

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.
3. Update the officer roles in MCS (remember that your username for MyWI will now be your personal email, your password will not change).

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.

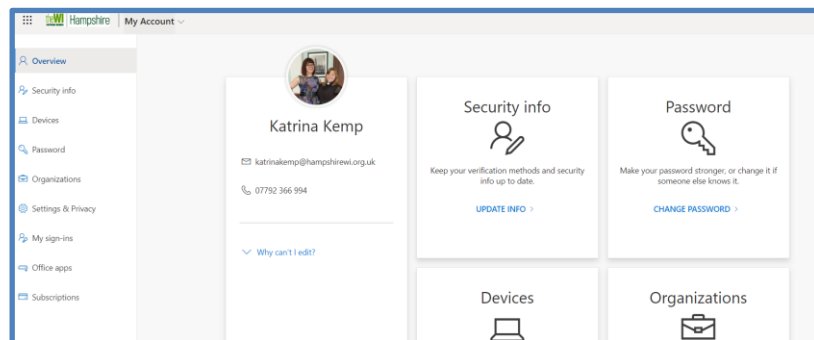
Your predecessor will have given you your username and password. The username will be something like:

MadeupvillageevePres@HampshireWI.org.uk

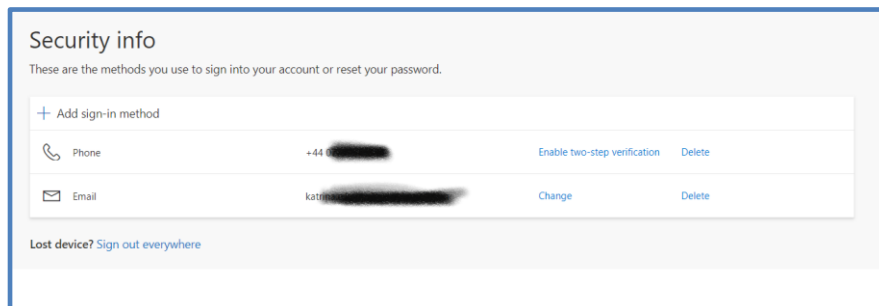
(Note: This will now be your username to log into MyWI, your password for logging into MyWI will not change)

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.

The image shows a screenshot of the Hampshire Hub SharePoint dashboard. The dashboard has a green header with the text 'HCFWI Hampshire Hub' and a search bar. Below the header is a navigation menu with 'Home', 'Notebook', 'Documents', 'Site contents', and 'Recycle bin'. The main content area features a large 'Hampshire Hub' title, a 'UPCOMING EVENTS' section with 'Events at Hampshire WI' and a 'Learn more' link, a 'WI Handbook 2022' section with a photo of a woman, a 'Need help with Emails and SharePoint?' section with a laptop and glasses, an 'HCFWI Calendar' section with a calendar, and an 'HCFWI Policies (running your WI)' section with a row of binders. Two callout boxes are present: one on the left pointing to the top-left corner of the dashboard with the text 'Click these nine dots to open Outlook (emails); SharePoint (Hampshire Hub)', and one on the right pointing to the 'Need help with Emails and SharePoint?' section with the text 'Once into the Hampshire Hub, “Need help with emails” has lots of videos and guides to help you'.

Have fun, and thank you. We hope you enjoy your time as a WI Officer.

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