

# Office 365 Instructions



Scouts SA is currently implementing Office 365 within its structure as a Branch provided email and collaboration system to maintain integrity and security of our data across the organisation

**Office365 is already being used by HQ, Scout Businesses and BEC.**

**There are two key functionalities of Office365 that Scouts SA are now implementing.**

211 Glen Osmond Rd  
Frewville SA 5063  
08 8130 6000  
1800SCOUTS  
sa.scouts.com.au  
hq@sa.scouts.com.au  
ABN 35 621 021 366  
ARBN 630 138 537

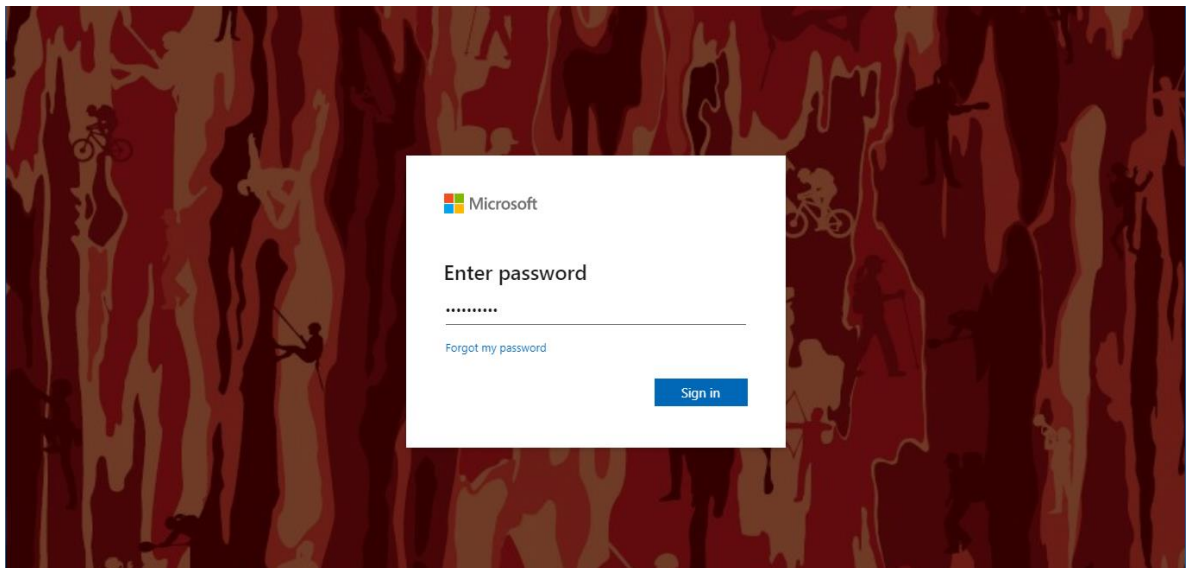
## 1. @sa.scouts.com.au emails for all GLs and Commissioners

Currently all email addresses forward to your individual email address. This has a couple of major downfalls – your email could end up in junk/spam, there is no continuity after you leave a role etc. By having an established email address for all GLs and Commissioners, there is a continuity moving forward!

**This email account can be accessed:**

- Through the Office365 portal at <https://outlook.office365.com>
- By adding your account to a desktop app such as [Windows Mail](#), [Apple Mail](#) or [Outlook](#)
- By adding your account to a mobile app such as [iOS Mail](#), [Android Email](#) or [Outlook](#)

Your membership number is your email address ([xxxxxx@sa.scouts.com.au](mailto:xxxxxx@sa.scouts.com.au))



## Login and Setup your Account

Use the details contained in the email sent to you to access and sign into Outlook.

Once everyone is setup, your Scouting emails will start being sent to this address rather than your personal one.

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## Setting up your position-based email address (where applicable)

This process is slightly different, depending on which email client you are using.

### Outlook for Desktop

Your position-based email account will automatically show underneath your [xxxxxx@sa.scouts.com.au](mailto:xxxxxx@sa.scouts.com.au) folder list.

### Outlook for Mobile

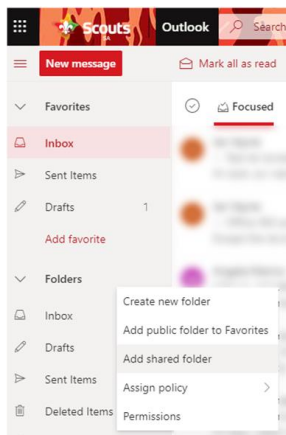
Tap the Add Account button in the left navigation pane:



Tap **Add Shared Mailbox**

Enter the mailbox you wish to add, such as [gl.groupname@sa.scouts.com.au](mailto:gl.groupname@sa.scouts.com.au)

### Outlook Web App



Go to <https://outlook.office365.com>

On the left-hand side, find the **Folders** section, right click, then select **Add shared folder**.

Enter the mailbox you wish to add, such as [gl.groupname@sa.scouts.com.au](mailto:gl.groupname@sa.scouts.com.au)

The mailbox will then be shown underneath your [xxxxxx@sa.scouts.com.au](mailto:xxxxxx@sa.scouts.com.au) folder list.

### Other Email Clients

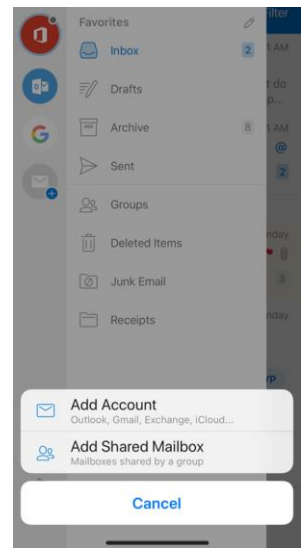
You will need the password for your position-based email account. This should have been sent to your [xxxxxx@sa.scouts.com.au](mailto:xxxxxx@sa.scouts.com.au) Inbox.

Find the **Add Account** section of your mail client. This is usually found in Settings > Accounts. See links for instructions: [Windows Mail](#) [Apple Mail](#) [Thunderbird](#)

When asked for Email Address, enter your [gl.groupname@sa.scouts.com.au](mailto:gl.groupname@sa.scouts.com.au) email address and the password that was sent to you.

If you need to reset this password, contact [hq@sa.scouts.com.au](mailto:hq@sa.scouts.com.au)

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## Sending from your Shared Email

In most cases you'll want to send emails from your shared mailbox rather than your membership number-based email.

1. Select New mail above the folder list. A new message form opens in the reading pane.
2. Select More or more options icon, and then select Show From. This option shows you that the people who receive the email message will see that it comes from the shared mailbox and not from your own email account.
3. Note: The first time you use a shared mailbox to send an email, you won't see the name of the shared mailbox account in the Show From drop-down. For your first-time use, delete your name, type the name of the shared mailbox in place of your name, and then send the message. In the future, the name of the shared mailbox will display in the drop-down next to Show From, and you can select it.
4. To add recipients, type the name of anyone who is in your contacts folder or organization's address list, or type the email address in the To or Cc box. The first time you enter a person's name, Outlook Web App searches for that person's address. In the future, the name is cached so it resolves quickly.
5. Type a subject.
6. Type the message you want to send.
7. When your message is ready to go, select Send.

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## 2. Microsoft Teams

Provides access to a wide range of collaboration for virtual Scouting! Importantly this will enable you to remain connected in times which you need to most.

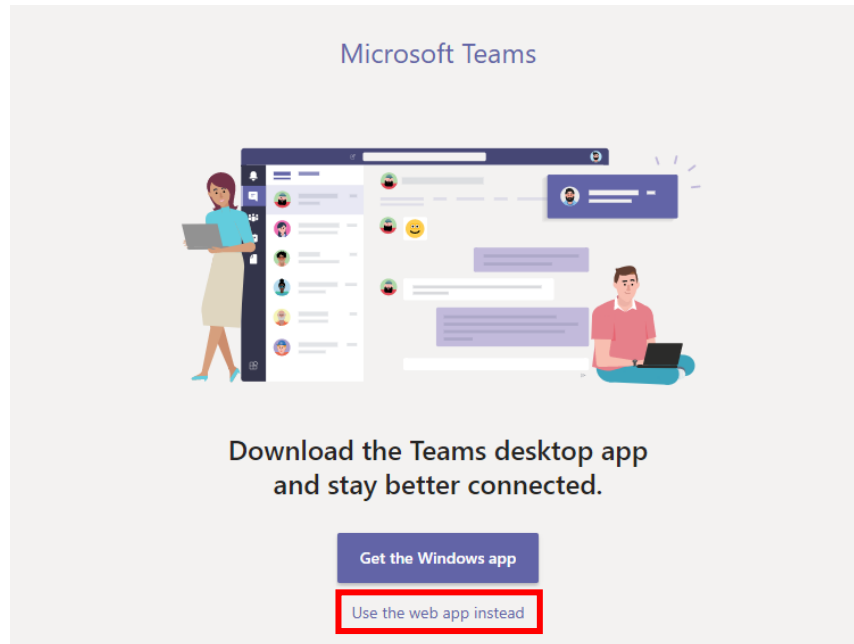
To use Microsoft teams you will need to use your membership number provided email address ([xxxxxx@sa.scouts.com.au](mailto:xxxxxx@sa.scouts.com.au)) to login.

You will be given access to the relevant teams for you to relate to (i.e. your **District**, your **Group**, an **Event**, etc)

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To access Teams, go to <https://teams.microsoft.com>



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## You can:

- Download the Desktop app for **Windows** or **Mac**
- Use the **web app** instead
- There are also a mobile apps for **iOS** and **Android**. Search for Microsoft Teams on your device's app store.

## Support and Assistance

Please follow these instructions first, and if you need help, try:  
<https://support.office.com/en-us/teams>

Contact [office365@sa.scouts.com.au](mailto:office365@sa.scouts.com.au) if you are having problems.