

Change of WI Officer

Thank you for your time as a WI Officer, before handing over to your successor we ask one final task as part of this process:

1. Please provide your successor with the Hampshire Officer email address and current password.
2. Show them the easiest ways to log in

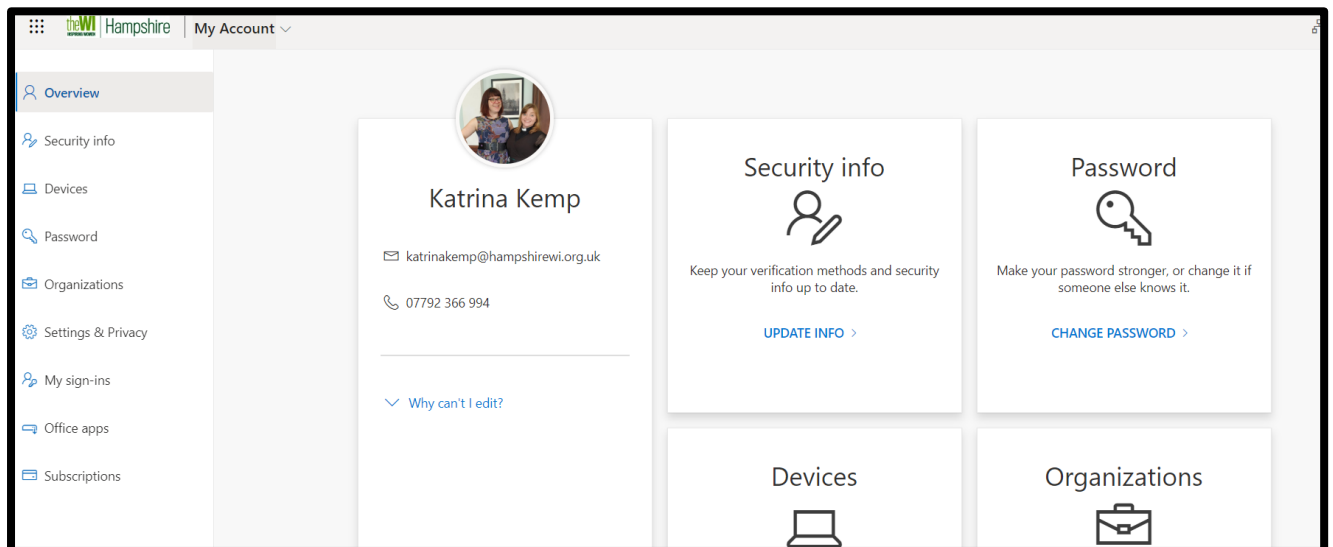
Welcome and Congratulations on becoming a WI Officer, we hope you enjoy the role. To support you, ensure your personal information is safe and doesn't need to be used whilst organizing or managed your WI, ensure the history of your WI is in one place, and to separate your WI emails from any personal or work emails each WI has three Hampshire email accounts.

Your predecessor will have given you your username and password. The username will be something like:

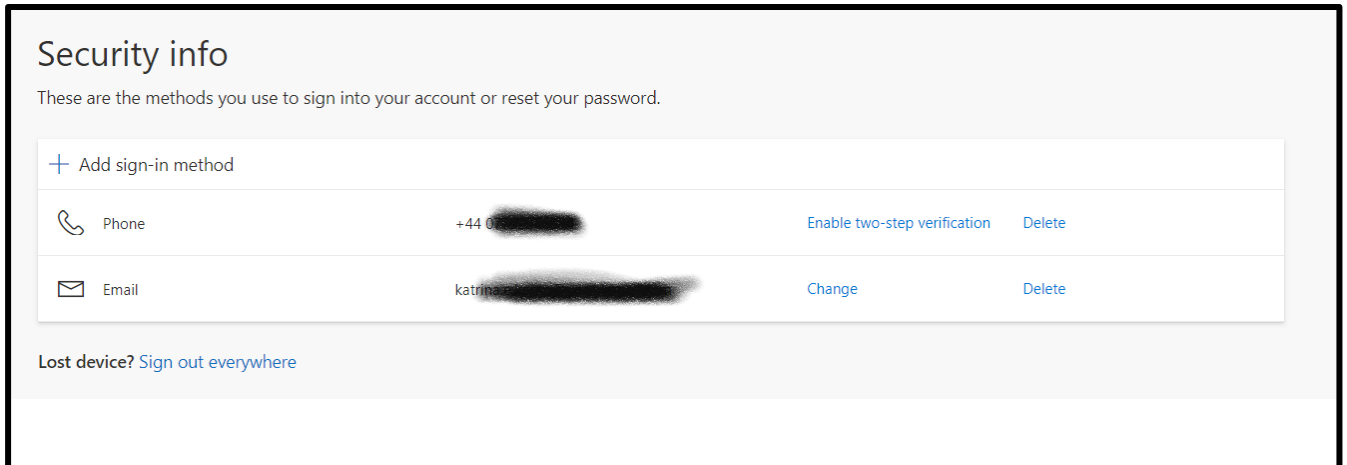
MadeupvillageevePres@HampshireWI.org.uk

When you first sign in to your account we would ask that you do the following:

Go to: <https://myaccount.microsoft.com/>



1. Update the security information
 - a. Click security info, Update Info
 - b. This box will appear



- c. Where “change” appears please update the details to your personal email and phone number.
 - d. Where Change is not possible, please delete, then Add sign-in method.
- NOTE: These details are only seen by you, they allow you to reset your password if you forget it (we all do)
- 2. Click Overview to return the dashboard image above to change your password.
 - a. Click password, Update Password
 - b. Follow the instructions (you will need the current password)
 - c. Create a new password to one of your choice (you do **not** need to provide this to WI House staff)

You are up and running!

You can now use the email like your own. When you log in you can access your email, the Hampshire Hub, Teams (for meetings) and many other apps we get free from Microsoft.

Click these nine dots to open Outlook (emails); SharePoint (Hampshire Hub)

Once into the Hampshire Hub, *Need help with emails* has lots of videos and guides to help you

Help: Please contact reception@hampshirewi.org.uk if you have any questions or problems.

