



### **Microsoft Office 365 Basic Information**

Please find in the following document a brief introduction to and FAQ about Microsoft Office 365.

- What is the cost to Michigan Swimming for using Microsoft Office 365?
  - It's free! Michigan Swimming is a registered non-profit organization and qualifies for Microsoft Office 365 for Nonprofits because of its 501(c)(3) status and mission to "advance the education of swimming".
- Will we be getting a trial version of Office 365 or will it be limited in any way?
  - No! Microsoft Office 365 for Nonprofits is a fully functional copy of Microsoft Office 365 that you would find in any business that uses it.
- Which version of Microsoft Office 365 for Nonprofits will Michigan Swimming be using?
  - There are currently four options available. Two options are completely free and two are offered at a deeply discounted per user rate. The paid subscriptions include licenses to use desktop versions of the Microsoft Office Suite. The free versions include the online Microsoft Office Suite for free. Of the two free options, they are identical except for the number of users that are allowed. Michigan Swimming should opt for the unlimited user option, which is "Office 365 Nonprofit E1".
- What features are included and would be useful to Michigan Swimming?
  - Microsoft Office 365 includes the following features: Business-class email, File Sharing (OneDrive), HD Video Conferencing via Skype for Business, Intranet Sites via Sharepoint, Office Web Applications, 24/7 Technical Support, Yammer, and more.
- Who would be eligible for a Michigan Swimming Office 365 account?
  - Per Microsoft's website (<https://www.microsoft.com/about/corporatecitizenship/en-us/nonprofits/whos-eligible/>), employees and Board Members of Michigan Swimming would be eligible for accounts. Accounts cannot be used for personal purposes and must be used solely for Michigan Swimming business.
- What is the advantage of using Office 365 for email?
  - While there are many advantages for using Office 365 for email, the biggest is consistency. Currently, all of the Board Members and employees have different email addresses that follow no format. With Office 365, we would be able to have professional @miswim.org email addresses that follow a set pattern. This gives a more professional and official look to communication. In addition to consistency, this allows for central



mailing lists to be set up. For example, all members of the board would be issued an [@miswim.org](mailto:@miswim.org) email address and then added to a central mailing list of [board@miswim.org](mailto:board@miswim.org). This way, there is only one email address to type in when you need to email everyone on the board and there is no risk of leaving anyone out. Users can easily added or removed from this list (or any others) by an administrator (or a regular user, depending on how lists are set up). Email distribution lists can be configured in many ways on an individual basis. They can be set so that only users with an [@miswim.org](mailto:@miswim.org) email address can send mail to them (to avoid spamming, say, the whole board), so anyone can send an email to them, or so that a specific list of people can send an email to them. Emails can also be set up so that multiple people have access to one account. For example, the athlete division would have an email [athletes@miswim.org](mailto:athletes@miswim.org) where all athlete reps would login using their own username and password but would be able to then switch to the athlete account without needing to login to it with its username and password. This allows them to have their own email addresses but also be able to respond to inquires to the Athlete Division officially using [athletes@miswim.org](mailto:athletes@miswim.org). Finally, an email alias can be added to an account so that board position emails are consistent from incumbent to incumbent. For example, [generalchair@miswim.org](mailto:generalchair@miswim.org) will always exist. At this time, it will be directed to [katy.dean@miswim.org](mailto:katy.dean@miswim.org). When Ms. Dean leaves office, it will be redirected to the new General Chair's personal account. This way, no matter what, if you email [generalchair@miswim.org](mailto:generalchair@miswim.org), you will always get the General Chair.

- What will OneDrive (file sharing) do for us?
  - OneDrive is an incredibly powerful tool. It behaves much like Google Drive or Dropbox, and allows folders to be shared with certain people within the organization. For example, as a board, we could have a shared folder where all Board Reports would be placed (separated by month). That way, all Board Reports are in a central location if one needs to be referenced for any reason outside of the consent agenda. Folders can also be used to share documents between committee members or board members. Really, it is an easy way to share things with organization. No more hunting through emails to find an attachment or the latest version of a file that you were sent. If a file/folder is shared, the people it is shared with can edit the file and directly save it back to that folder. That way, the file in the folder is always the most up-to-date version. Of course, files and folders can be private as well, and do not have to be shared with anyone if you need to store personal Michigan Swimming work and have access to it from multiple locations.



- What is Sharepoint/Intranet Sites and how do they work?
  - Sharepoint (now called Sites) is an incredibly powerful tool, if used correctly. This allows the organization to have its own “internal website” per se. Pages can house information and be shared among the board, committees, or any combination of people. For example, the Athlete Division intranet site may hold past meeting minutes, updates from the Athlete Reps that would be of interest to the Board, etc. It really is a way to share information in the form of an internal website, and can be customized in many ways. If you have additional questions on this, please contact me for more information.
- How can Skype for Business help us?
  - Skype for Business (formally called Lync) allows for online meetings. It supports up to 250 concurrent HD Video connections. This would be a particularly useful feature for committees or short-notice meetings. Meetings can be scheduled and a notice sent out from the Skype for Business Meeting Scheduler, or meetings can be initiated On Demand. This would help us not have to use third-party conference call providers in order to host e-meetings. Skype for Business is available as a mobile app, desktop application, and web-based application. Users can connect with Audio and Video or Audio only. If not calling in using a phone number (at this time, it is not clear whether Microsoft will provide a call-in number to use with Skype for Business or if that must be purchased separately as a service), participants will be able to share screens, give presentations, and text chat.
- What are Office Web Applications?
  - Office Web Applications are available to anyone who has an @miswim.org username and password. They are simplified, yet still very well-equipped, web-based versions of Microsoft Office.

The following are points of discussion. Please think give these some thought prior to the Board Meeting.

- What format will email addresses/accounts take?
  - Suggested
    - Personal: firstname.lastname@miswim.org
    - Division: divisionname@miswim.org (these can be distribution lists, email aliases, or separate email accounts)
    - Committees: committeenamecommittee@miswim.org (mailing/distribution lists)
- Should committee members be issued @miswim.org emails?
  - There are pros and cons to this. Pros: They can access intranet sites, shared files, and be part of distribution lists. Cons: Many more accounts to manage as committee members come and go.