



EFFECTIVE EMAIL COMMUNICATION

Why is consistency important for Clubs and Districts?

The current mix of email formats across the organisation (eg. district sponsored, personal, gmail), makes it difficult to ensure important information reaches the right people at the right time.

From a General Public perspective, constantly changing contact details are confusing, especially if they only contact Clubs once a year.

From a Club management perspective, important activity history may be lost during change-over.

From a National Office perspective, multiple internal system currently need to be updated annually to ensure effective communication with Clubs.

By providing Clubs with tools that facilitate timely and effective communication, the organisation is better equipped to respond to community needs.

Microsoft has generously donated 1500 licenses of Office 365 to the MD201 National Office, a significant cost saving. This software is widely used in the commercial and NFP sectors.

Uniform email addresses, using Office 365, will enable improved communication across all levels of the organisation.

OFFICE 365 FACTS

View from any device

Centrally managed

Up-to-date internal address book

No more redirections

Multi-user access

History retained

IT'S FREE*

WHY SHOULD OUR CLUB CHANGE?

Does your Club have access to email when the President/Secretary is away?

Any Club Officer with the password credentials can access the Office 365 email mailbox. Preferably, this should be at least two (2) Committee members.

Are you able to access all folders and Sent Items from any device with your current email account?

Office 365 is a Microsoft Exchange platform. This means that all Sent and Received mail can be view from any device that has access to the email account.

Has your Club ever had difficulty locating important documents (Constitution, Authority to Fundraise, or Incorporation Certificate)?

The Office 365 license is more than just email. The Club receives 1Tb of cloud storage for files.

Do your Club Officers need to prepare reports or spreadsheet but do not have the necessary software?

The Office 365 suite of applications includes an online version of Microsoft Word and Excel. Any Club Officer with the password credentials can access these features.

Are your members remotely located and need to work collaboratively at short notice, or have shared access to a Club events calendar?

Office 365 license uses Microsoft SharePoint to create a “shared online workspace” for a Group of users.

Is it easy to use?

Office 365 is no more difficult to use than any other email account. It interfaces with mainstream software programs such as Outlook, Apple mail, Windows 10 mail. It can be access on a PC, laptop, tablet or smartphone.

For more information visit www.lions.org.au

Consider the benefits for your Club today...