

What you need to know to get started on Microsoft Office 365

Welcome to office 365 with Leeston Life Church. This is our on-line hub, where we hope you will find a place to connect and interact, share praise stories and testimonies of what God is doing in your life, or the lives of those you lead, and also a place you can receive encouragement, request prayer or help. Please feel free to leave a little positive message once you join – so we know a little bit about you and can connect with you. As more people join our on-line community, we know it will grow and flourish with encouraging stories and testimonies. We have several ways we use Office 365, and these are listed below. Your Office 365 log in gives you access to a load of free and very useful apps, maybe you have been paying in the past, you now can have One Note (cool note taking app), Outlook (to receive and send emails), One Drive (file storage in the cloud), Yammer (our social network), Bookings (useful for booking appointments with others) – to name a few, totally for free, and nobody else in the organisation can see, because we each log in, with our own user name and password which is unique to you.

If you have another Office 365 account for your university or work, it will work fine together, you just can't be in both accounts at the same time. To access Yammer for LLC you will need to totally sign out of your work or school account first to then sign into your LLC account.

Baby Steps – Logging in on-line

In your URL type 'portal.office.com' to get to the log in page. Select your organisation/work account and log in with the email (yourname@leestonnewlife.co.nz) and password provided to log in with. (I believe you can change the email in your account details if you wish to log in with another one – you can also use this email address for free, or have emails which may be sent to your address here, forwarded to your regular email if you choose to not use this one – PS Can I reassure you, nobody else can view your personal emails and this is also free address and reasonably secure)

Now I want to introduce to you One Drive - which you can download as an app on your phone, and Yammer- our social network app.

One Drive

This is where the files shared with you are stored – to find files shared with you look up under the tab "files shared with me" – if there is nothing there, there has been nothing shared with you.

You can use One Drive to store your personal files if you wish, **no one else can see them** if you choose not to share them. Others can only see what has been shared with them, and the same with you. So, if for instance, there is a file you need to see, and it isn't there, it hasn't been shared with you – you will need to contact the author of the document and ask them to share the document with you.

Document sharing is very helpful when several people are working on one document, for eg, our rosters. Our music team self-roster, and can go on-line and add themselves to the roster and the changes are kept on-line. If someone else is working on the document at the same time, there will be a little note on the top right hand corner to let you know. This is a time saver for what is known as 'live documents' where people are adding to the changes and editing of a document. You may wish to begin to write your own bible studies, and need someone to proof read your work, this document can be shared with those who are also in our network. They can access the document at home on their computer, read and make any changes and the document is saved and stored online ready for you to access it.

The only files you will see here are the ones shared with you and any other files you choose to store here, giving you free cloud storage – I believe it is unlimited, and secure, nobody can see what you store here, unless you share it with them yourself. (PS I have countless wedding photos on my One Drive and personal files galore! I know you can't see them unless I share them with you 😊)

Yammer

This is where we want you to chat and leave your testimonies and praise reports, seek encouragement, or leave an encouraging prophetic word you may feel would encourage others, or give and receive prayer requests. Each group has its own chat group members -which can be set to public or private. If is set to 'public', everyone can see the chat, if the group is private, only the group members invited to the group are able to see the group. (Currently I have 19 groups on board – let me know if you have an idea to make or join a new group). If you have joined and don't see the group you wish to be a part of, you will need to ask for permission from those who are leading the group to join. They can arrange for you to be added to the group, and the next time you are on Yammer, it should be clearly visible for you to see. The only people who are on this network, are fellow members of Leeston and Darfield Life Churches, so you have no fear of being tapped into or copied by unknown people around the world. Our chat site is secure with Office 365.

Teams

This is a new App we are currently learning how to use. This app is for our teams to group and meet together – and plan, eg Music Team, Café, Connect Groups - to share information about the meeting place, files people may want to review, or even join a meeting if they are unable to physically attend- it is unlimited to how many can use this app. Files can be accessed from One Drive once they are static (no longer being added too), eg the roster for the month can be easily stored and found here without the need to scroll through other files. Meeting times can be made and these will transfer directly to your Outlook Calendar and you will receive an email which you can accept or decline meeting invitations. Then the meeting will go directly into your calendar in Outlook, and will notify you as the appointment draws near.

Apps

If you prefer to work off your phone or tablet, you can download the apps for free, for One Drive, Word, and Yammer. It makes your files and conversations readily accessible. Yammer can turn on notifications for the specific teams you are following, so you don't get unnecessary notifications. You also have One Note, One Drive, Outlook, you can use these apps for personal use for free, through your LLC office subscription – again, no one except you can see your personal information once you have logged into your account.

Password Reset

On occasion things do go wrong, please let me (Nicky) know, and if you need a password reset, I can do that for you wherever I am, as long as I have internet. I am not a technician, nor have I been trained in any way to use or over see this tool, but I will do my best to try and solve any issues. Occasionally we have issues with signing in, please check you are using the correct email, and password, - most issues come down to a problem with one or the other. 😊