



OFFICE 365 ACCOUNT - CHANGE OF DISTRICT OR CLUB OFFICERS

How does a NEW District or Club Officer access the allocated Office 365 email account?

From a District and Club management perspective, Office 365 facilitates the retention of important email and file history during change-over.

By transferring account access to the incumbent, all incoming and outgoing correspondence in the mailbox is retained*. Additionally, any saved files in OneDrive cloud storage will remain.

On **1 July** each year, or soon thereafter, Office 365 account access will need to be transferred. Access is password managed.

Option 1 – prior to 1 July

Outgoing Officer advises incoming Officer of current password. Incoming Officer can change password after initial login.

Option 2 – prior to 1 July

Outgoing Officer can reset password and then advise incoming Officer of new password. Incoming Officer can still change password after initial login.

Last Resort – after 1 July

Incoming Officer can request that password be reset. This should only be actioned if Options 1 or 2 have been unsuccessful.

Email password reset request to info@lions.org.au. Please allow 2 working days request to be actioned.

*Note: It is the responsibility of each user to delete any personal correspondence or files from the mailbox prior to hand-over

OFFICE 365 FACTS

View from any device

Centrally managed

Up-to-date internal address book

No more redirections

Multi-user access

History retained