

# Microsoft 365

Changes to Officer Accounts  
– November 2025

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# Agenda



Introductions & housekeeping



What's happening? And why?



What does it mean for you and your WI?



What do you need to do? And when?



How do you go about it?

# What's happening? And why?

- The number of Office 365 accounts we have access is being reduced by two-thirds
- Combine WI officer 365 accounts into one – President & Treasurer blending into the Secretary account
- **All email addresses will remain active**, but access to other 365 apps will be through the Secretary account
- The “Secretary” account becomes the default WI account

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## What does it mean for your WI?

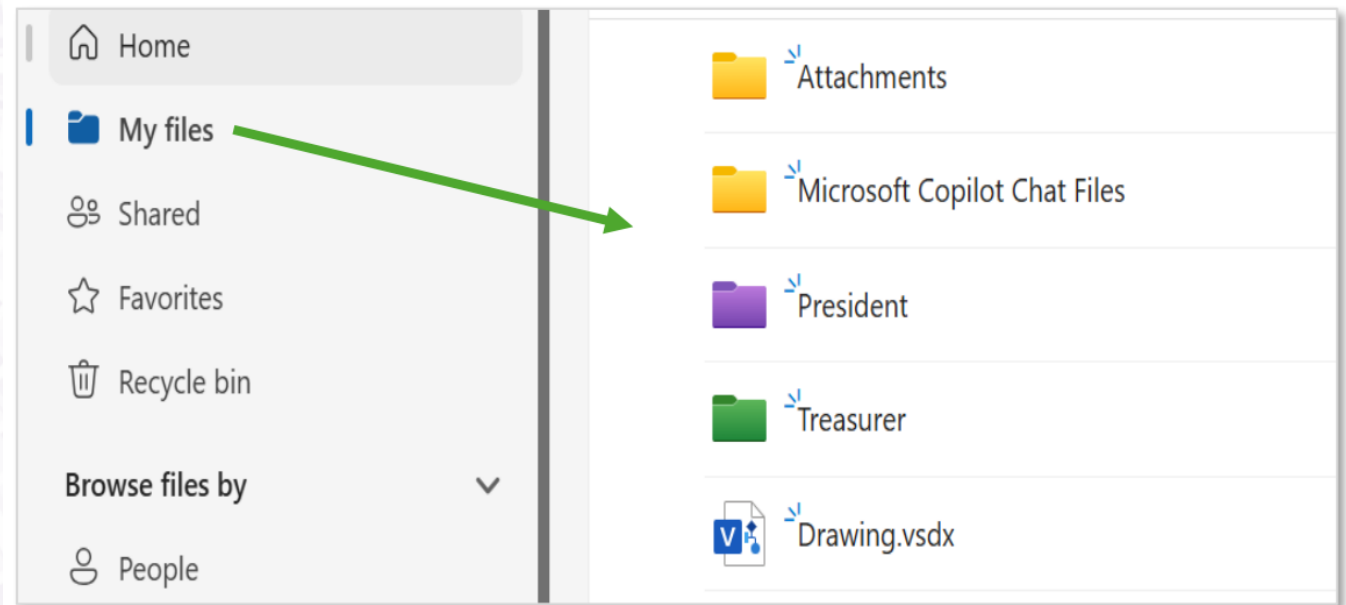
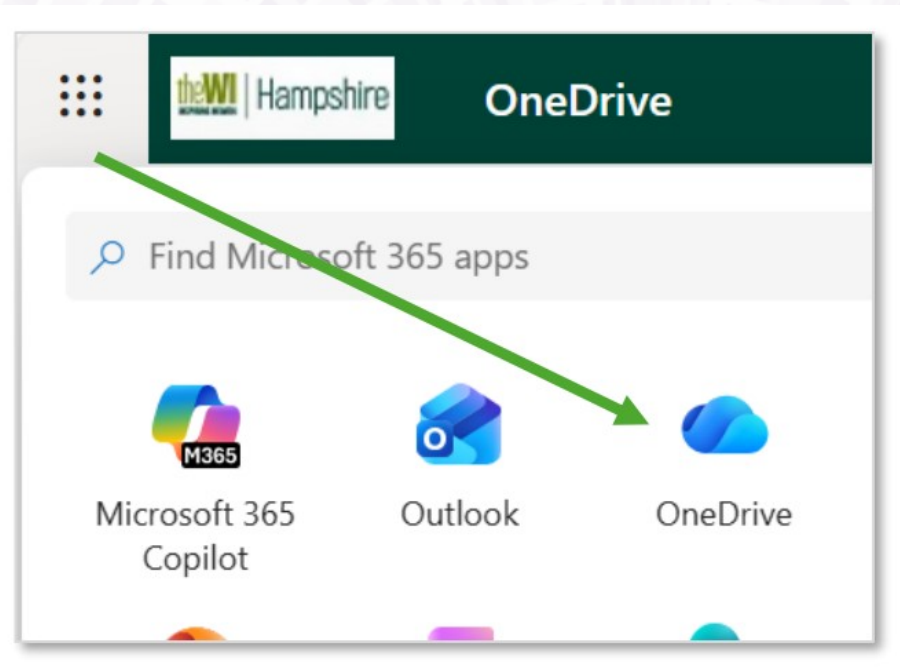
- Beyond the switching process – very little
- Continue using all three email addresses as you have before
- All your saved files will be in one place, not split across multiple accounts, making access to information easier and more transparent

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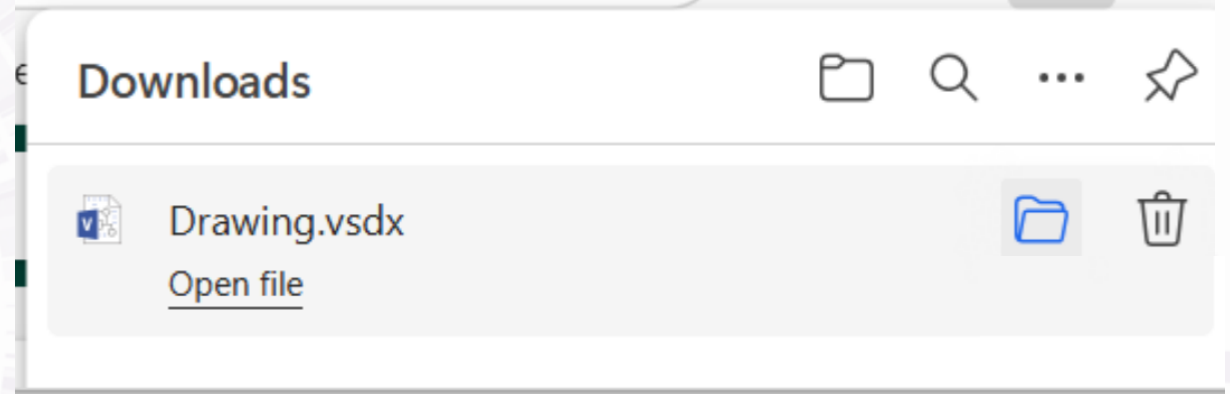
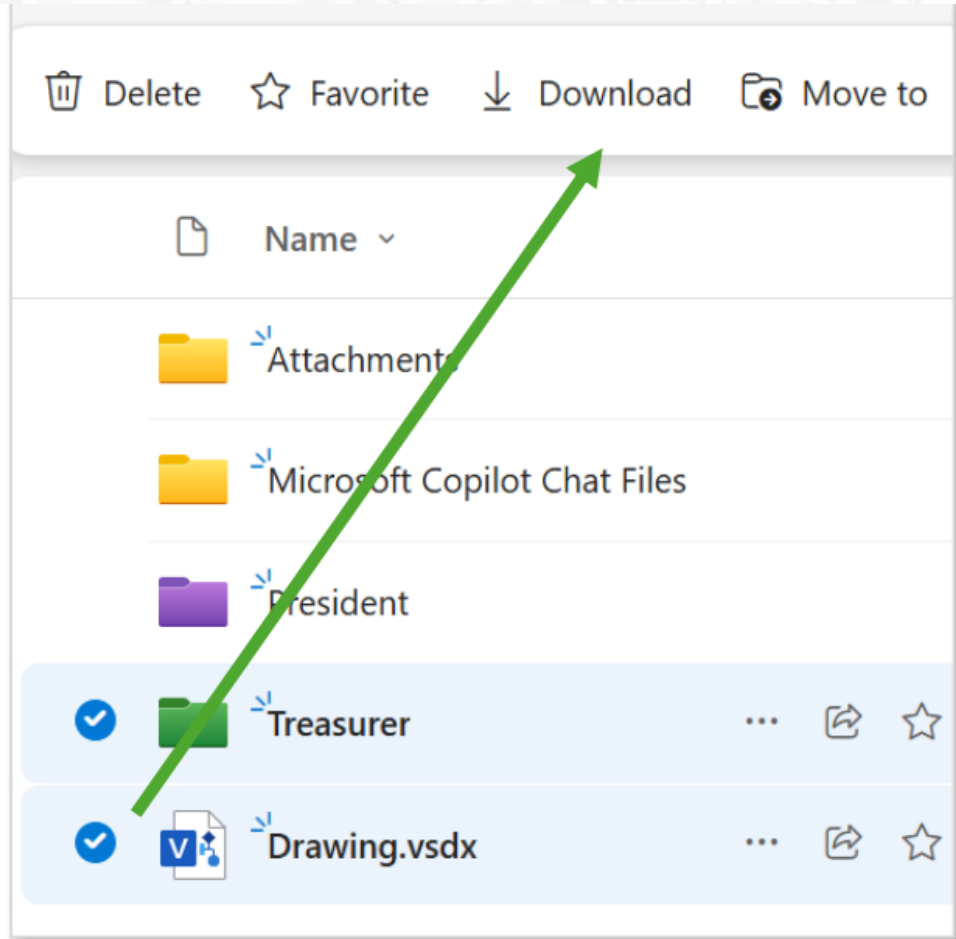
# What do you need to do? And when?

- Housekeeping and organisation
  - Tidy up files, folders
  - Transfer President and Treasurer OneDrive files to the Secretary account
- **Before Monday 8<sup>th</sup> December**

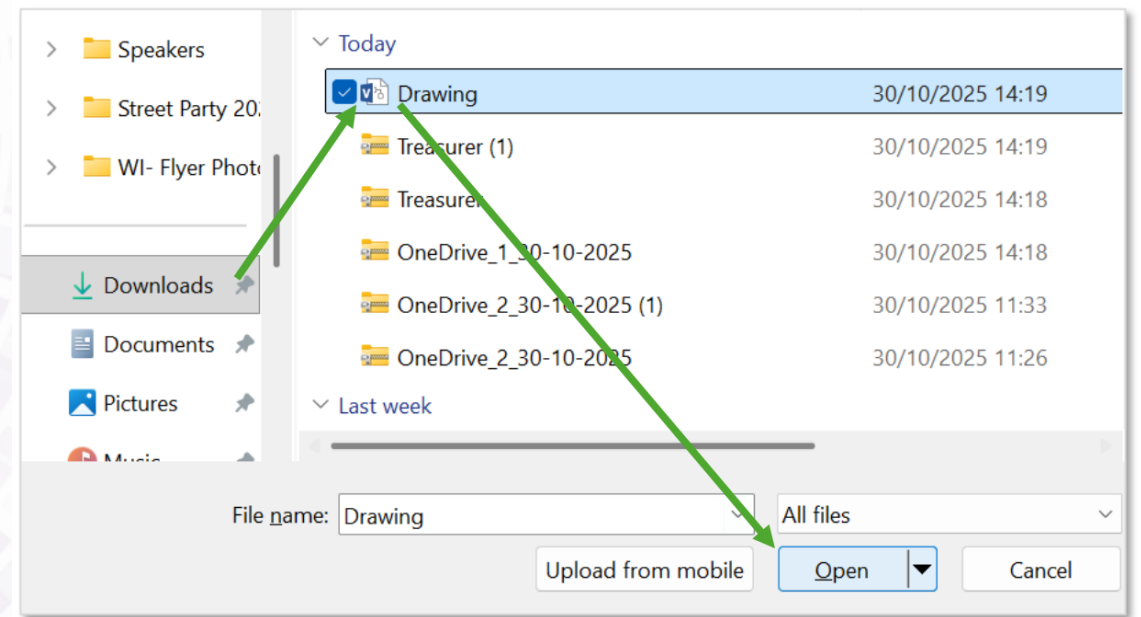
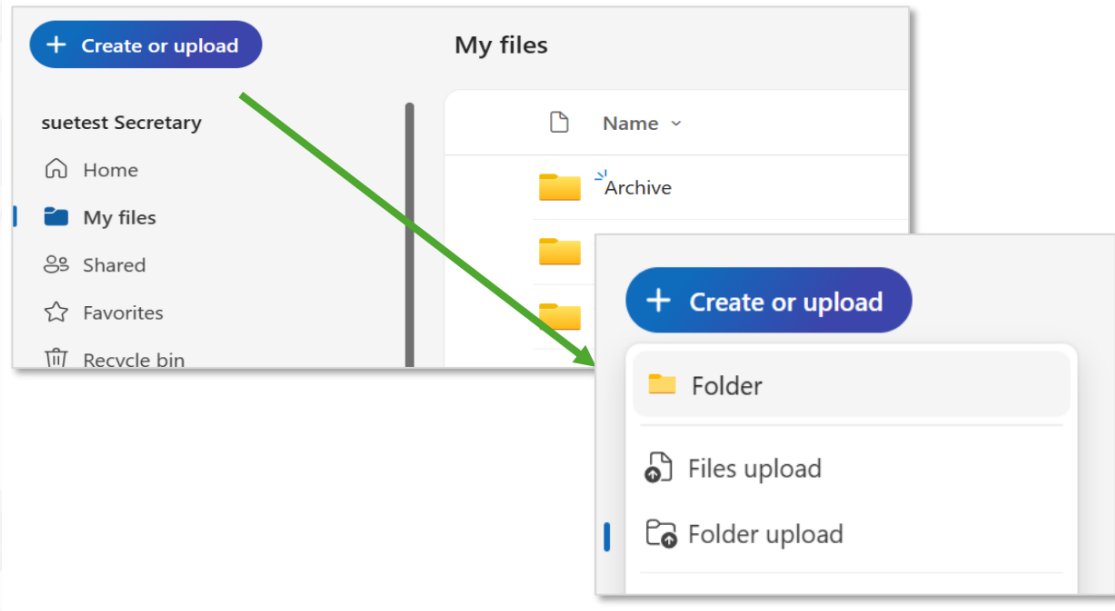
# 1 How do you go about it?



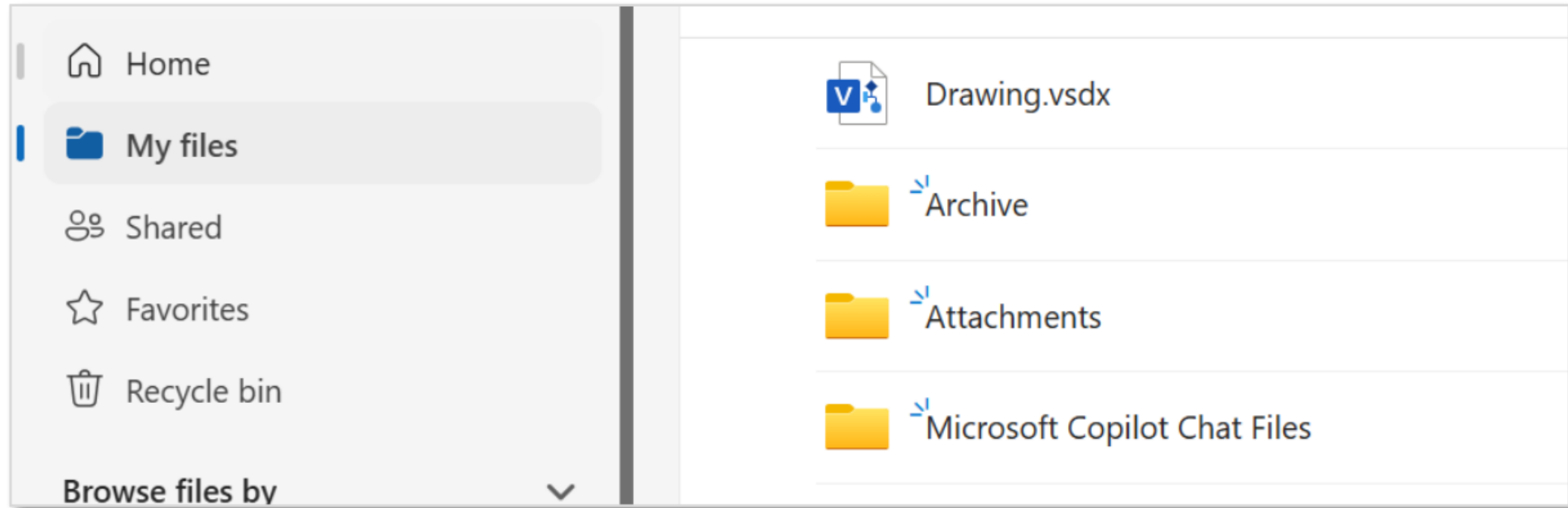
## 2 How do you go about it?



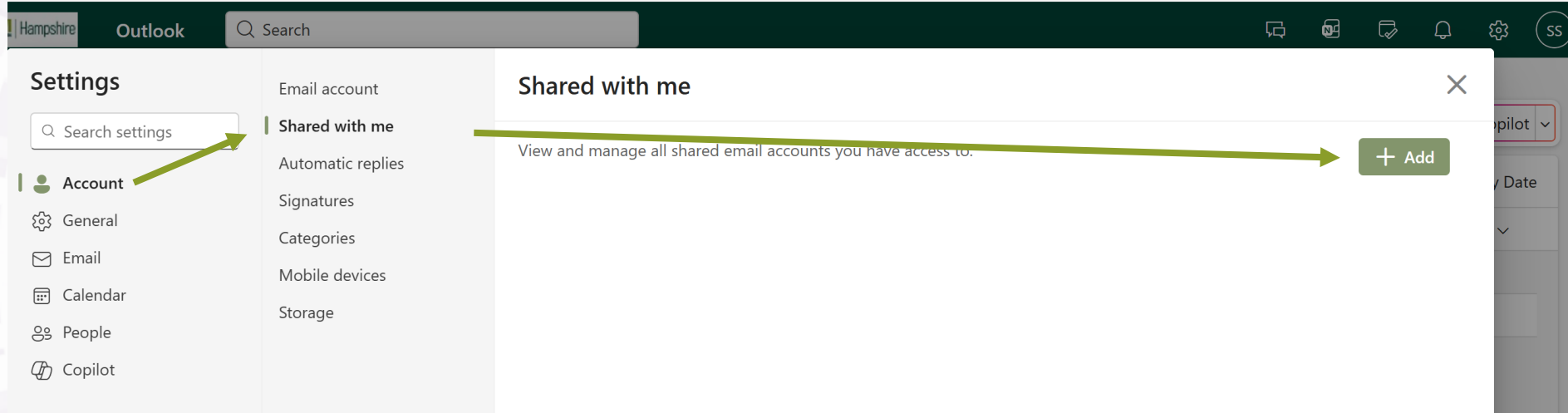
# 3 How do you go about it?



## 4 How do you go about it?




# Link up your emails



# Link up your emails

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## Add a shared email account





Add a shared mailbox or mailbox folders from the email account of the person who has given you permission to access their mailbox, folders or calendars with you.

Continue


## ▼ Favourites

 Inbox

 Sent Items

 Drafts

> suetestsec@hamps...

> suetest Treasurer 

> suetest President 

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Any Questions?

