

CLUB LEADERSHIP
DEVELOPMENT PROGRAMME

THE GREAT TEAMS
AREN'T JUST ON THE FIELD



Office 365



INVESTING IN LEADERS, INVESTING IN YOU. 

learning.gaa.ie/administrator

Office 365

- GAA in conjunction with Microsoft, provides industry standard software
- Individually it would be a significant cost per annum for each user/club
- Many units and officers think it is just an email system
- O365 system includes online versions of the popular Microsoft Applications

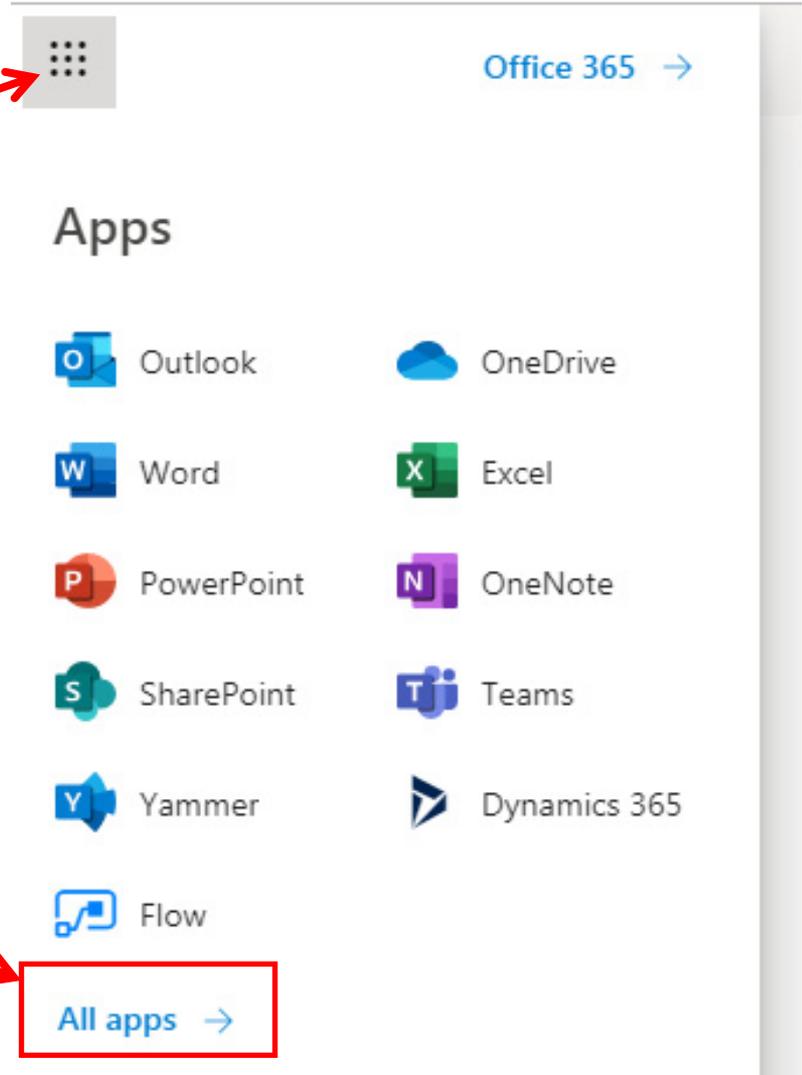
Office 365 (2)

- The system will work with **any device** that has Internet Access
- A secure, backed up storage system –OneDrive
- Previously the change of Officer or a 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

People – Contact Lists

The People App

Click on Navigation



Office 365 →

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Yammer
- Flow
- OneDrive
- Excel
- OneNote
- Teams
- Dynamics 365

All apps →

Click on All Apps



← Back

Search all of your apps

Office 365 apps

Add-In

Calendar

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Forms

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People

Planner

PowerApps

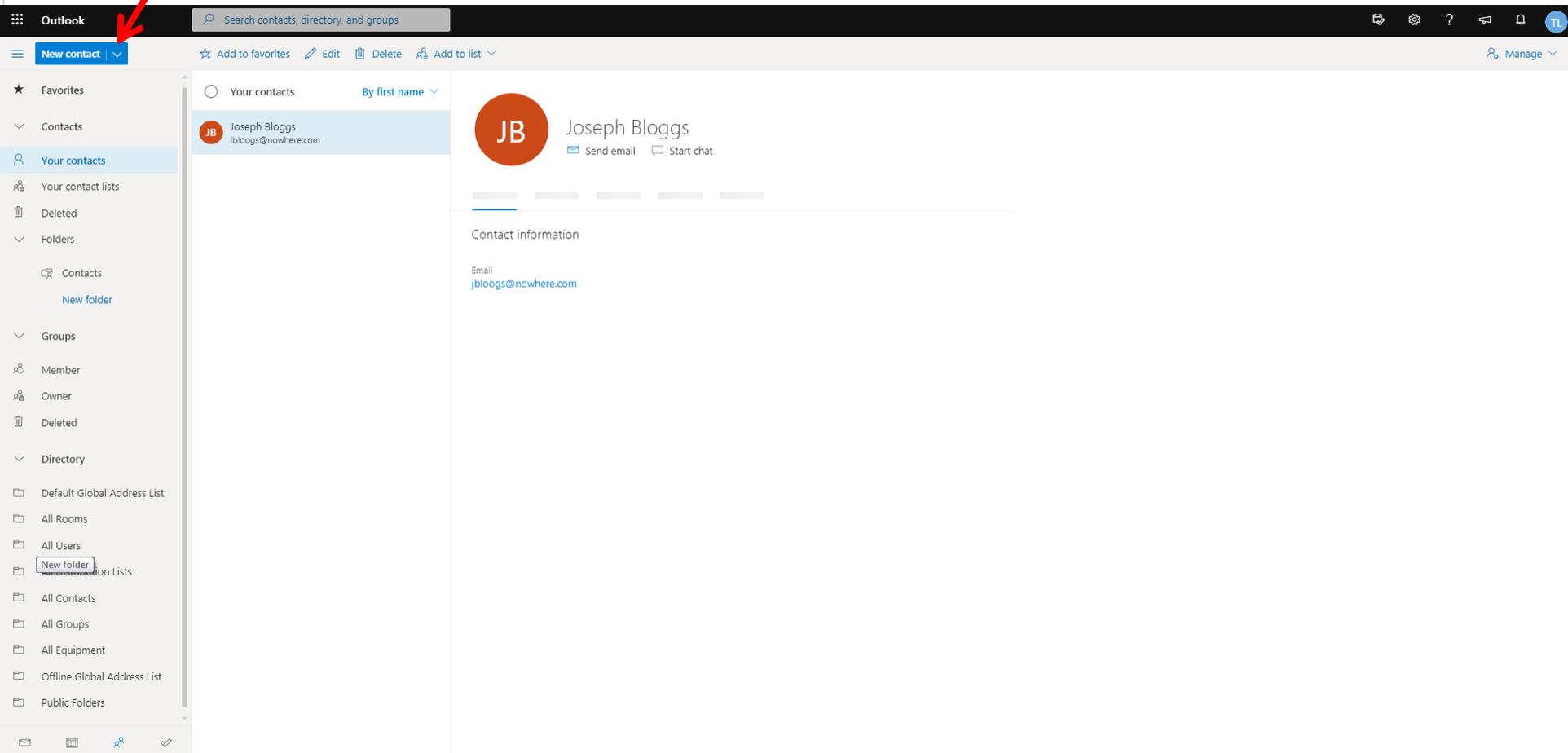
PowerPoint

SharePoint

Click on People



Click on the arrowhead on RHS of New Contact



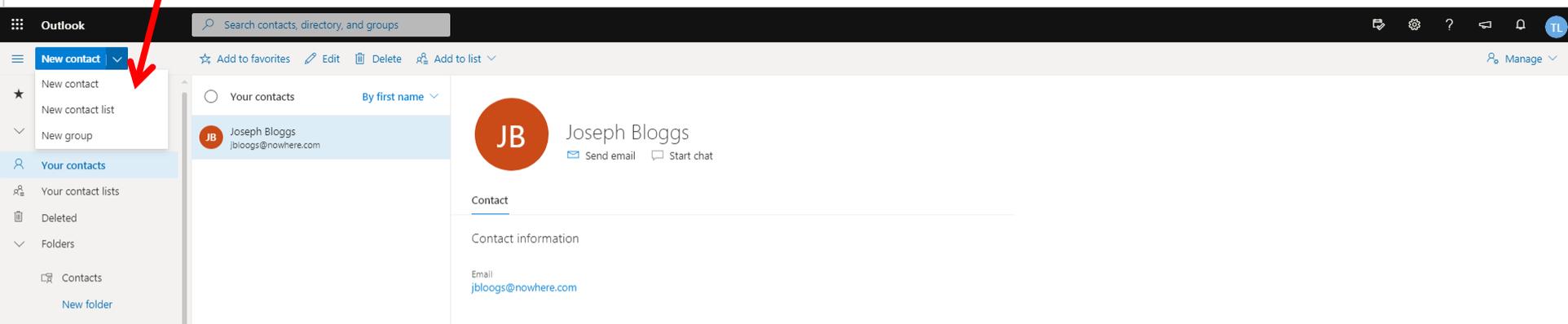
The screenshot displays the Outlook application interface. At the top, the 'Outlook' title bar is visible. Below it, a search bar contains the text 'Search contacts, directory, and groups'. The main navigation pane on the left shows a 'New contact' button with a dropdown arrow. A red arrow points to the right-pointing arrowhead of this dropdown menu. The main content area shows a contact card for 'Joseph Bloggs' with the email address 'jbloogs@nowhere.com'. The contact card includes a profile picture with the initials 'JB', a 'Send email' button, and a 'Start chat' button. Below the contact card, there is a section for 'Contact information' with the email address 'jbloogs@nowhere.com' listed.

A menu will appear, showing 3 Options

1. New Contact

2. New Contact List

3. New Group



Click on New Contact

Type a Contact list name

Add at least one email address [System will suggest email addresses from your contacts]

Then Click Create

The screenshot shows the Microsoft Outlook interface. At the top, there is a search bar with the text "Search contacts, directory, and groups". Below the search bar, there is a "New contact" button. The main area displays a contact card for "Joseph Bloggs" with the email address "jbloggs@nowhere.com". A "New contact list" dialog box is open in the foreground. The dialog box has a title "New contact list" and a subtitle "Create a list of email addresses to send email to many people at a time." Below the subtitle, there is a note: "Note: The email addresses in a contact list are not connected to your saved contacts." The dialog box contains a "Contact list name" input field, an "Add email addresses" section with a "Type a name or an email address" input field and an "Add" button, a "Description" section with an "Add a description" input field, and "Create" and "Discard" buttons at the bottom.

Outlook Search contacts, directory, and groups

New contact

Add to favorites Edit Delete Add to list Move to Manage

Contacts By first name

- Associates List Contact list
- Development Committee Contact list
- Joseph Bloggs jbloggs@nowhere.com
- TEST1 Contact list
- Test2 Contact list

Associates List
Contact list • 1 email address
Send email

Edit

Edit contact list

The email addresses in a contact list are not connected to your saved contacts.

If you want to change an email address in the contact list, you must remove the old email address and add the new one.

Contact list name
Associates List

Add email addresses

Type a name or an email address Add

Eoghan Tuohey eoghan.tuohey@gaa.ie

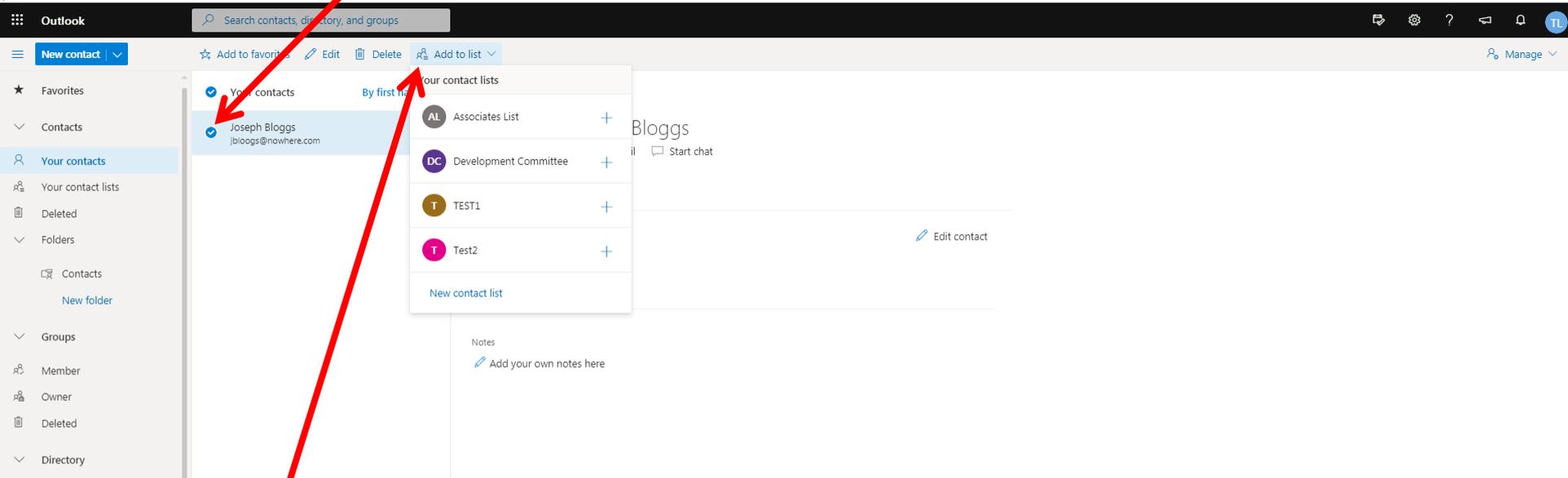
Description
Demonstration List

Save Cancel

Adding a number of Email Addresses to a Contact List

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

Tick Box on LHS of each contact you want to add to the Contact List



Then Click 'Add to list' and select the required list
NEVER tick a contact that has no email address,
if you do the 'Add to List' menu disappears

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'
- You can create a Contact List that contains other Contact Lists

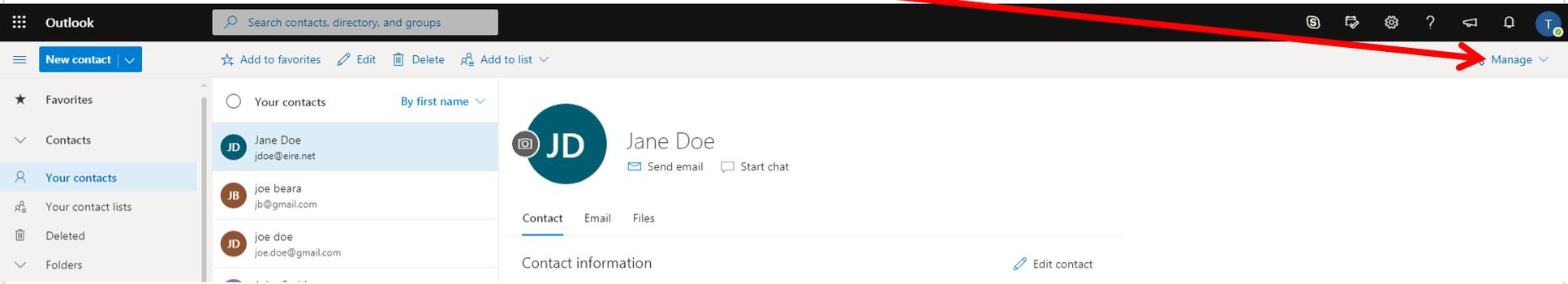
Click on the + on the LHS of the Contact List name

The screenshot shows an email composition window. At the top, there are buttons for 'Send', 'Attach', and 'Discard'. The 'From' field is populated with 'gerard.bradley@gaa.ie'. The 'To' and 'Cc' fields are empty. The 'Bcc' field contains a contact list item: 'Tyrene Test Contact List'. To the left of this item is a plus sign (+) and a small circular icon with the letter 'T'. A red arrow points from the top of the page to this plus sign. Below the 'Bcc' field, there is a text input field labeled 'Add a subject'. Below the main composition area, there is a scrollable list of recipients in the 'Bcc' field, each with a small circular icon and a name: 'Secretary AghyaranSaintDavogs Tyrone', 'Secretary BeraghRedKnights Tyrone', 'Secretary BrockaghEmmetts Tyrone', 'Secretary DrumraghSarsfields Tyrone', 'Secretary EskraEmmetts Tyrone', and 'Secretary KildressWolfeTones Tyrone'.

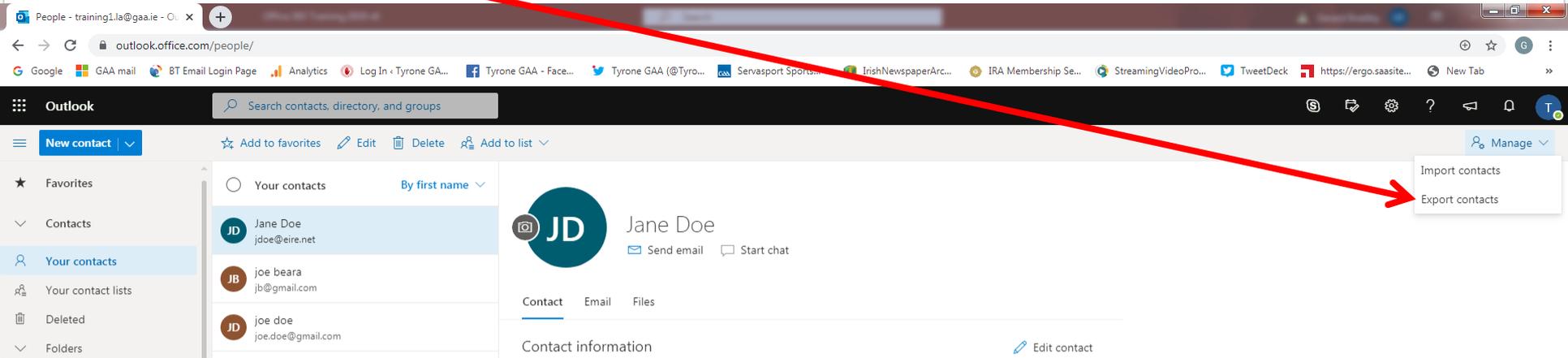
Adding a large number of contacts to People

- You can add a large number of contacts to 'People' from an Excel Spreadsheet.
- The spreadsheet has to be a particular format
- The simple method to get the correct format is export your existing Contacts.
- Edit the Excel File and save with the same name and format (Just Click Save)
- Import the Excel File
- You can also export data from the Servasport System and with a little editing import into 'People'

Click on Manage



Click on Export



- An Excel file will be created in the correct format
- Delete all the contacts in the spreadsheet but not the headings
 - You do not want to import these contacts again and create duplicates
- Add you new contacts using the 3 headings First Name, Last Name and E-mail Address
- Save the file – DO NOT change the name or Format

AutoSave Off

contacts (2) - Excel

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percent, Decimals

Conditional Formatting: Normal, Check Cell

A1:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	First Nam	Middle Na	Last Name	Title	Suffix	Nickname	Given	Yon	Surname	E-mail Ad	E-mail 2 A	E-mail 3 A	Home Phc	Home Phc	Business F	Business F	Mobile PH	Car
2	Danny		Mcdaid							dmcdaid@gmail.com								
3	Mary		Murphy							murph@eircom.net								
4	joe		Doe							jdoe@btinternet.com								
5	joe		bloggs							bloggs@hotmail.com								
6	james		bloggs															8.67E+08
7	joe		bloggs															8.67E+08
8	joe		bloggs							bloggs@hotmail.com								

Click on Manage and then Import Contacts

The screenshot shows the Outlook web interface. The browser address bar displays 'outlook.office.com/people/'. The main navigation bar includes 'New contact', 'Add to favorites', 'Edit', 'Delete', and 'Add to list'. The left sidebar shows a list of contact folders: 'Favorites', 'Contacts', 'Your contacts', 'Your contact lists', 'Deleted', 'Folders', 'Contacts', 'Groups', 'Member', 'Owner', 'Deleted', and 'Directory'. The main content area displays the profile for 'Jane Doe' (jdoe@eire.net) with options to 'Send email' and 'Start chat'. Below the profile, there are tabs for 'Contact', 'Email', and 'Files', and a section for 'Contact information' with an 'Edit contact' link. The 'Manage' dropdown menu is open, showing 'Import contacts' and 'Export contacts' options. Two red arrows originate from the text above: one points to the 'Manage' button in the top right, and the other points to the 'Import contacts' option in the dropdown menu.

Click on Browse and select the file

The screenshot shows the Outlook 'Import contacts' dialog box. The dialog is titled 'Import contacts' and contains the following text: 'You can import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding. For example, export your contacts from Gmail in CSV format and then import them into Outlook. The contacts you import will not overwrite any of your existing contacts. [Learn more](#)'. Below this text is a section titled 'Upload your CSV file' which includes a text input field and a 'Browse' button. At the bottom of the dialog are 'Import' and 'Cancel' buttons. A red arrow points from the text 'Click on Browse and select the file' to the 'Browse' button. Another red arrow points from the text 'Click on Import' to the 'Import' button.

Click on Import

Go raibh míle maith agaibh