CLUB LEADERSHIP
DEVELOPMENT PROGRAMME

# THE GREAT TEAMS AREN'T JUST ON THE FIELD

Office 365

INVESTING IN LEADERS, INVESTING IN YOU. GAA

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# 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)

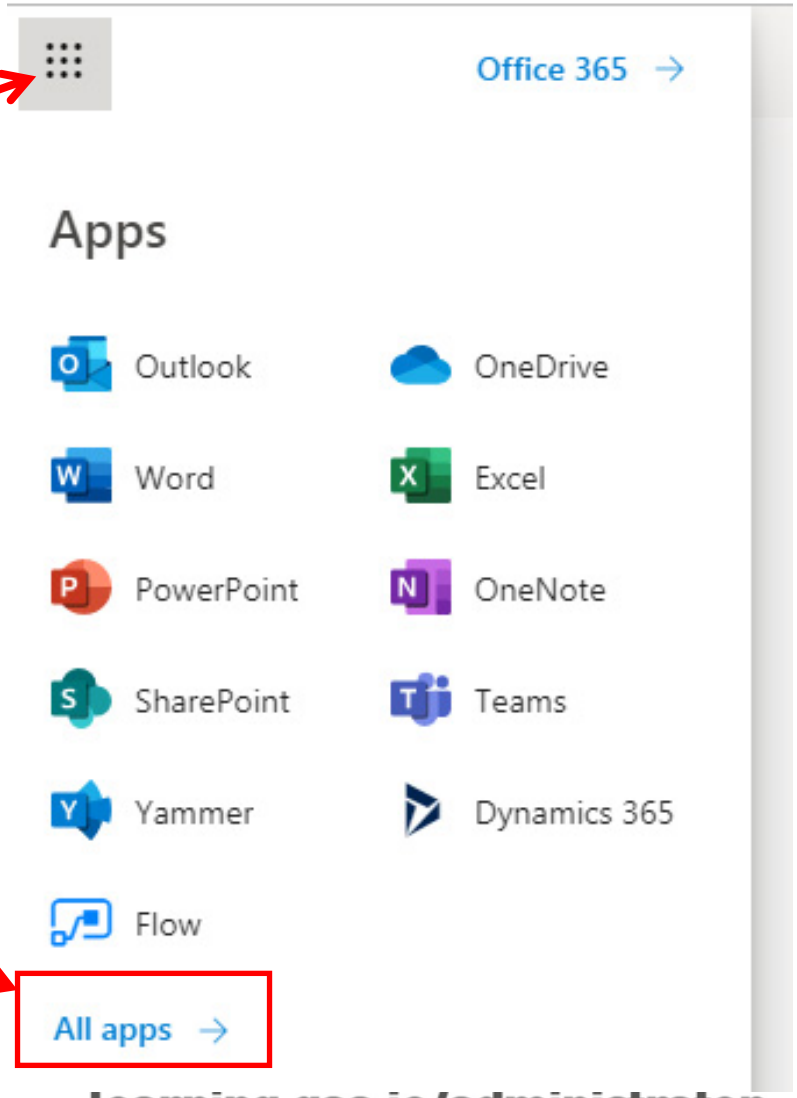
- The system will work with **any device** that has Internet Access
- A secure, backed up storage system –OneDrive
- Previously the change of Officer or a hardware failure including USB memory stick could result in all documentation being lost
- With OneDrive all documentation is secure, safe and available to the GAA unit and complies with GDPR

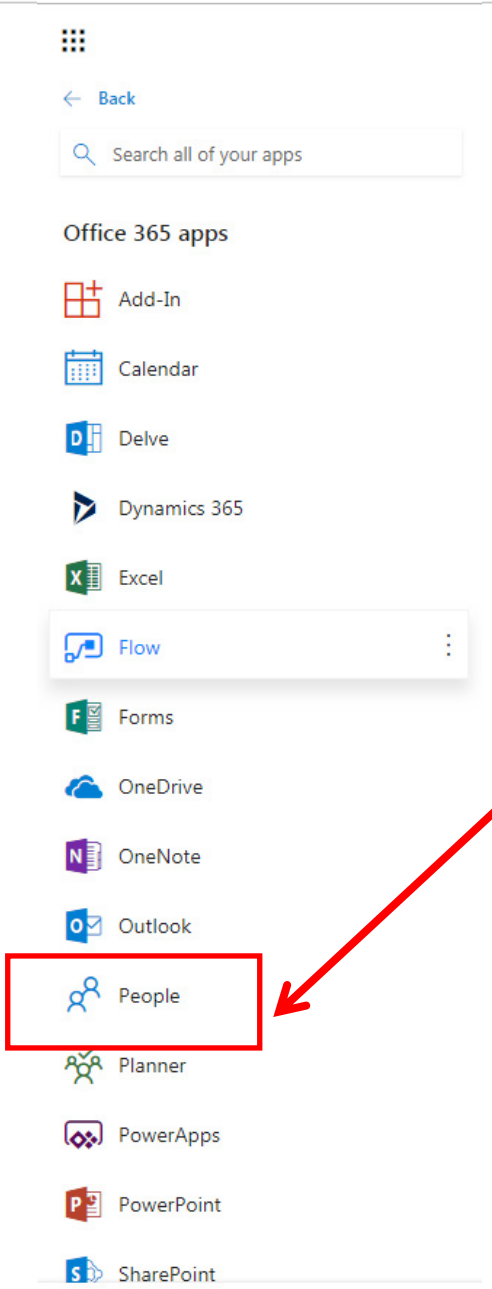
# People – Contact Lists

# The **People** App

Click on Navigation

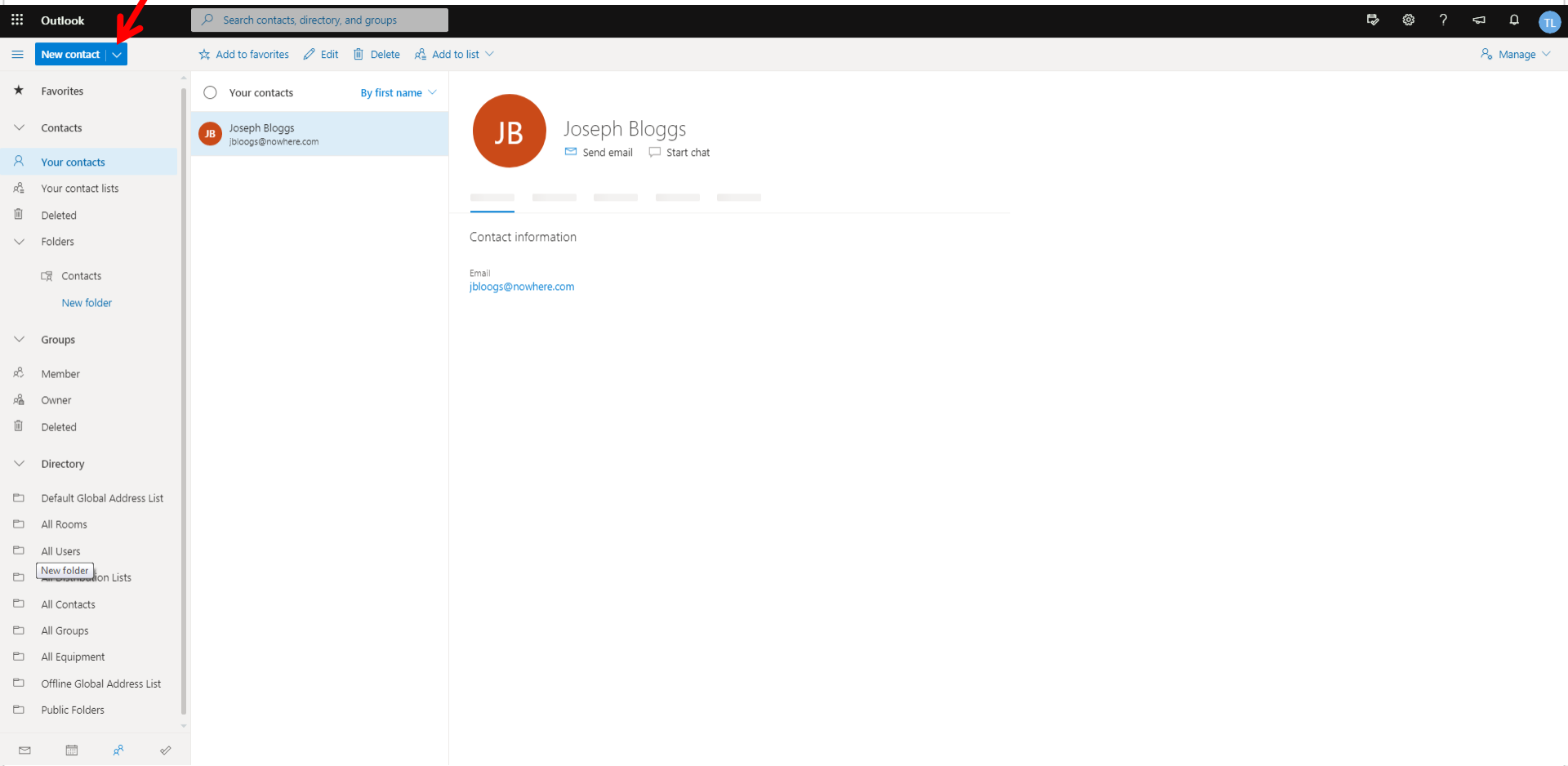
Click on All Apps





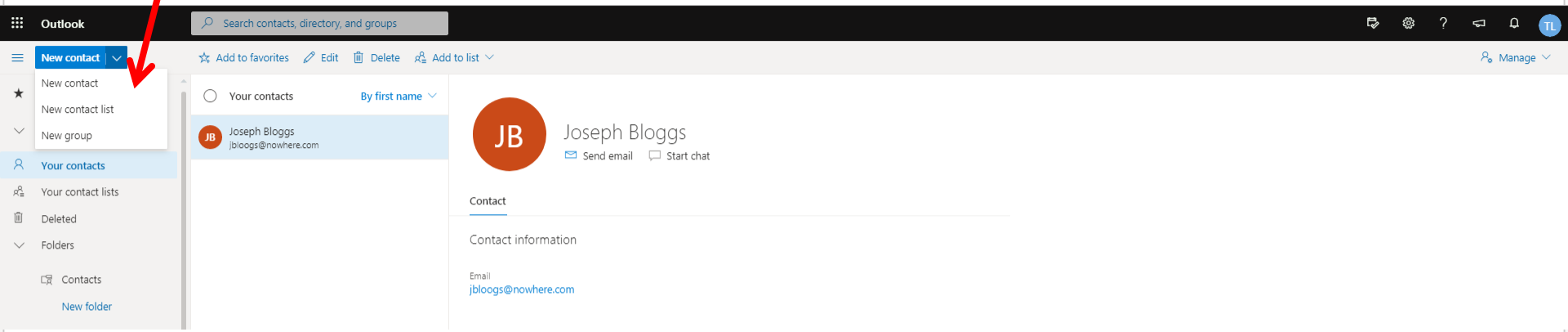

Click on People

# Click on the arrowhead on RHS of New Contact



A menu will appear, showing 3 Options

1. New Contact
2. New Contact List
3. New Group

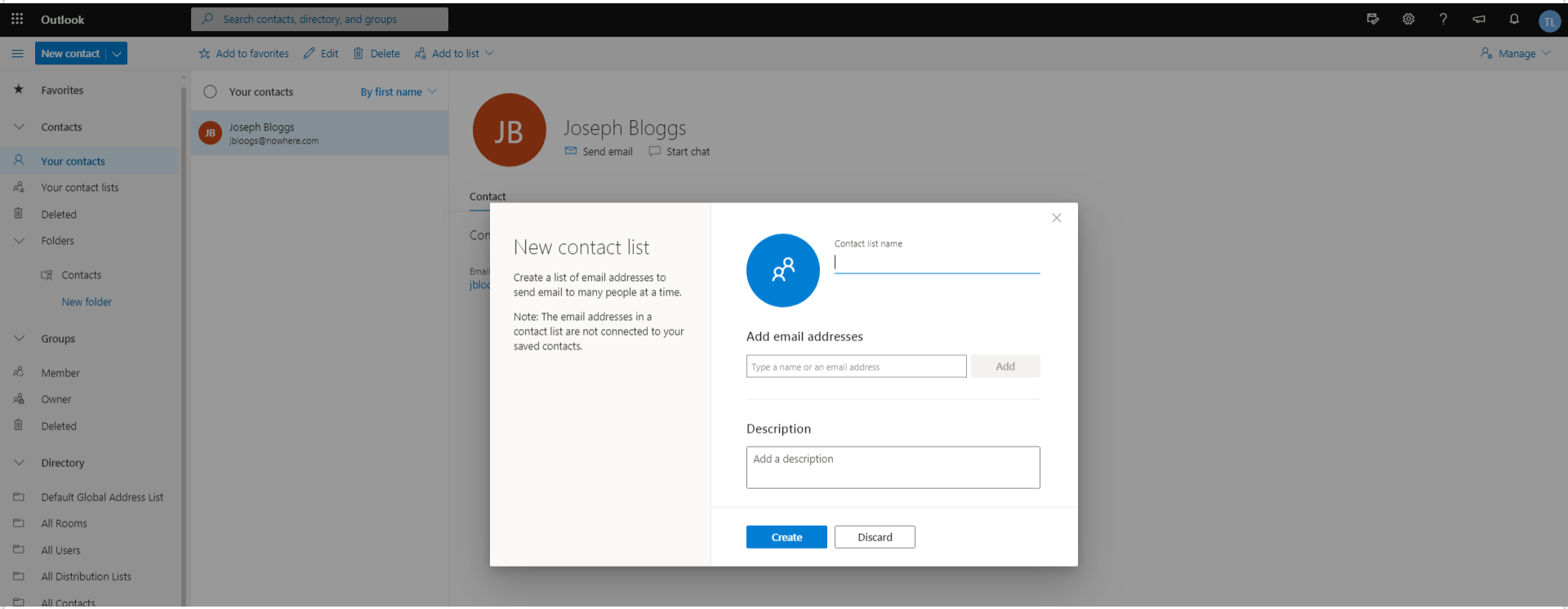


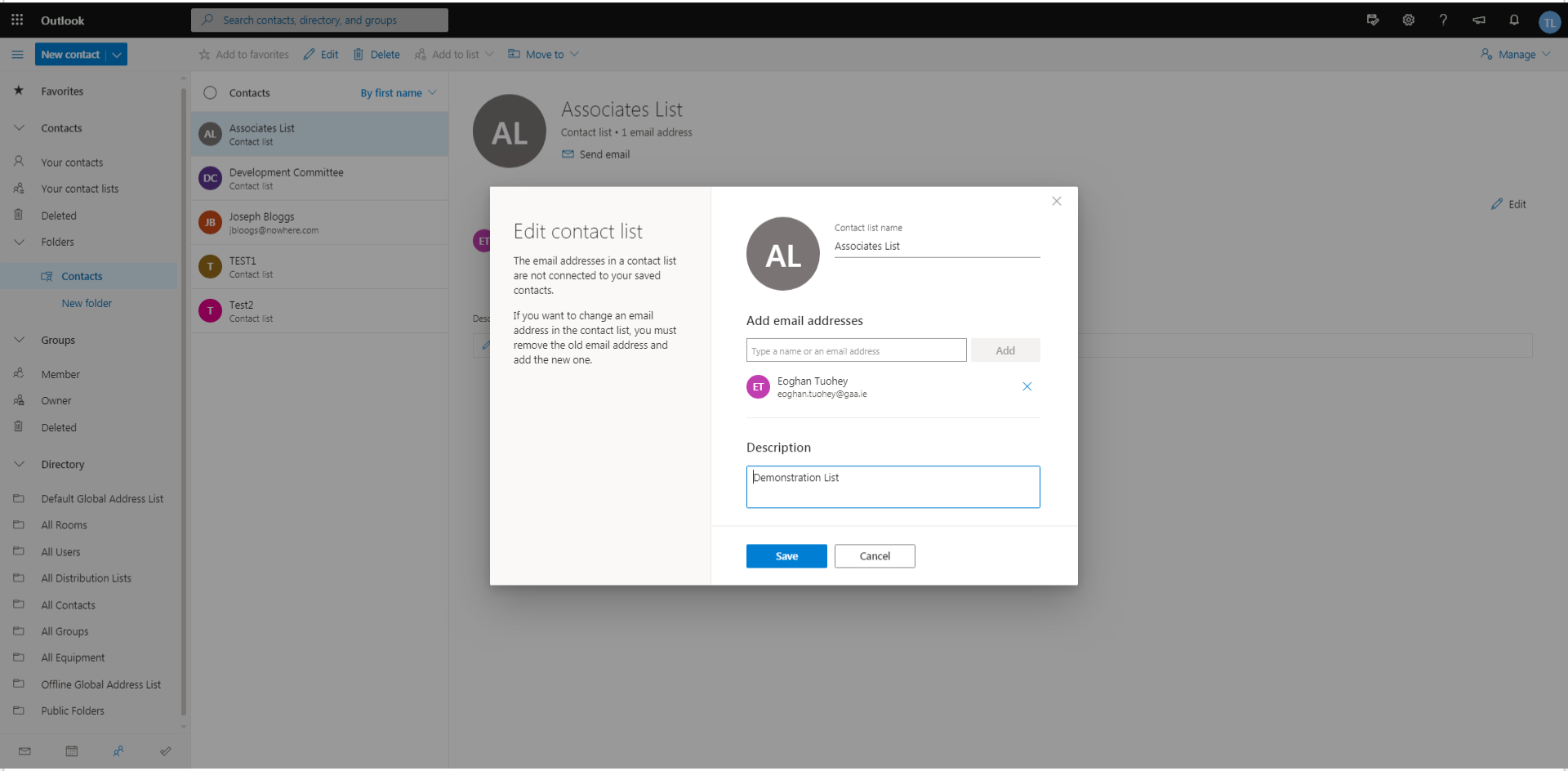
**Click on New Contact**

**Type a Contact list name**

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

**Then Click Create**



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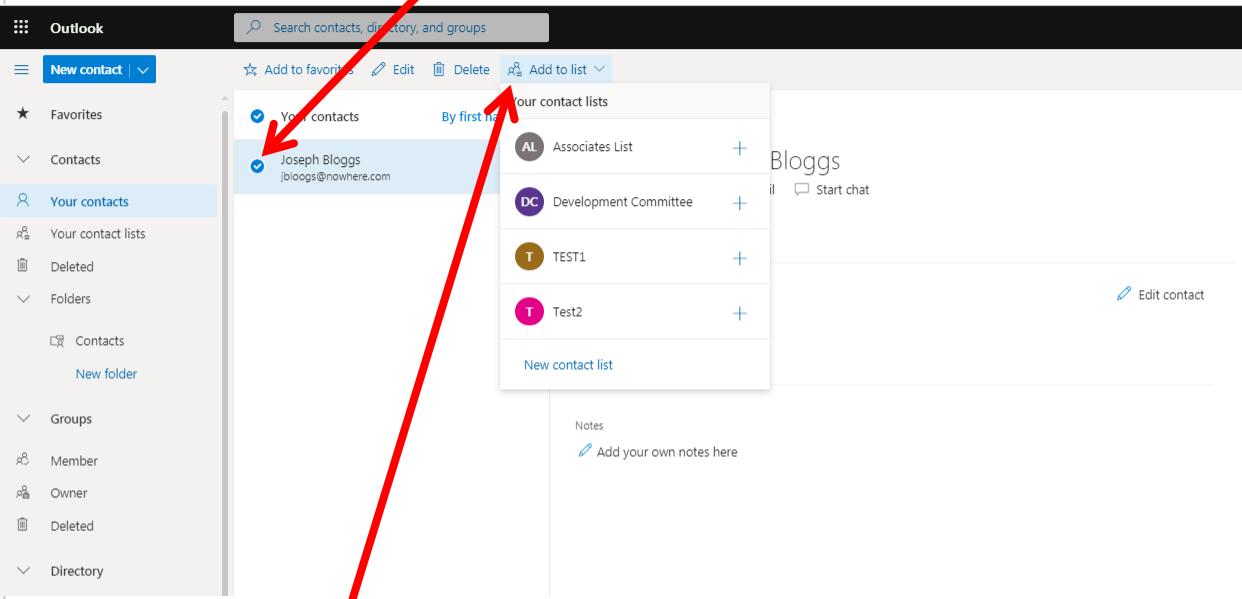
# Adding a number of Email Addresses to a Contact List

- 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



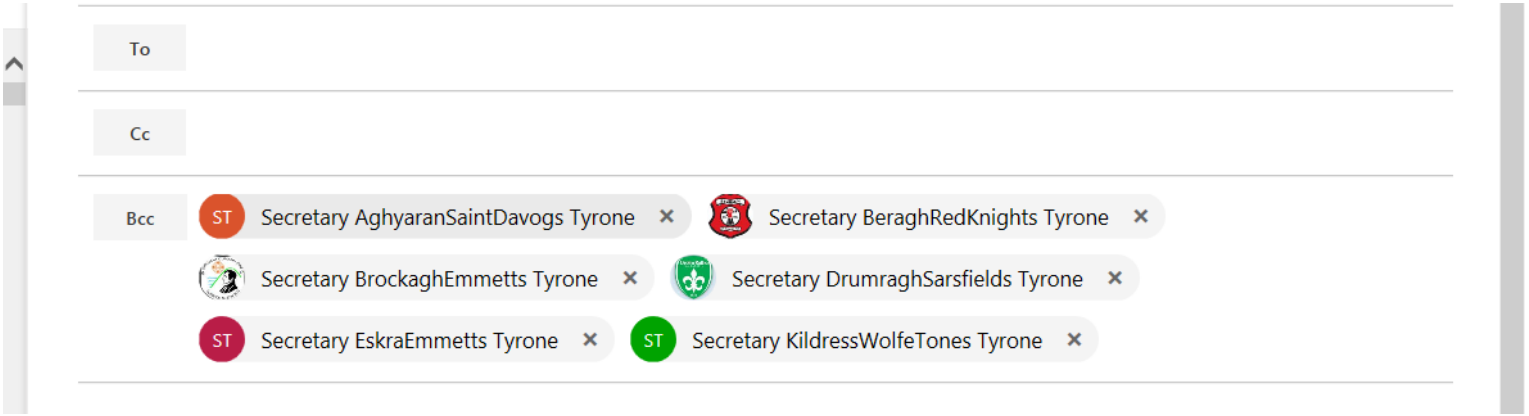

Then Click ‘Add to list’ and select the required list

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

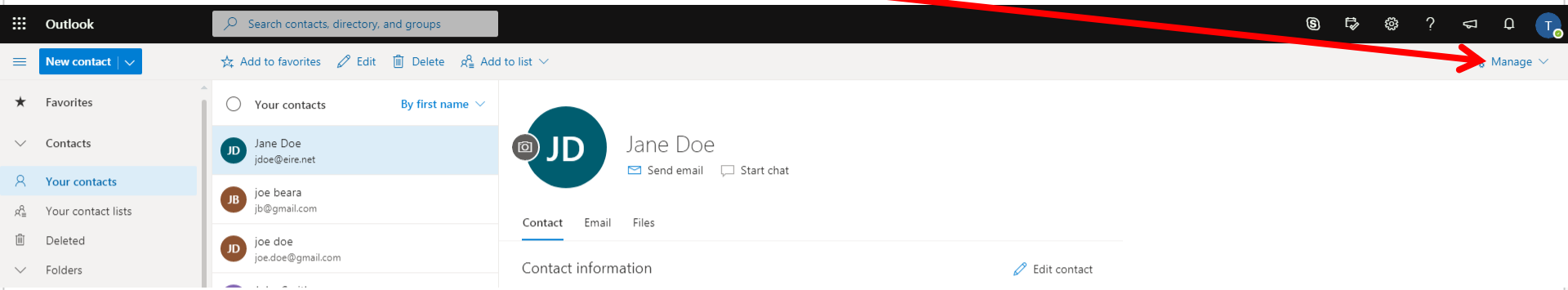
# **Click on the +** on the LHS of the Contact List name



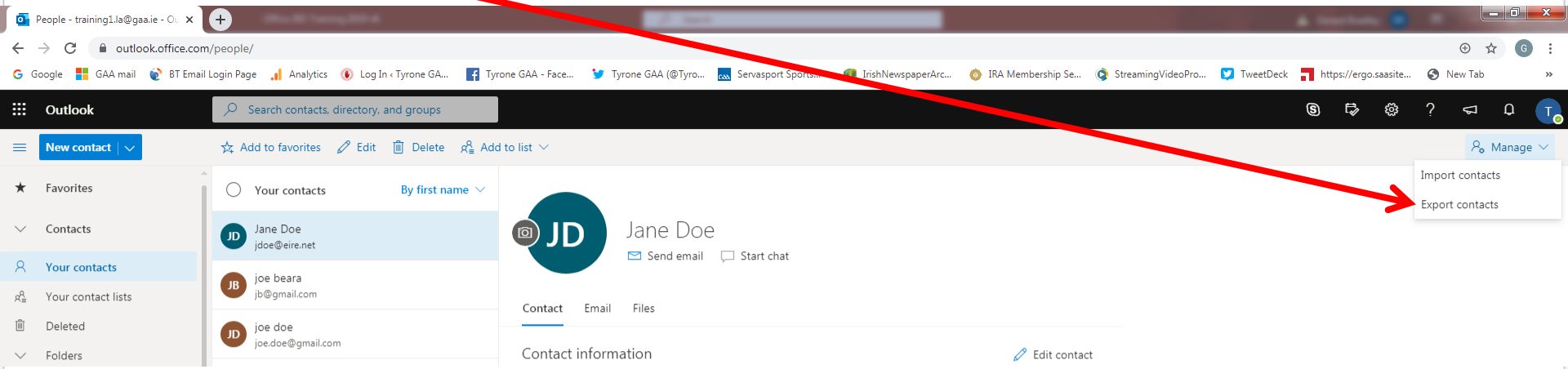
# Adding a large number of contacts to People

- 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’

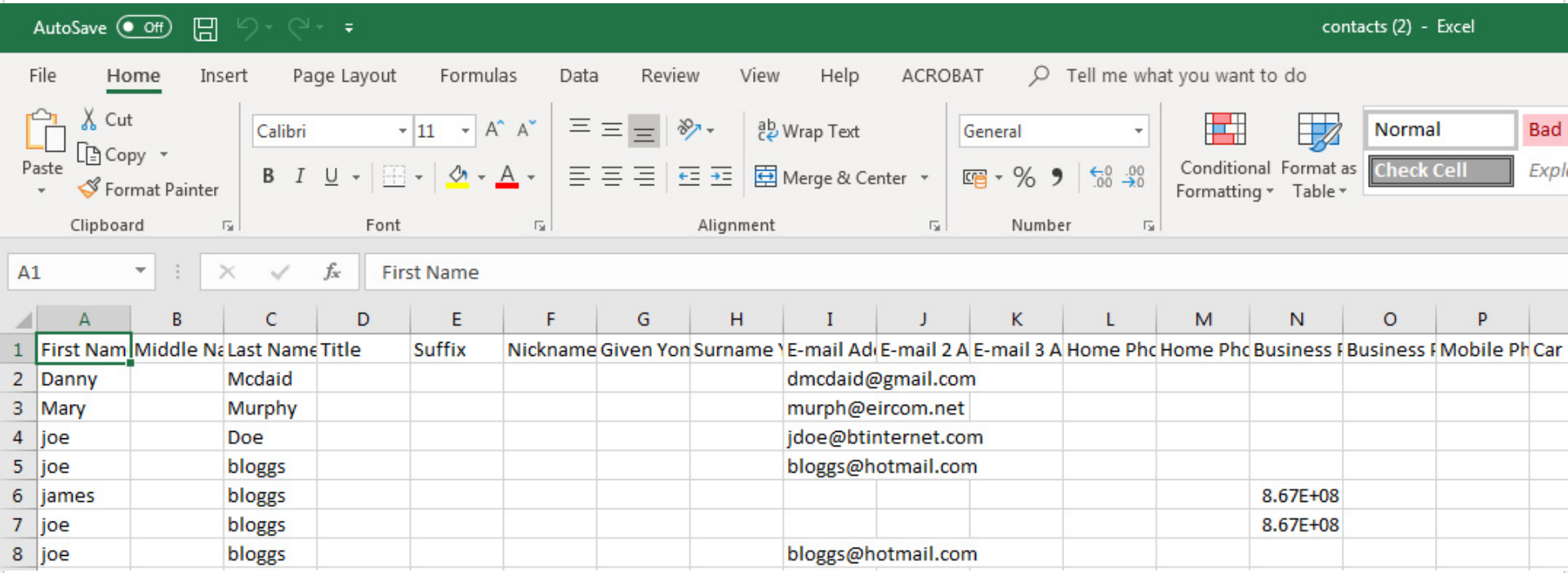
Click on Manage




Click on Export

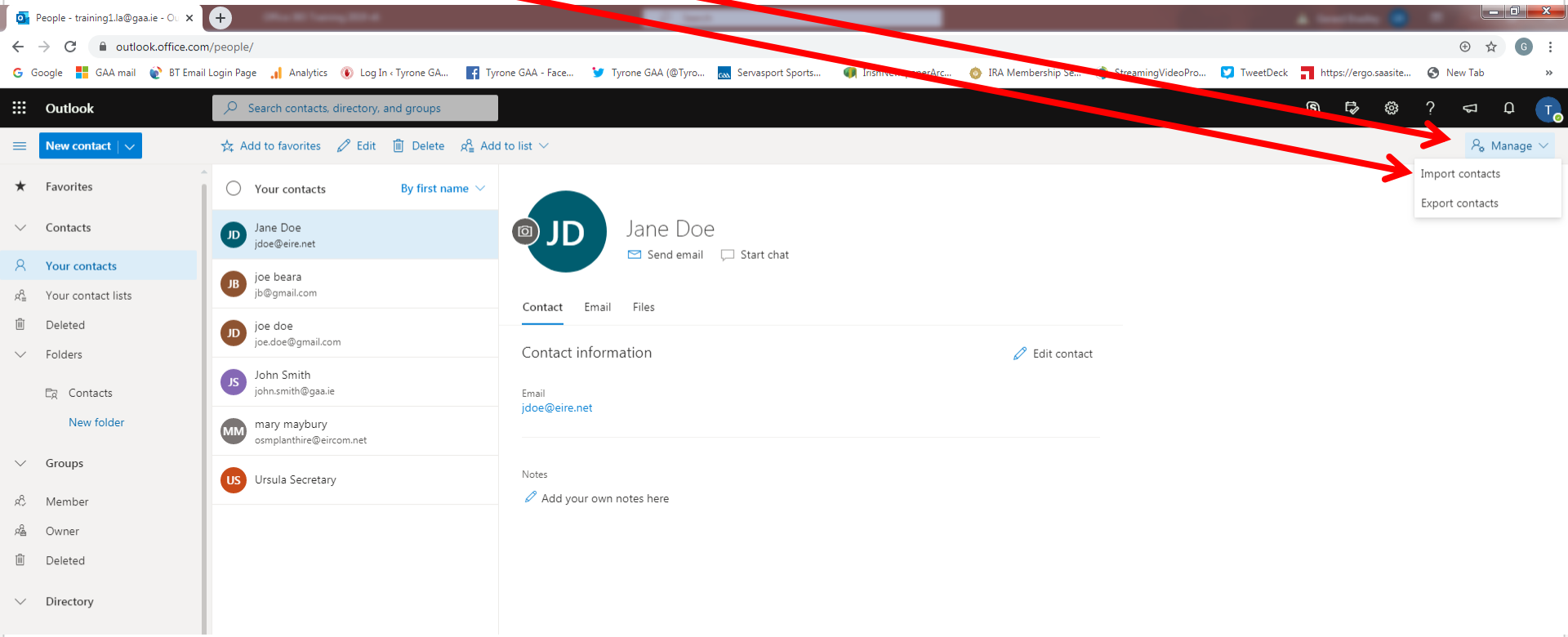


- An Excel file will be created in the correct format
- Delete all the contacts in the spreadsheet but not the headings
  - You do not want to import these contacts again and create duplicates
- Add you new contacts using the 3 headings First Name, Last Name and E-mail Address
- Save the file – DO NOT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

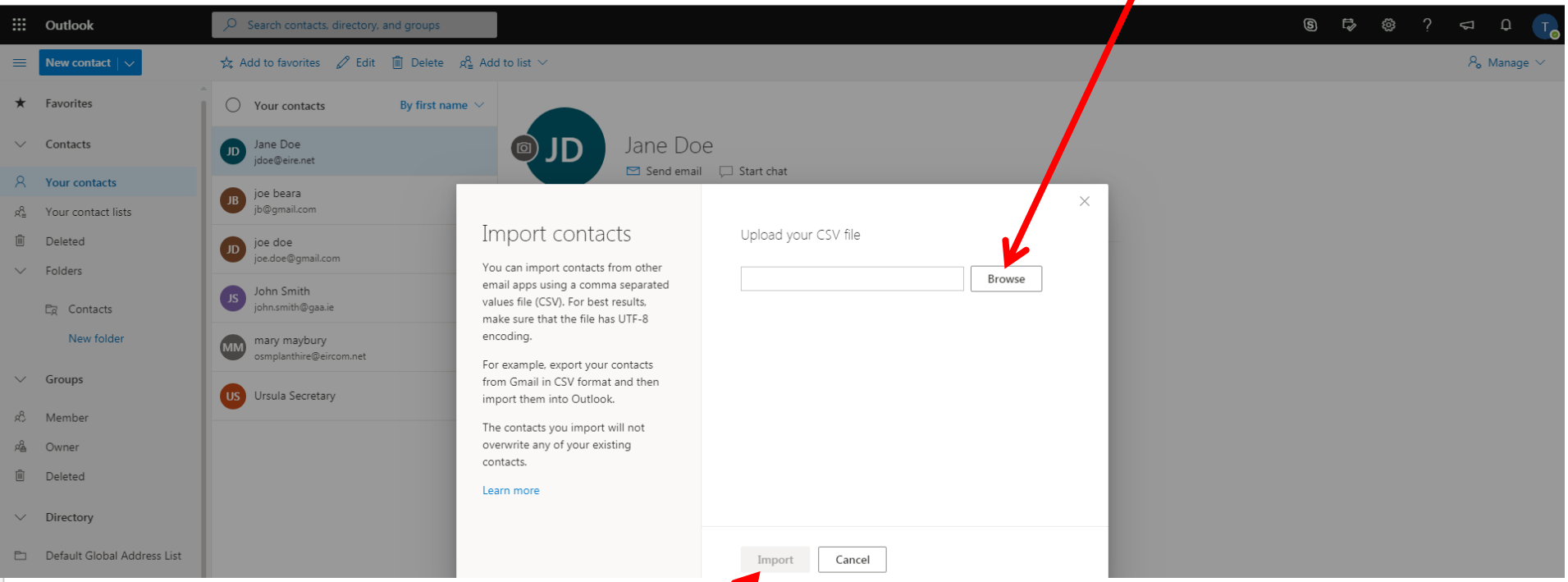



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | First Nam | Middle Na | Last Name | Title | Suffix | Nickname | Given Yon | Surname | E-mail Ad | E-mail 2 A | E-mail 3 A | Home Phc | Home Phc | Business F | 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



Click on Browse and select the file




Click on Import

Go raibh míle maith agaibh