



Hello:

It has been apparent for some time now, that the handling and storage of documents and mail has been left much to the individual holding a position in office and that often times when that individual departs from the organization, so does the information. This is even more so a problem in this digital age. In an effort to maintain databases, records and documents storage, and a centralized email system, we are all going to use the new domain: Navy League of Canada Manitoba Division ([mbnavyleague.ca](http://mbnavyleague.ca)).

Office 365 is a donation from Microsoft as we are a non-profit charitable organization. It is free for all current Navy League of Canada Manitoba Division members.

What this all means is that we can now offer and assign an email address with the @[mbnavyleague.ca](http://mbnavyleague.ca) domain with 50 gb of storage for each individual and 1 tb of online cloud storage per user. The number of users is infinite.

Aliases can also be assigned and transferred as positions change. For example, [president.branch@mbnavyleague.ca](mailto:president.branch@mbnavyleague.ca). This would simplify and minimize maintenance of website, forms and brochures.

Document storage and sharing is easily managed and accessible only to those with the required privileges.

Messaging, conferencing, and team project sharing are also among the many other services available with Office 365. Web apps are included for Outlook, Word, Excel, PowerPoint and OneNote. Desktop apps are available from Microsoft as a donation with an administration fee and can be linked to the web apps.

All of this is available to every Navy League Branch member in the Manitoba Division, as well as Officers of the Navy League Cadet Corps within Manitoba. For free.

Currently, this is what most have to work with and is non-centralized :

Mail = Google mail, and personal e-mail.

Documents = Dropbox, Google Docs, USB stick, and personal laptops.

Productivity software = MS Office 2013, MS Office XP, OpenOffice

Communication = accessing gmail from cellphone and documents

**The new system, Office 365, takes care of all of the above in ONE easy web portal.**



Proposed new e-mail assignments (can be changed). In addition to your primary email address, some of you will have multiple aliases. The aliases will be transferred to whomever holds the current office. For example, this was proposed for the JRK Millen branch:

| Name             | Email  |
|------------------|--|
| Gary Caloyloy    | <a href="mailto:President.JRKMillen@mnavyleague.ca">President.JRKMillen@mnavyleague.ca</a>                 |
| Sheri Chymy      | <a href="mailto:VicePresident.JRKMillen@mnavyleague.ca">VicePresident.JRKMillen@mnavyleague.ca</a>         |
|                  | <a href="mailto:Screening.JRKMillen@mnavyleague.ca">Screening.JRKMillen@mnavyleague.ca</a>                 |
| Patti Adams      | <a href="mailto:Secretary.JRKMillen@mnavyleague.ca">Secretary.JRKMillen@mnavyleague.ca</a>                 |
|                  | <a href="mailto:Fundraising.JRKMillen@mnavyleague.ca">Fundraising.JRKMillen@mnavyleague.ca</a>             |
| Elvira Barrios   | <a href="mailto:Treasurer.JRKMillen@mnavyleague.ca">Treasurer.JRKMillen@mnavyleague.ca</a>                 |
| Andre Sheppard   | <a href="mailto:CommandingOfficer.JRKMillen@mnavyleague.ca">CommandingOfficer.JRKMillen@mnavyleague.ca</a> |
| Sharon Rosin     | <a href="mailto:ExecutiveOfficer.JRKMillen@mnavyleague.ca">ExecutiveOfficer.JRKMillen@mnavyleague.ca</a>   |
|                  | <a href="mailto:Absent.JRKMillen@mnavyleague.ca">Absent.JRKMillen@mnavyleague.ca</a>                       |
|                  | <a href="mailto:Guard.JRKMillen@mnavyleague.ca">Guard.JRKMillen@mnavyleague.ca</a>                         |
| Meaghan Syganiec | <a href="mailto:TrainingOfficer.JRKMillen@mnavyleague.ca">TrainingOfficer.JRKMillen@mnavyleague.ca</a>     |
| Catherine Cantin | <a href="mailto:Band.JRKMillen@mnavyleague.ca">Band.JRKMillen@mnavyleague.ca</a>                           |

In the meantime, watch some video's and get yourself acquainted with the new portal:  
<https://support.office.com/en-us/article/Get-to-know-Office-365-5e2d89b3-82d8-4f91-9485-2f1982b32b90>

And if you need specific help with MS Office applications, here is more training for you:  
<https://support.office.com/en-ca/article/Office-training-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb?ui=en-US&rs=en-CA&ad=CA>

All of you will be receiving an email soon with your new '[mnavyleague.ca](http://mnavyleague.ca)' address and web portal link. I have been asked to help MB Navy League Division roll out Office 365, I ask to keep your questions coming as this is a learning experience for me as well.

Regards,