

CLUB LEADERSHIP
DEVELOPMENT PROGRAMME

THE GREAT TEAMS AREN'T JUST ON THE FIELD



Office 365



INVESTING IN LEADERS, INVESTING IN YOU. 

learning.gaa.ie/administrator

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

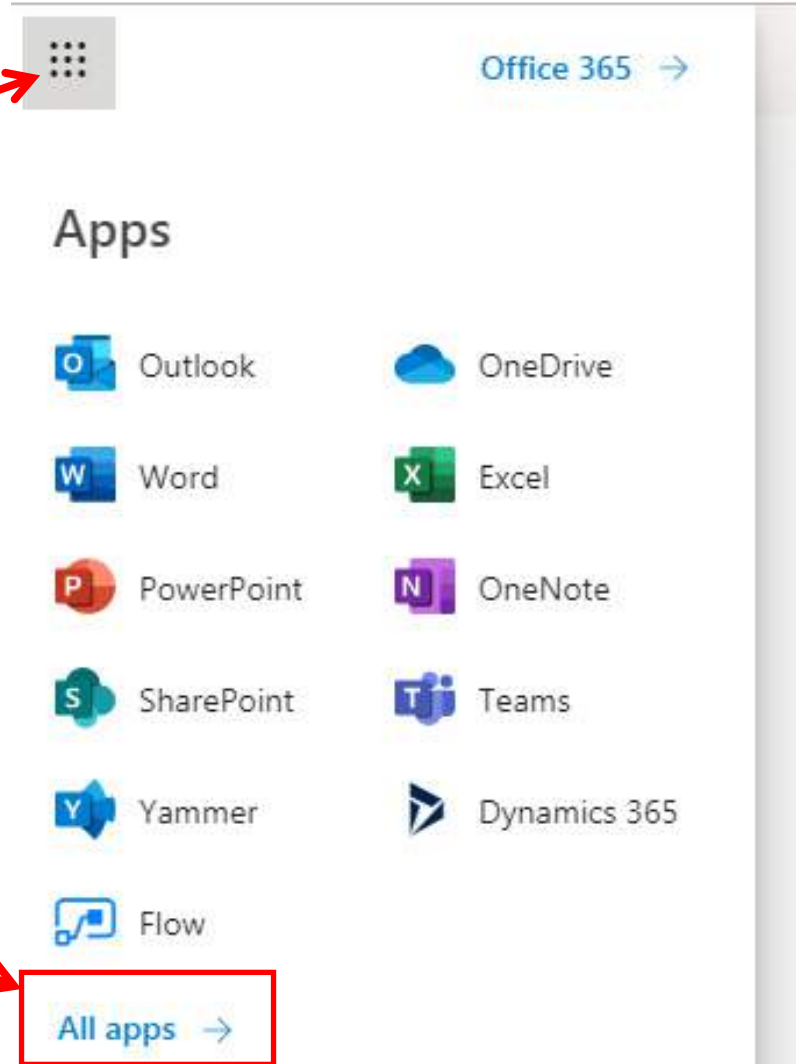
Office 365 (2)

- 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



← Back

Search all of your apps

Office 365 apps

Add-In

Calendar

Delve

Dynamics 365

Excel

Flow

Forms

OneDrive

OneNote

Outlook

People

Planner

PowerApps

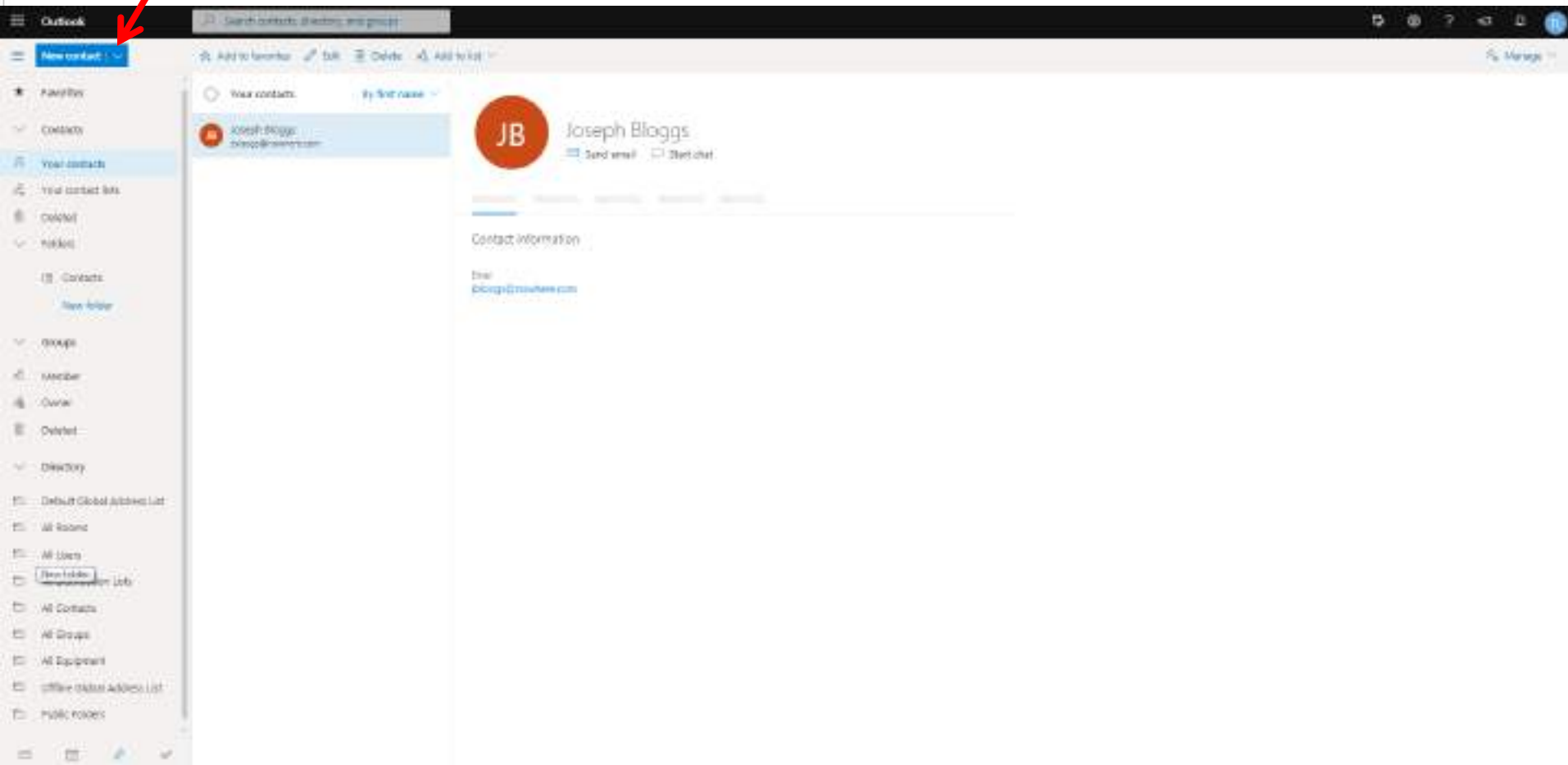
PowerPoint

SharePoint

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

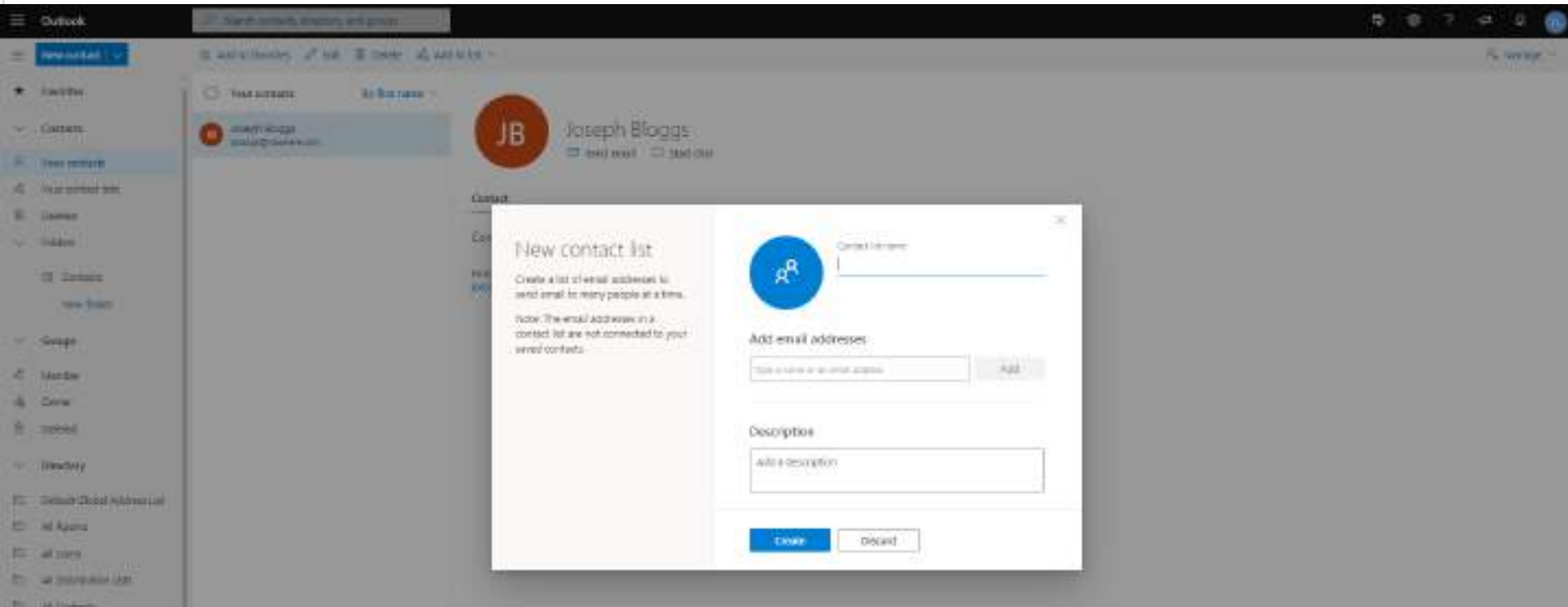


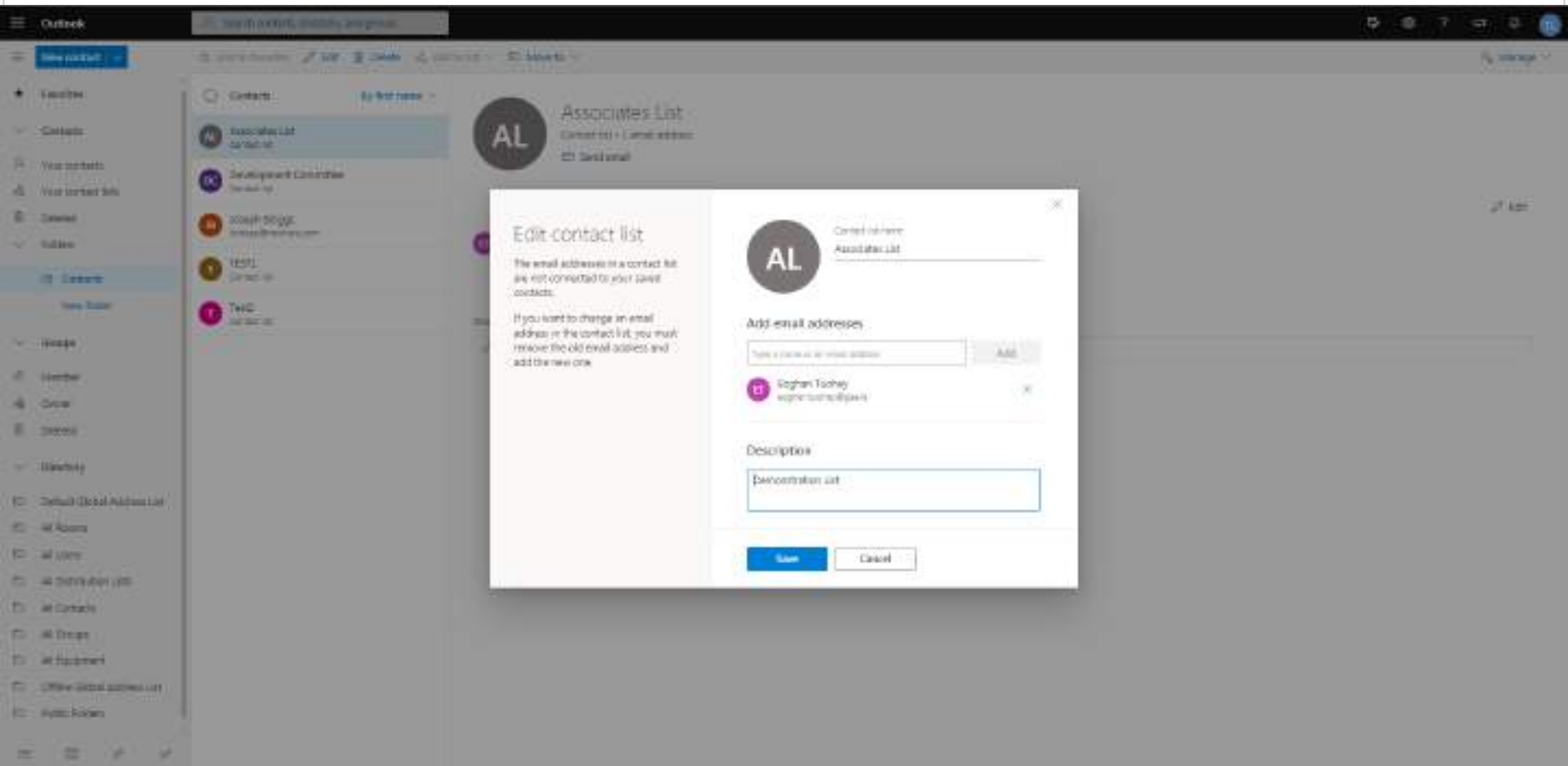
Click on New Contact

Type a Contact list name

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

Then Click Create

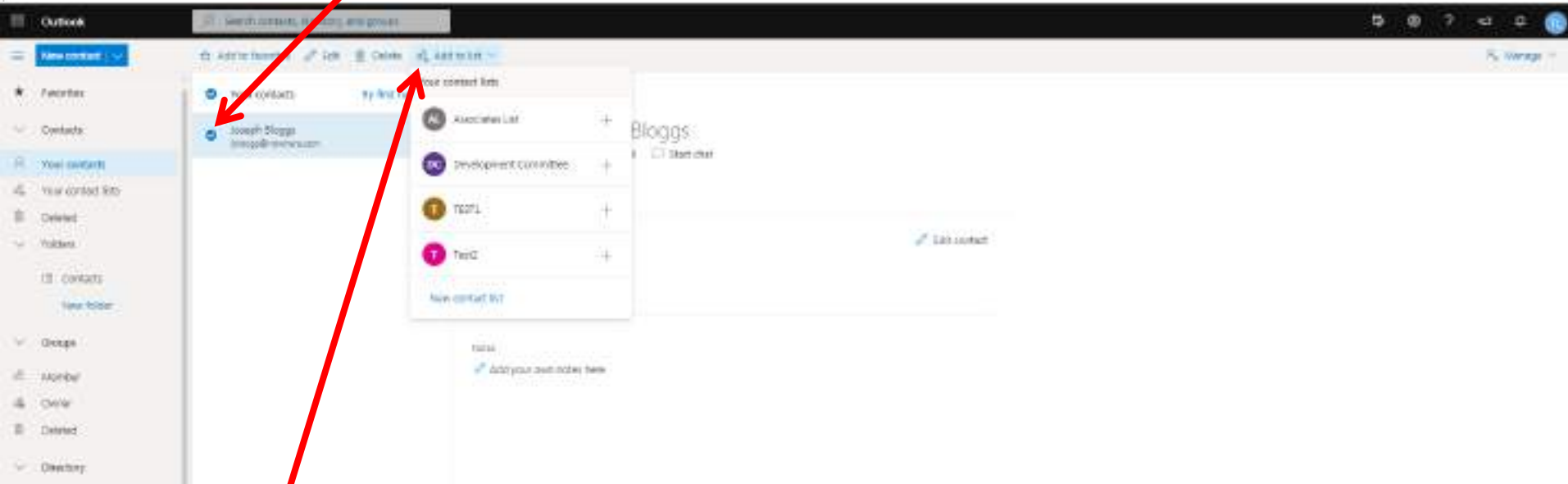




Adding a number of Email Addresses to a Contact List

- 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

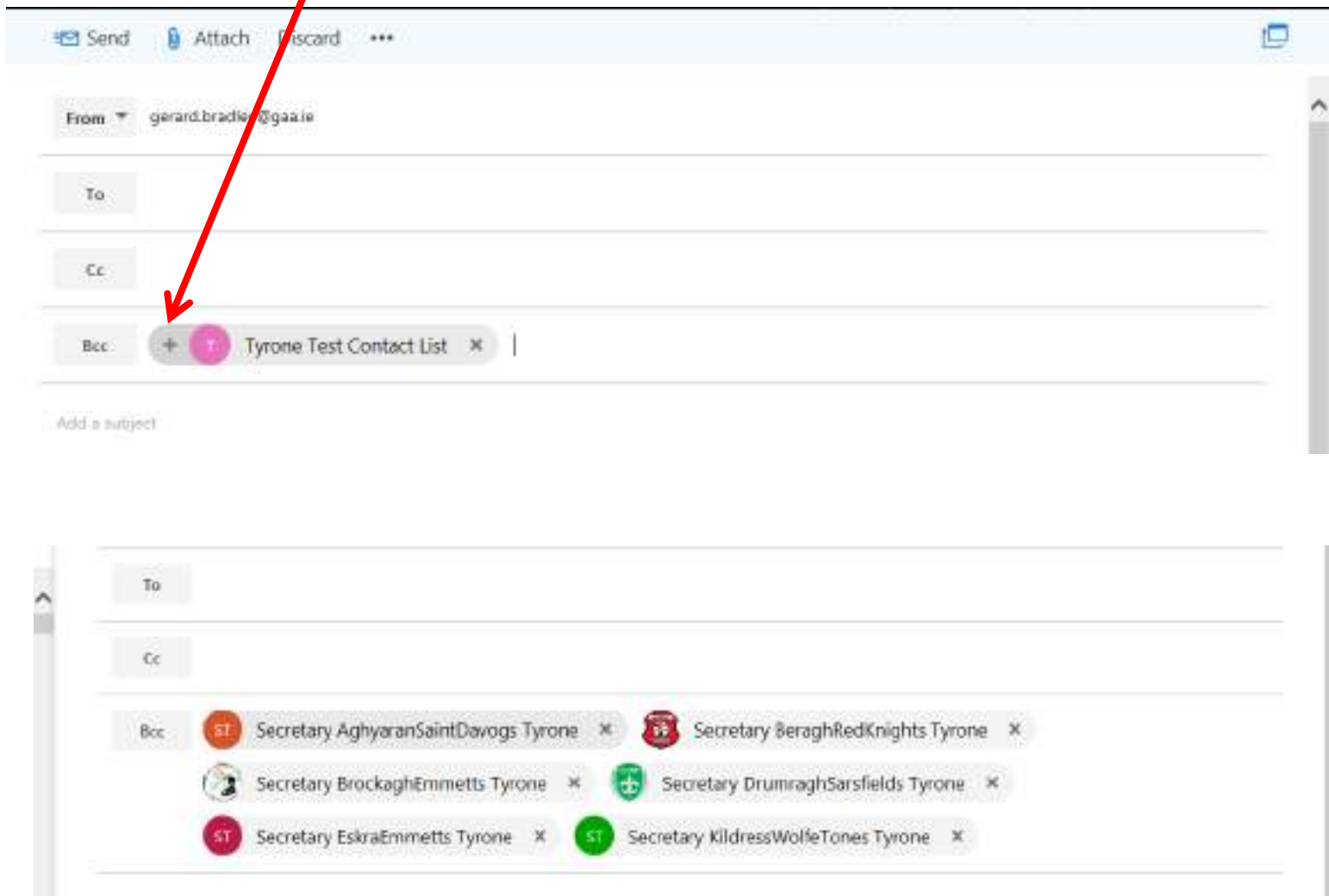


Then Click 'Add to list' and select the required list
NEVER tick a contact that has no email address,
if you do the 'Add to List' menu disappears

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

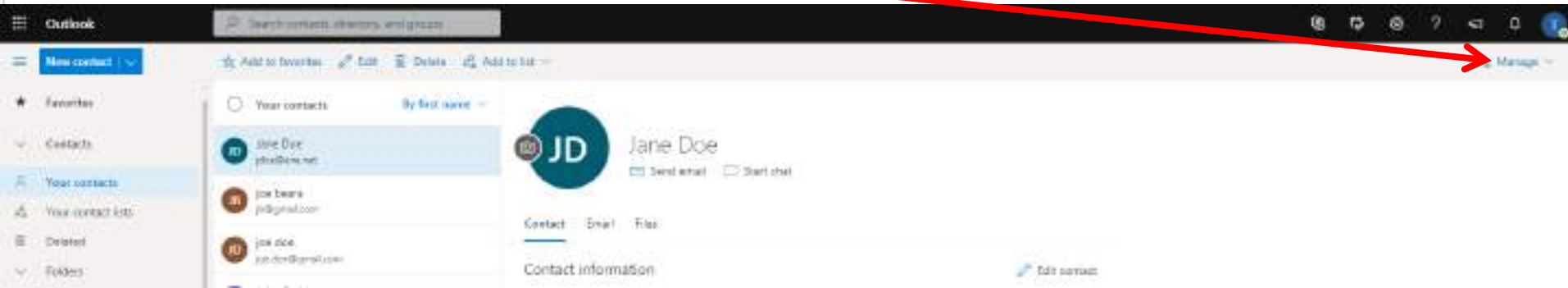
Click on the + on the LHS of the Contact List name



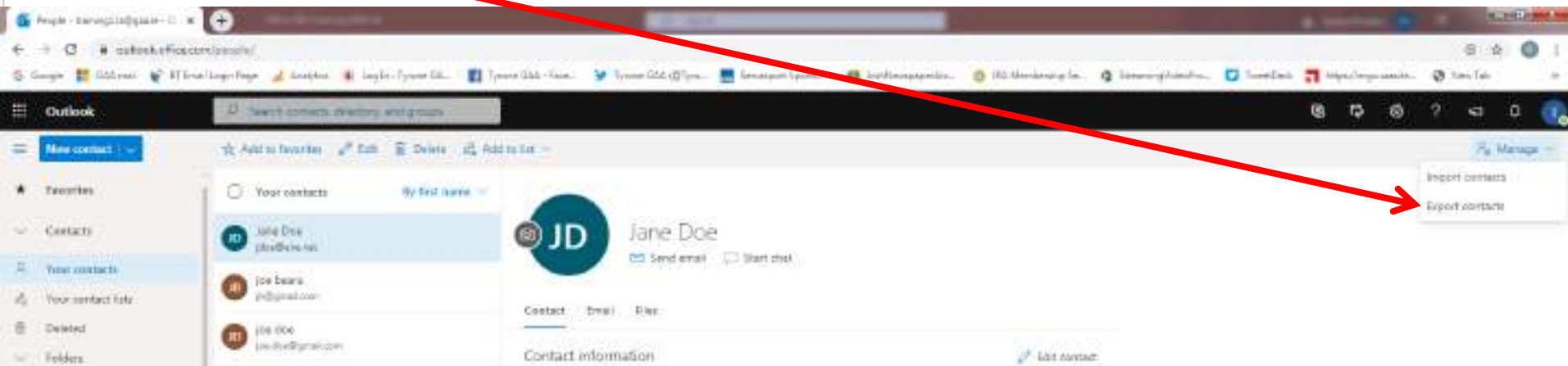
Adding a large number of contacts to People

- 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

AutoSave Off

contacts (2) - Excel

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

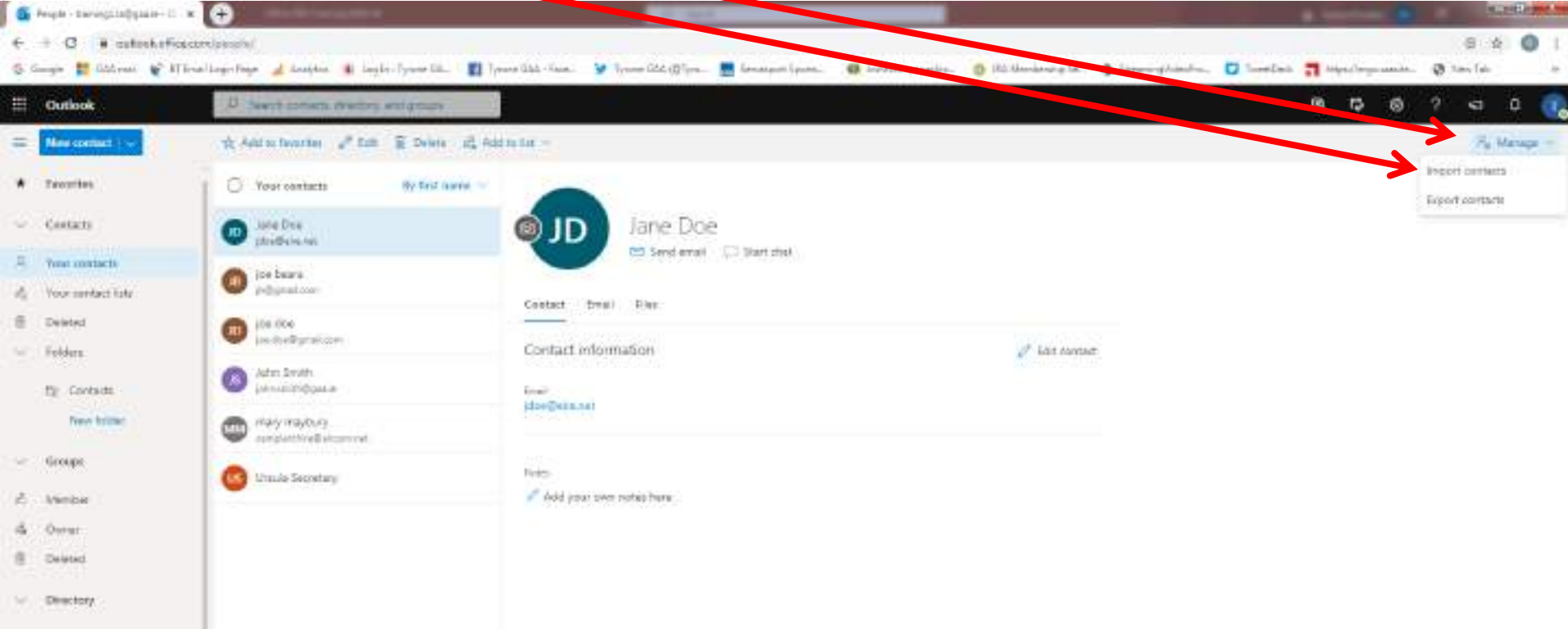
Number: General, Percent, Decimals, Thousands Separator

Conditional Formatting: Normal, Check Cell, Bad, Expl...

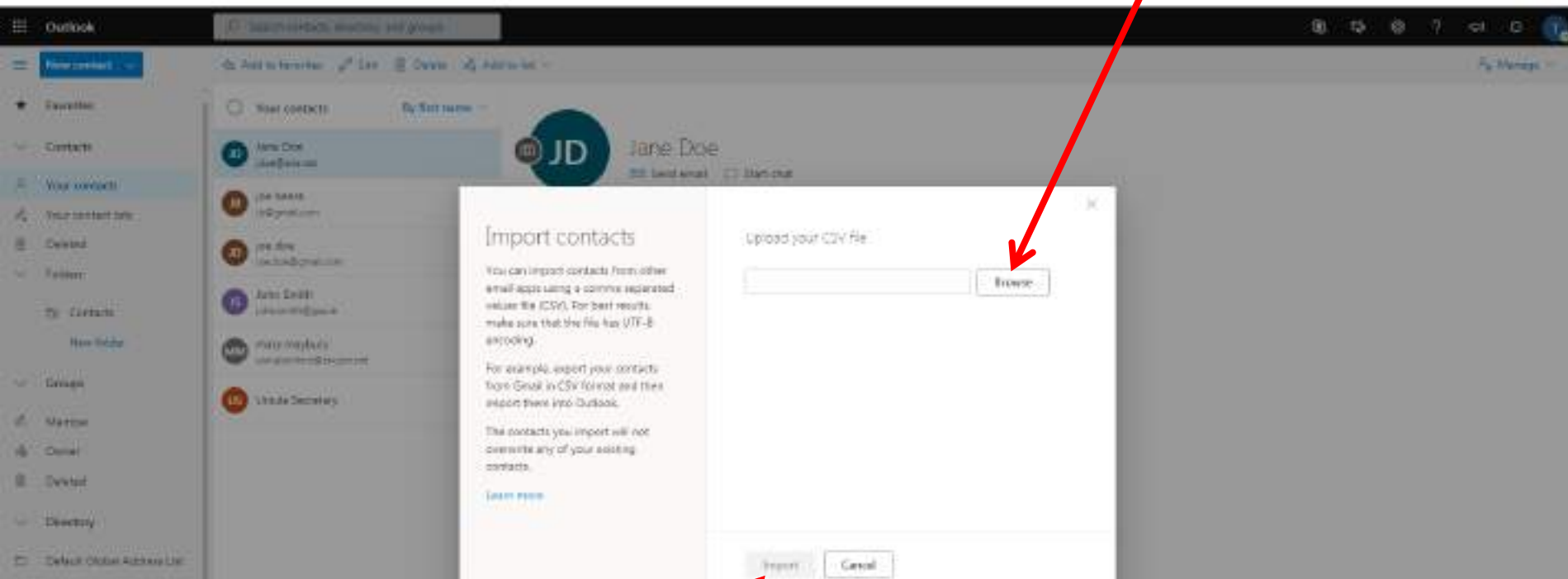
Formula Bar: A1, First Name

	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