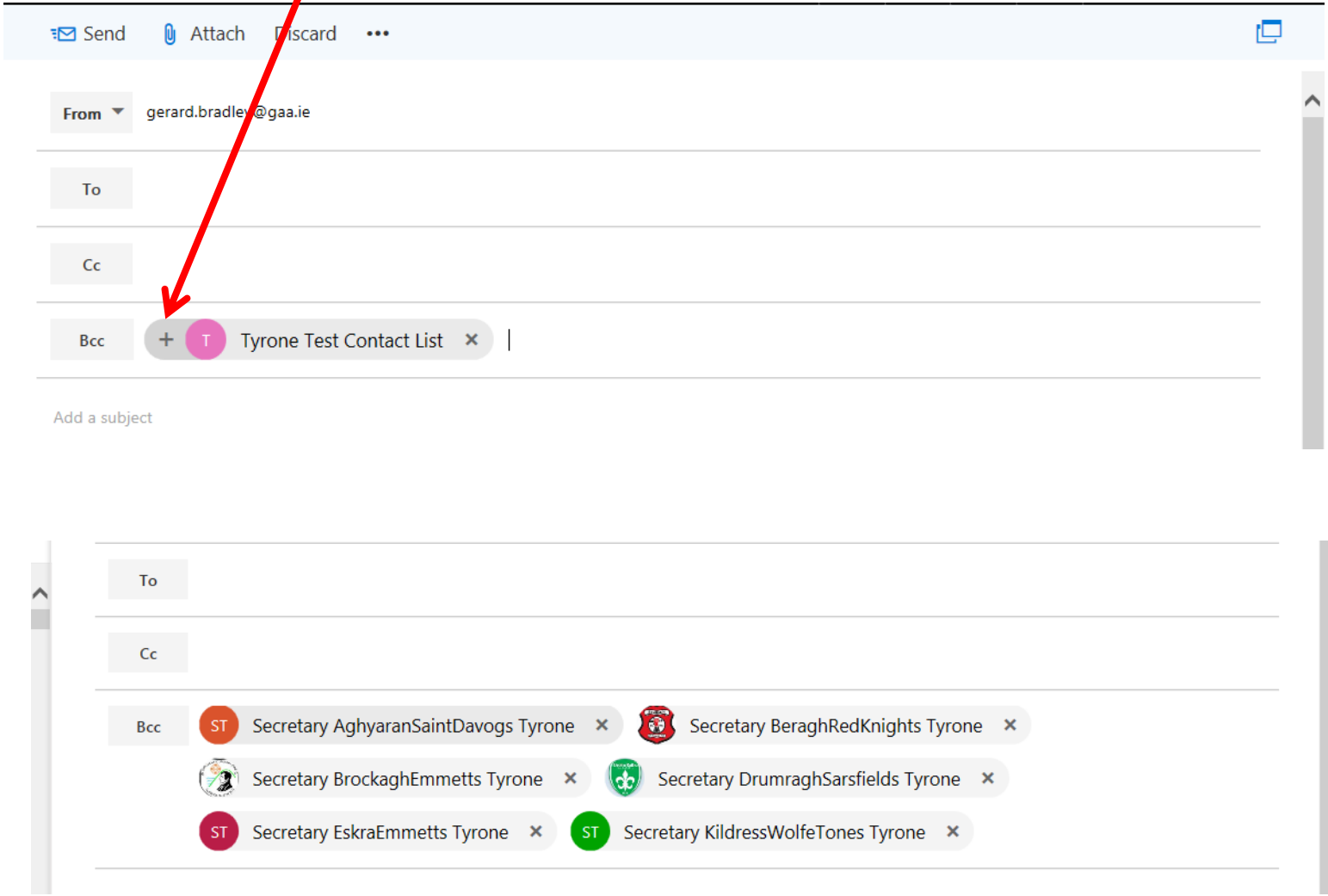


DO NOT Click on a Contact that has no email address – the Link Menu will disappear

Contact Lists

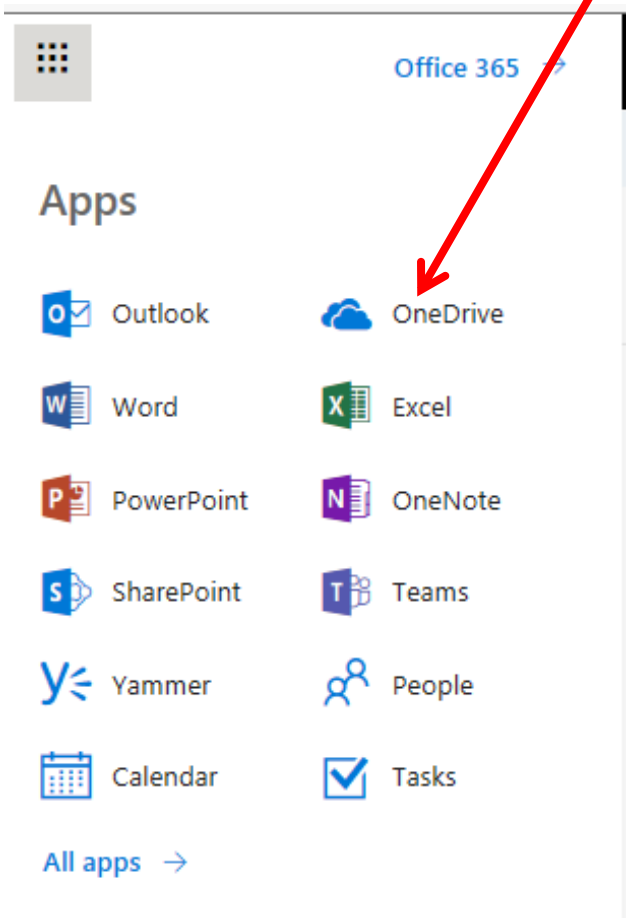
- After **Editing** always remember to **Save**
- The Contact list can be added to an email in the same way as an individual address
- After adding names from Contacts to an email **Click Save**
- **A Contact List can be expanded** and names removed or added for a particular email. This removes the name from the email but not the contact list
- Remove an email address from the email by clicking on the ‘X’

Click on the + on the LHS of the Contact List name

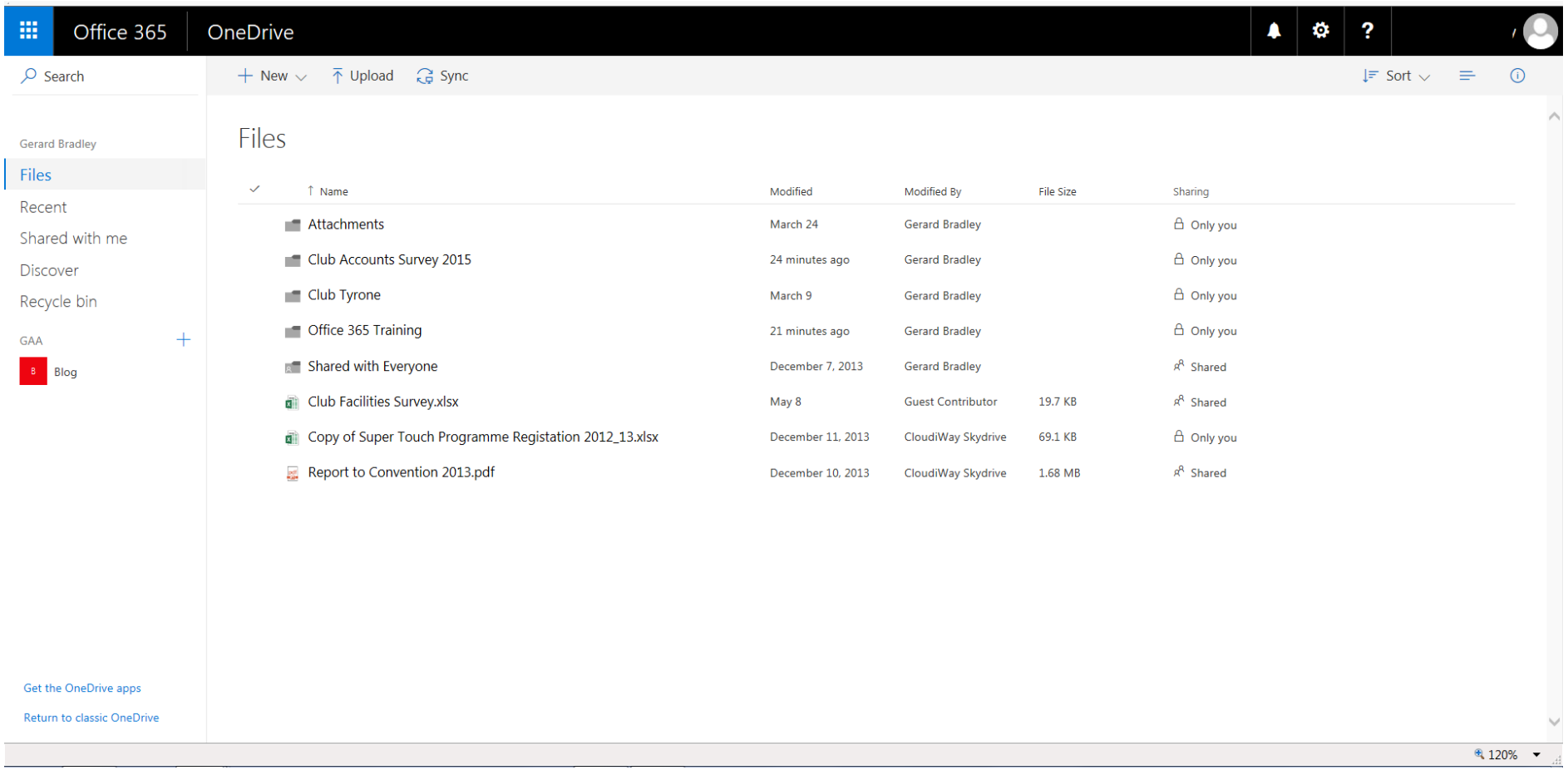


OneDrive

Click on OneDrive

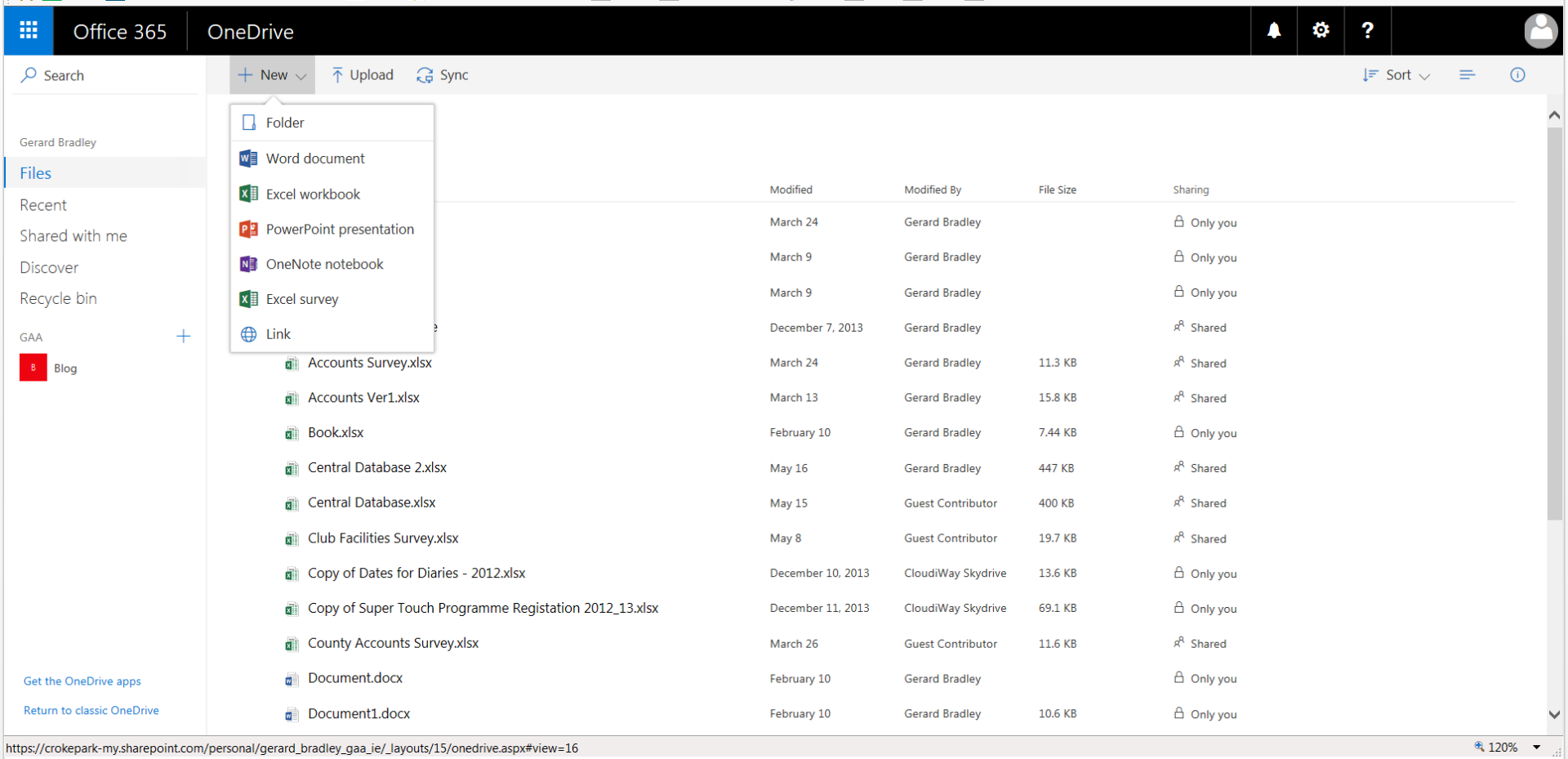


The OneDrive Directory is displayed
It looks like and functions in the same way as Windows Explorer



There are initially 3 Menu items on the Menu Bar:

New Upload Sync

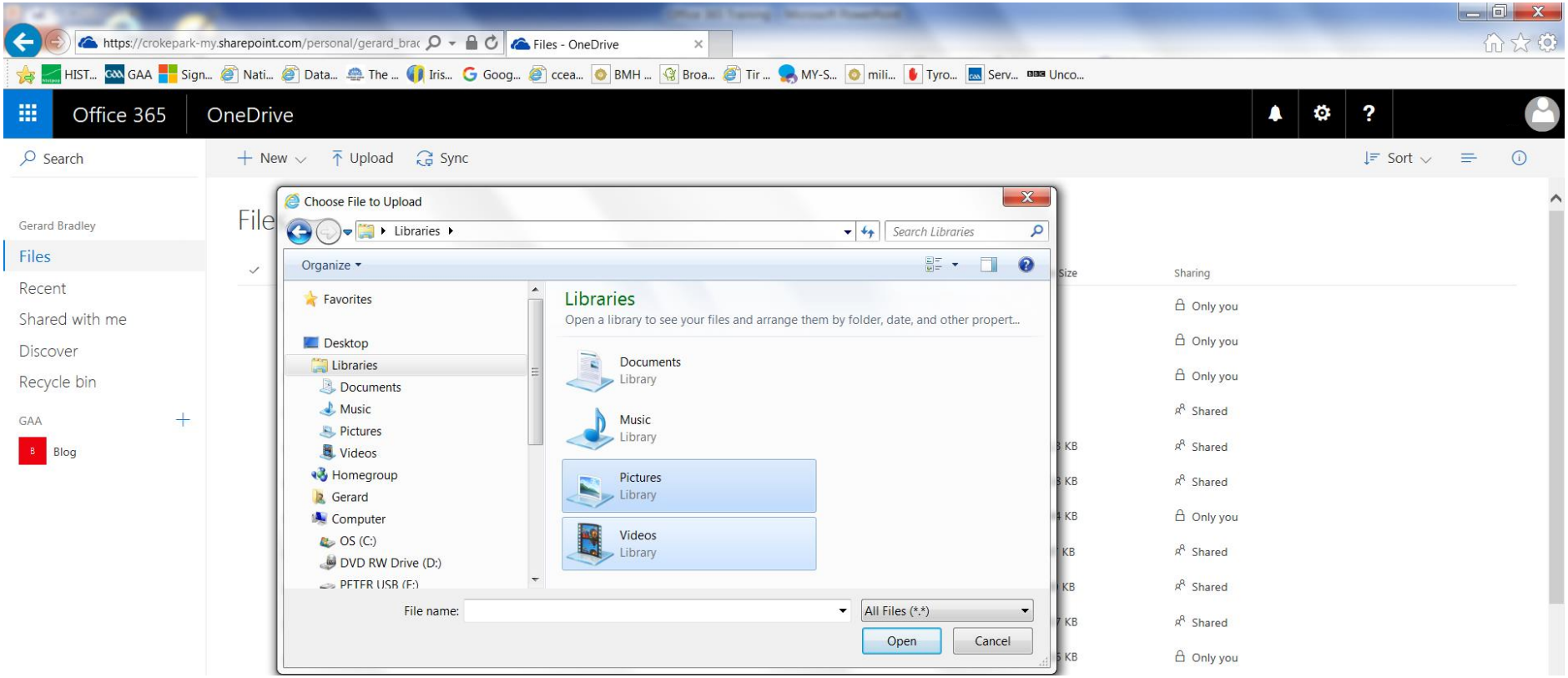


Upload

Files can be uploaded from a computer, memory stick or hard drive to OneDrive

Two methods:

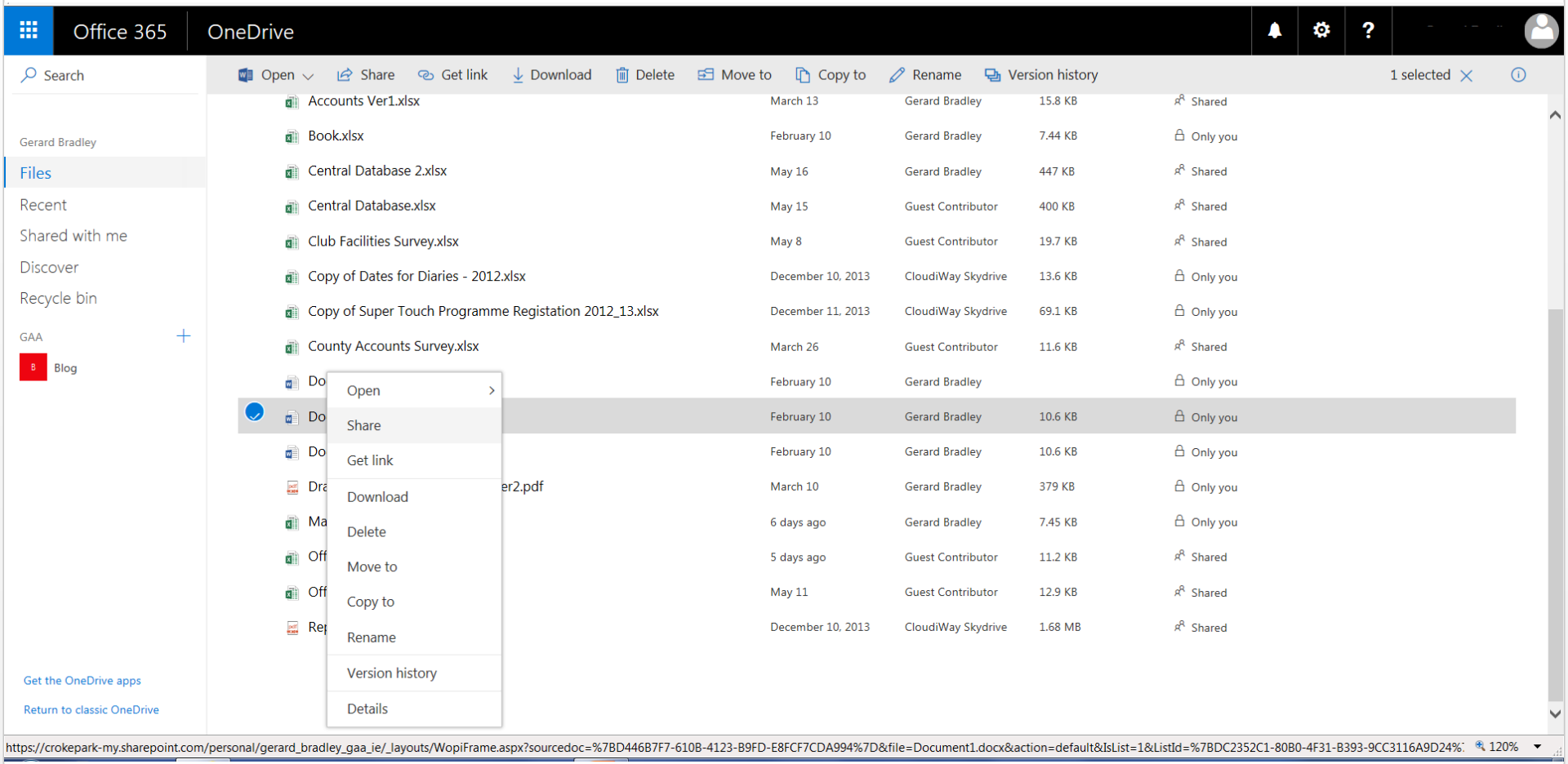
1. Click on Files
2. Drag and Drop



Sharing

- A single copy of the file is stored in OneDrive
  - The Cloud
- When you share a file
  - The other users can view and/or edit the file
- No need to add large attachments to emails
  - These are slow to Upload and Download
  - Large files attached to email rapidly Fill Inboxes
- The files are safe from hardware failures, broken USB Drives and Virus attack
- Even if you delete a file on OneDrive it can be restored within the next 30 days

Right Click on a file and a Drop Down menu is displayed
Similar to Windows Explorer menus
Share: allows you to share files with other people

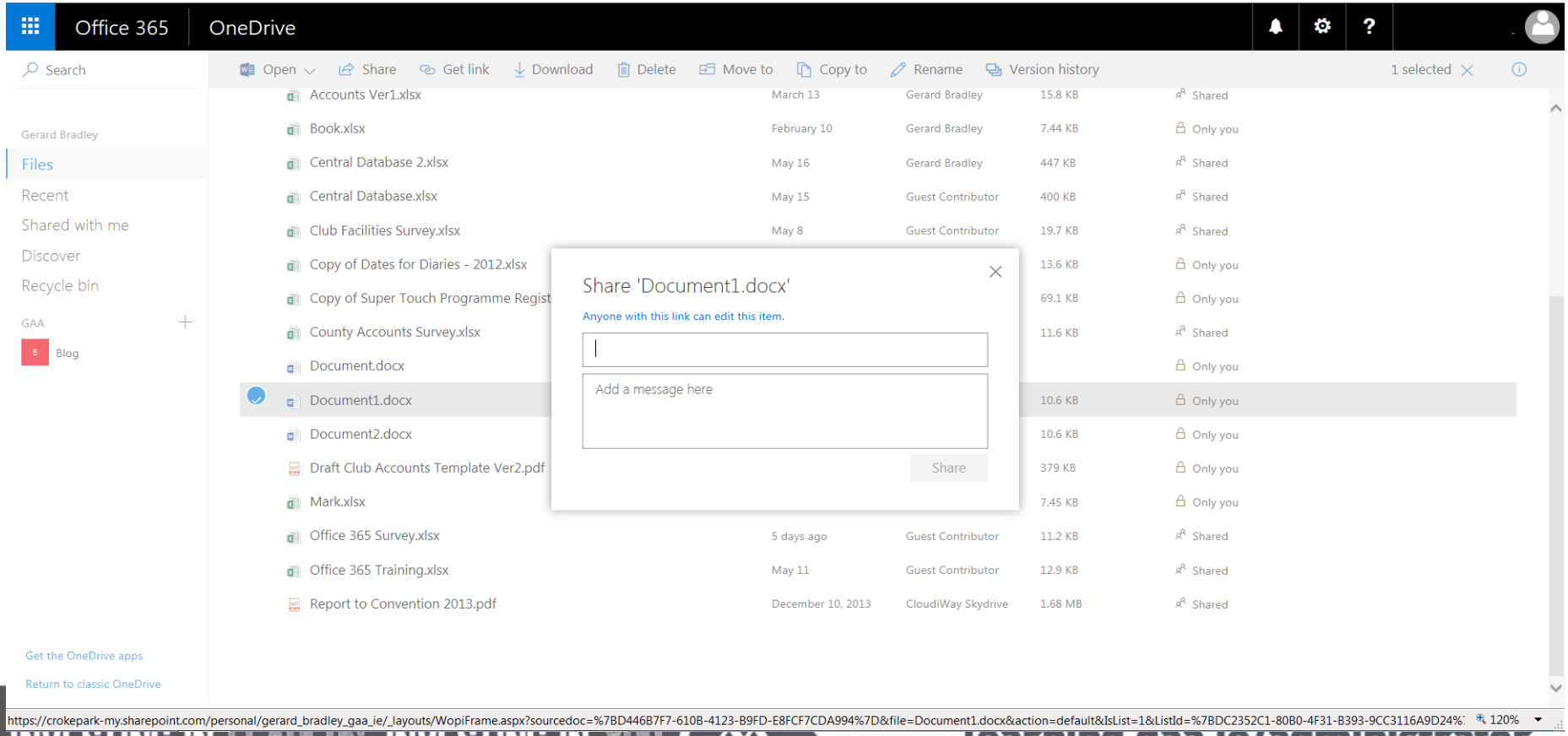


Click on Share

A Dialog box will be displayed

Enter the email address(es) of the people you want to share the document

A message can also be entered, an email will be sent informing the other that a share has been made

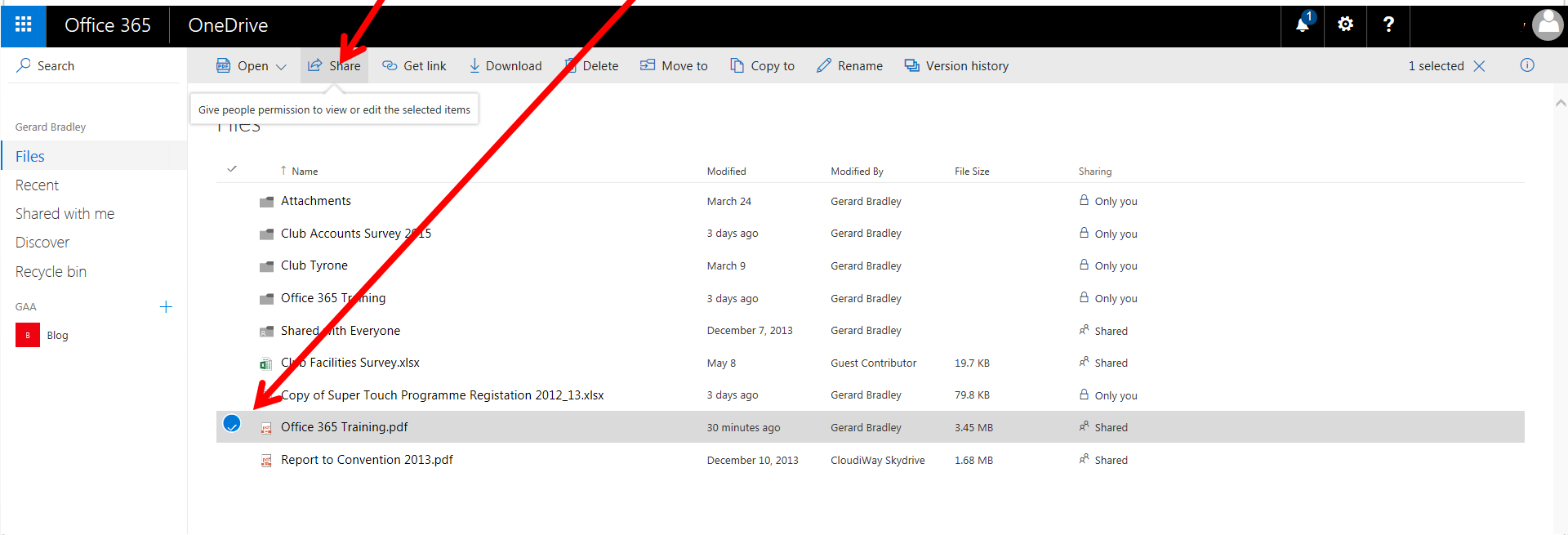


View Only or Edit

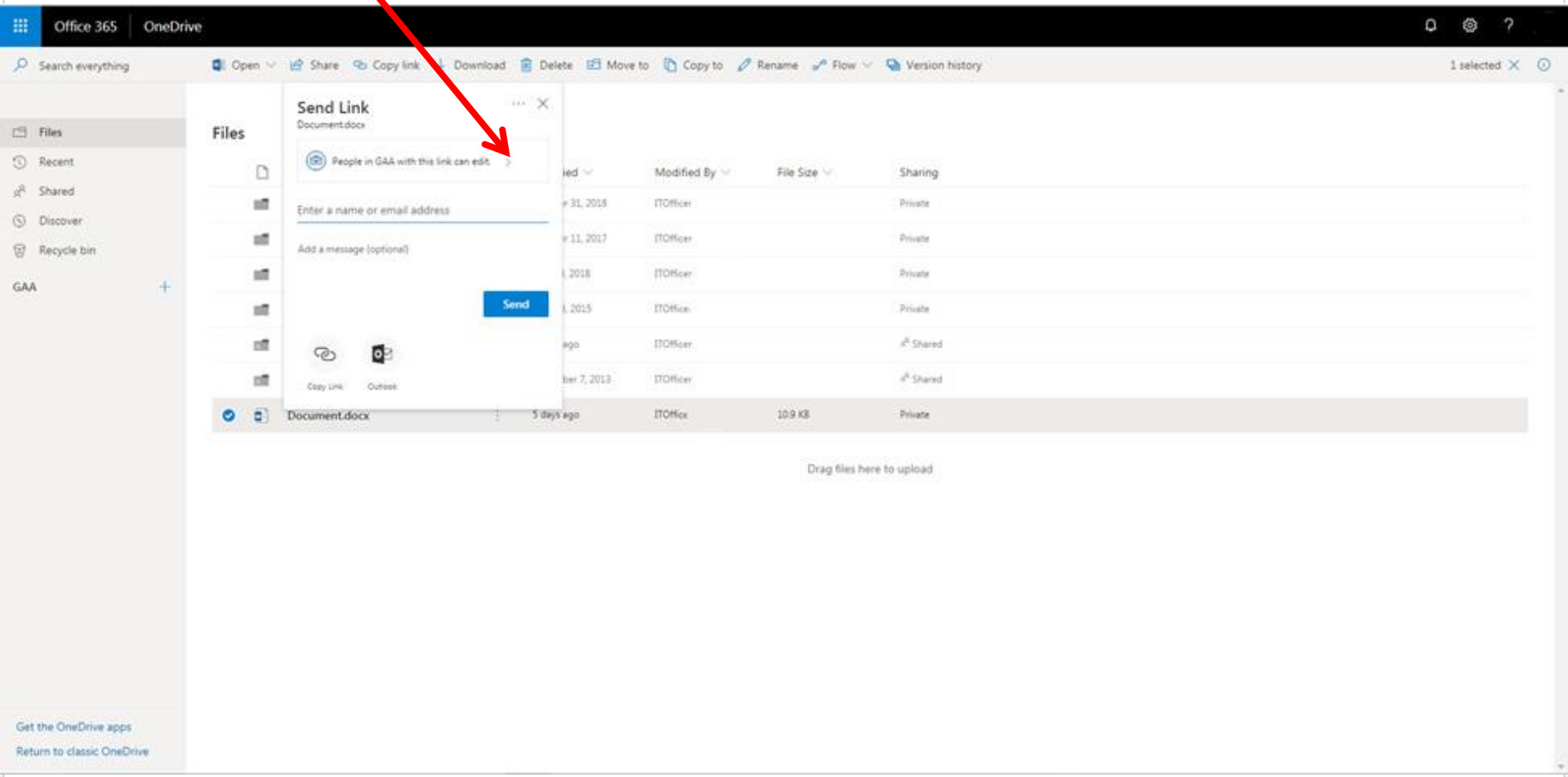
- Sharing normally allow the others to edit the document (Right Click on File and Click Share)
- You can make a shared document View only
  - The file is opened Online
  - Click on Share
  - Set to Can View
  - Enter email address(es)
  - Message (optional)
  - Untick Required sign-in
  - Save

1. Tick File or Highlight Filename

2. Click on Share



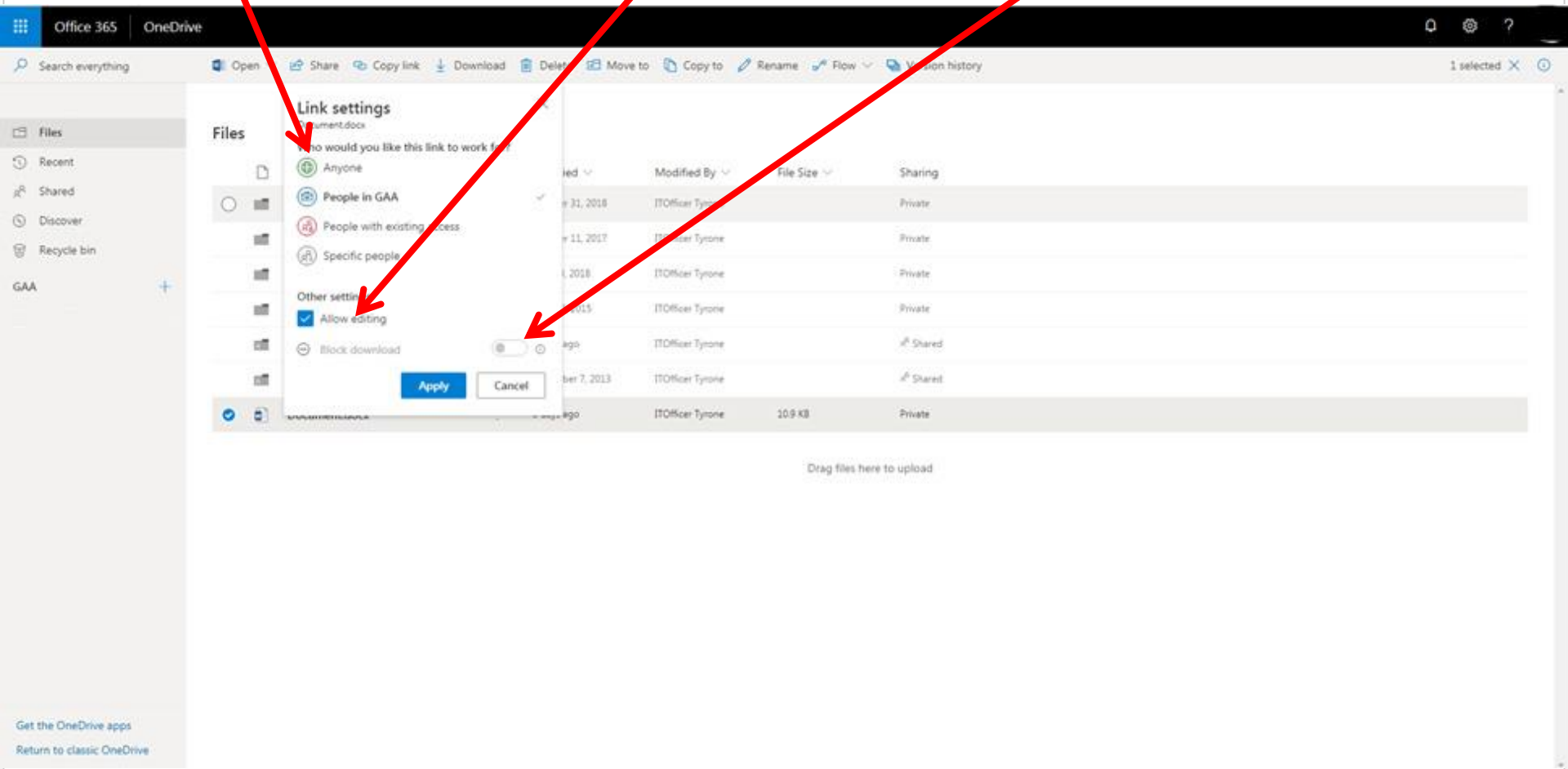
Click on Arrow on RHS of “People in GAA with this link can edit”



1. Select the group required

2. Click on Allow Editing to Toggle On or Off

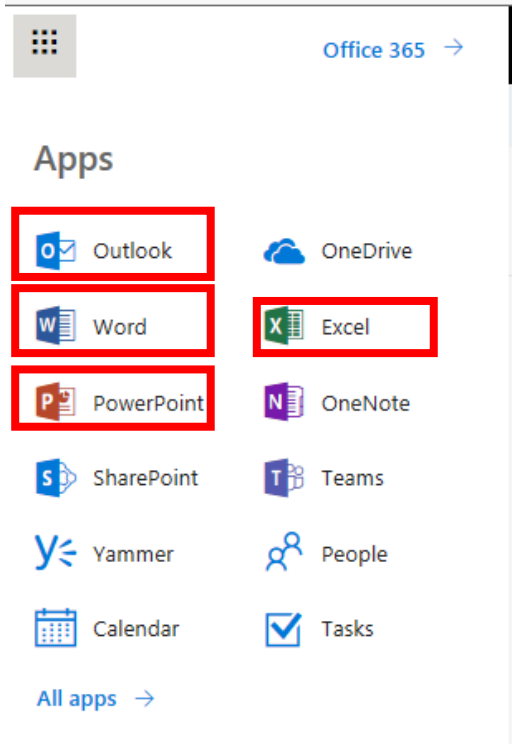
3. Click Slide to Toggle Download On or Off

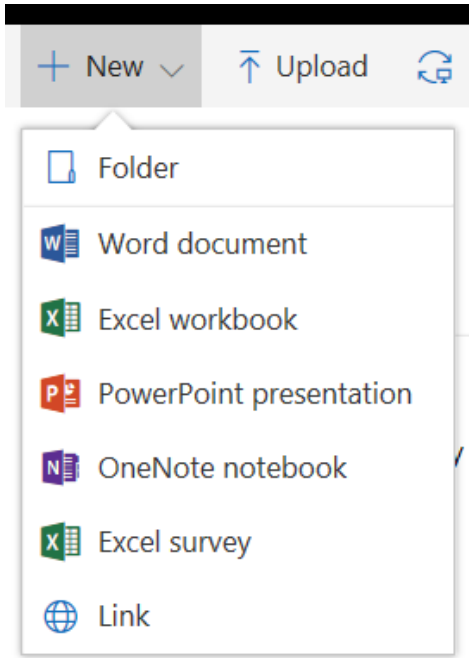


Office 365 Web Apps

Office 365 Web Apps

The most familiar Office apps. are available by clicking the Apps Icon from Navigation or by Clicking New in OneDrive

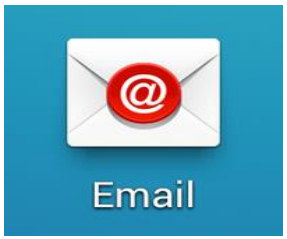




Phone and tablet usage

Office 365 on Phone and Tablet

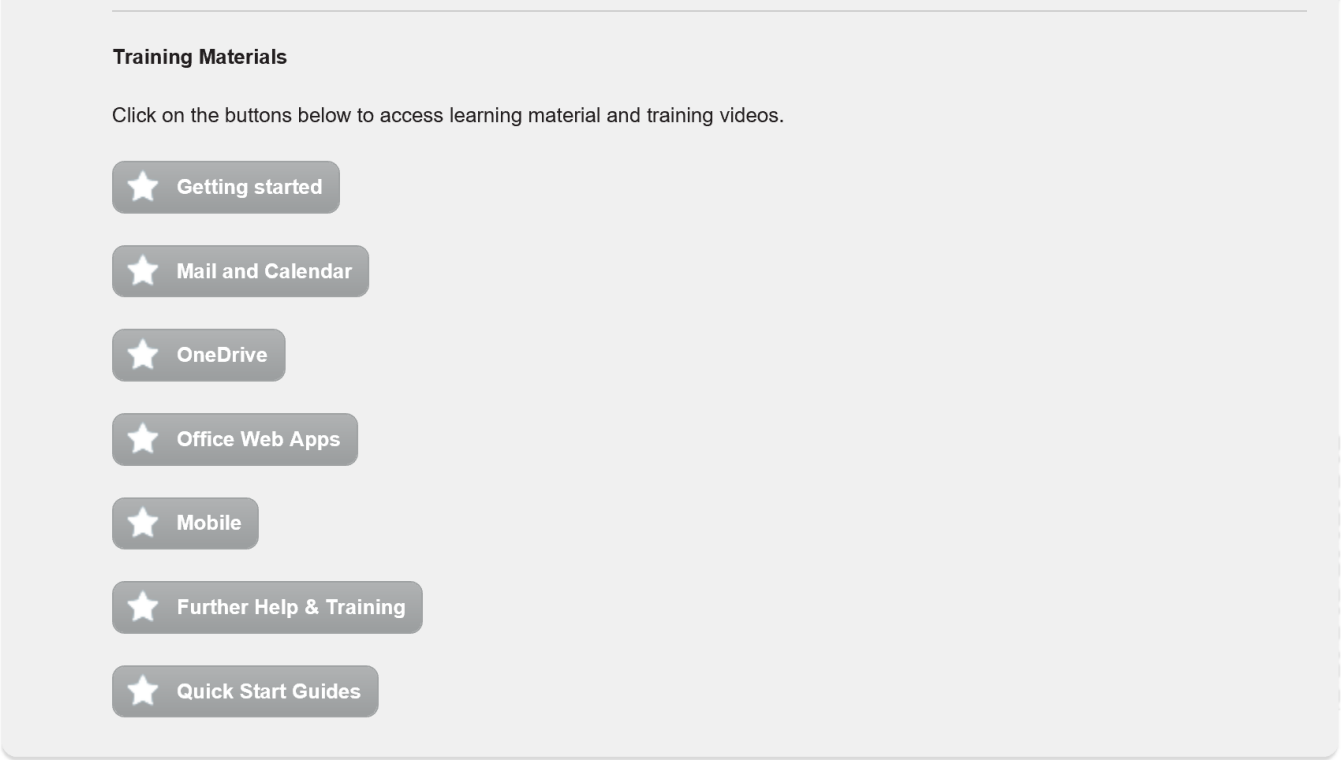
- Through Internet Browser
  - mail.gaa.ie
  - Alternatively http://mail.365.com
- Use the device's own Email Client for Mail
- Add the @gaa.ie account
- Advice on separate handout



Resources & Support

Additional Resources

http://learning.gaa.ie/office365



Support

- Dedicated Support Desk provided by Microsoft Partner – Ergo
- e-mail: mail.support@gaamail.ie
- Phone No. +353 1 8843258

Go raibh míle maith agaibh