



## OFFICE 365 ACCOUNT – CHANGE OF OFFICER HOLDER (CLUB)

### How does an incoming 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.

During change-over, or soon thereafter, Office 365 account access may need to be transferred. Access is password managed.

**For changes in Club Office Holder (ie. President, Secretary or Treasurer) this process will be managed by the outgoing office holders.**

1. Club members approve and minute the names of the office holders that are permitted access to the club email account
2. On the transfer date, the account password and user authentication settings will be reset by the System Administrator at the National Office (Please send request to [oc@lions.org.au](mailto:oc@lions.org.au) at least 1 week prior to the required transfer date).
3. Details of the new password and introductory user guides will be sent to the personal email address of the Incoming Officer(s)
4. New Officer Holder will complete the login process by updating verification details (*Optional: change password to personal preference*)

\*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