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| WI SUPPORT TEAM | A close up of a logo  Description automatically generated | A logo with a horn and text  Description automatically generated |
| **HELPFUL INFORMATION FOR USING MICROSOFT 365** |

From feedback received from WI we believe you find it difficult to navigate Microsoft 365 for information and/or forms, so we hope that this will help you.

Anyone can access the Notts WI site on Microsoft Office 365; WI Officers are given a specific log in so they can access emails sent specifically to them as well as our Calendar, Enclosures and WI Information. But did you know that members can also log in and view information? Please inform your members that if they have a device which can access the internet, they should search for office.com then log in using members@nottswi.org.uk followed by the password: CountyHouse1975.

On that page, click on the 9 dots (top left of the blue bar) and choose SharePoint. Click on the blue bar of the Notts Fed WI Team Site which will take you to the Federation Events Calendar where, across the top you will see some sub-headings. By clicking on ‘WI Information’ you will see various ‘folders’ each of which contain varying amounts of further information. By clicking on eg MCS there are two forms in there, each of which should be completed when you become a member of the WI! Click on ‘WI Meetings’ and there are other folders with information in. See diagram below.

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| Wherever you see this icon | Folder outline | Click on the description, the folder will open and you will find further information or folders in there. |

Example:

* Campaigns & Resolutions
* Constitution
* Federation Annual Meeting
* Groups
* Insurance Policies
* Internet & Microsoft 365
* MCS
* Procedural Policies
* Treasurer
* WI Meetings
* WI Stationery
* Yearbook 2023-2024

WI Information

* Annual Meeting Forms
* Knitting Patterns (Teams4U)
* Show the Love bag patterns
* WI Branding

SPEAKERS LIST 2023-2024
WI Handbook 2023

**Please Note**:

After your Annual Meeting, you should send your Annual Report Form to the office as soon as possible because this triggers the issuing of the logon and password information to any newly appointed officers. If you haven’t received logon details, have misplaced yours or are having difficulty accessing Microsoft 365, please contact the office who will be able to help you.