

Ontario State KofC GENERIC E-MAIL



LOG – IN and SET UP permanent password

Ontario State Generic Emails: “Why it is important?”

It is important to start using Ontario KofC emails when they are assigned to you. All MIO's, Directors, District Deputies, Grand Knights and Financial Secretaries will be assigned one.



Having common xxxx@ontariokofc.ca emails will:

- Make it easy for others to communicate with you. For example, they will know if they want to email Grand Knight, all they have to do is add the councils number to the email: i.e. GK1234@ontariokofc.ca
- Privacy issues make it important not to use your personal email. This is for your own protection as well as the security of sensitive information which maybe sent to you.
- If there is a change in position, then the password can be quickly reset by the State Office for the new officer and he will have access to the previous emails.
- Will allow the state office easier communication with all Councils through a standard email distribution list. Often members change their personal email (i.e. from Bell to Rogers) and do not notify Ontario State office.

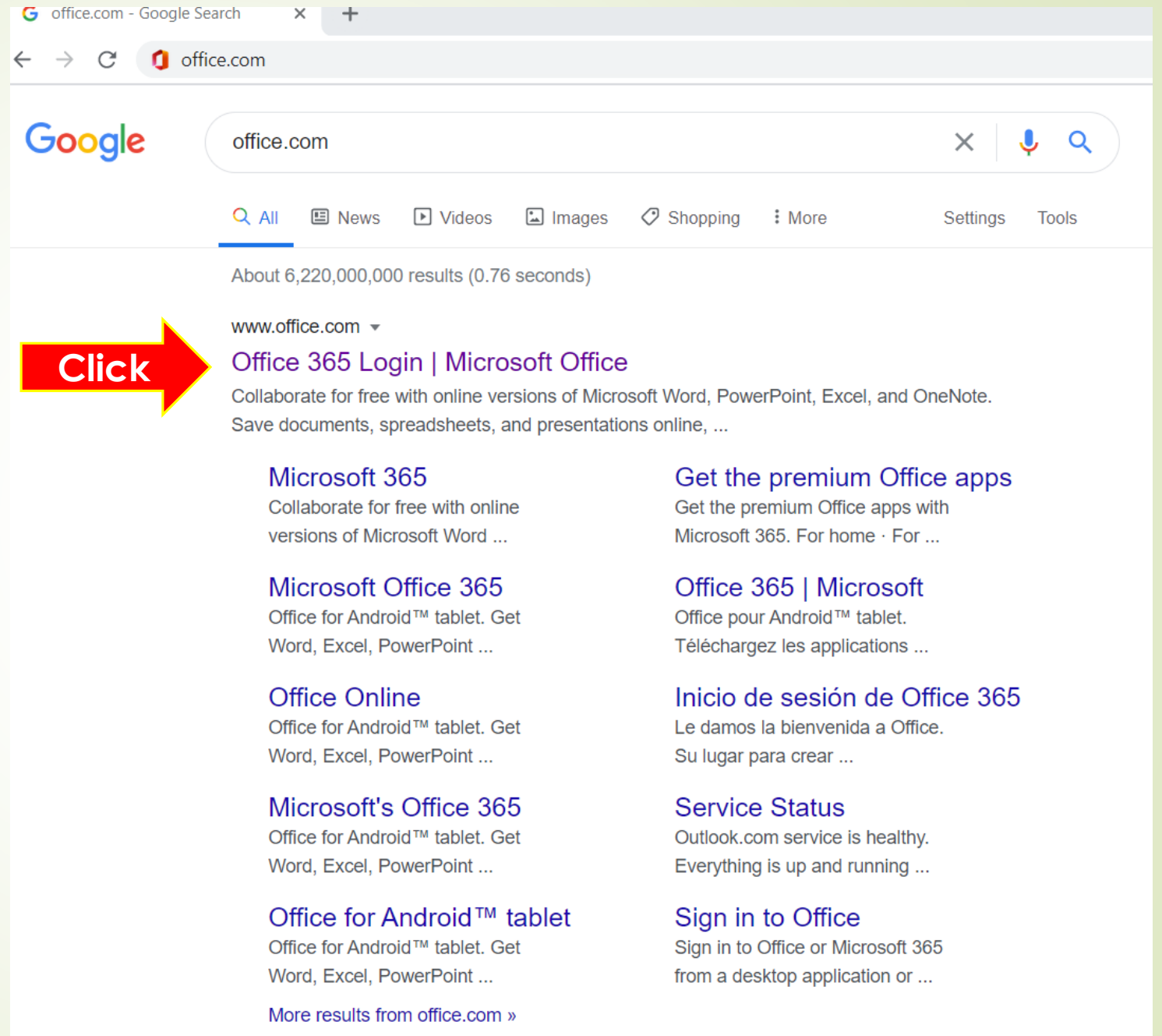
STEP 1

Go to

<https://office.com/>

or type office.com

in your browser



The screenshot shows a Google search for 'office.com'. The search bar contains 'office.com' and the results show 'About 6,220,000,000 results (0.76 seconds)'. The top result is 'www.office.com' with the title 'Office 365 Login | Microsoft Office'. A red arrow with the word 'Click' points to this result. Below the main result are several other links related to Microsoft 365, Office Online, and Office for Android.

office.com - Google Search

office.com

Google

office.com

All News Videos Images Shopping More Settings Tools

About 6,220,000,000 results (0.76 seconds)

www.office.com

Office 365 Login | Microsoft Office
Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Microsoft 365
Collaborate for free with online versions of Microsoft Word ...

Microsoft Office 365
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Office Online
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Microsoft's Office 365
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Office for Android™ tablet
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Get the premium Office apps
Get the premium Office apps with Microsoft 365. For home · For ...

Office 365 | Microsoft
Office pour Android™ tablet. Téléchargez les applications ...

Inicio de sesión de Office 365
Le damos la bienvenida a Office. Su lugar para crear ...

Service Status
Outlook.com service is healthy. Everything is up and running ...

Sign in to Office
Sign in to Office or Microsoft 365 from a desktop application or ...

More results from office.com »



STEP 2

Click Sign in

Microsoft | Office Products Resources Templates Support My account Buy now All Microsoft

Remote Learning in education. Learn more >

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

Get Office

Sign in to use your favorite productivity apps from any device

STEP 3

Enter your generic assigned email address

GKxxxx@ontariokofc.ca

FSxxxx@ontariokofc.ca

DDxx@ontariokofc.ca

x stand for council number for GK and FS

x stand for district number for district deputy



Sign in

Email,

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next



STEP 4

Enter temporary password provided by State Office



← gk9108@ontariokofc.ca

Enter password

Password

Enter temporary password

[Forgot my password](#)

Click to Sign in

Sign in



STEP 5

Update password



gk9108@ontariokofc.ca

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Set up permanent password
At least 8 characters or more,
Mix of big & small letters, numbers
or special characters

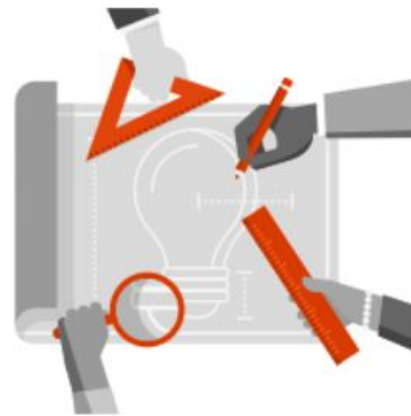
Confirm password

Re-type permanent password




Sign in

 Microsoft



Get your work done
with **Office 365**



 Click to close this box



Good afternoon

Install Office



Outlook



Kaizala



Whiteboard



MyAnalytics



Calendar



People



Tasks



Add-Ins



All apps

Click Outlook app

Calendar

New Event

Tuesday, July 7, 2020

7 Tue 8 Wed 9 Thu 10 Fri 11 Sat 12 Sun 13 Mon



Keep track of your week

Click the New Event button to add an event to your calendar

Microsoft Office Home | Mail - Grand Knight 9108 - Out |

https://outlook.office.com/mail/inbox?realm=ontariokofc.ca&exsvurl=1&ll-cc=1033&modurl=0&JitExp=1&ur ...

Outlook Search

New message | Mark all as read | Undo

Favorites: Inbox (117), Sent Items, Drafts, Add favorite

Folders: Inbox (117), Drafts, Sent Items, Deleted Items, Junk Email (3), Archive, Notes, Conversation His...

Ontario State Office Knights of Columbus Newsletter June 5, 2020 (6/5/2020)

Important Webinars for Fr... (Tue 6/9)

Ontario State Office Knights of Columbus ...

Click to close this box

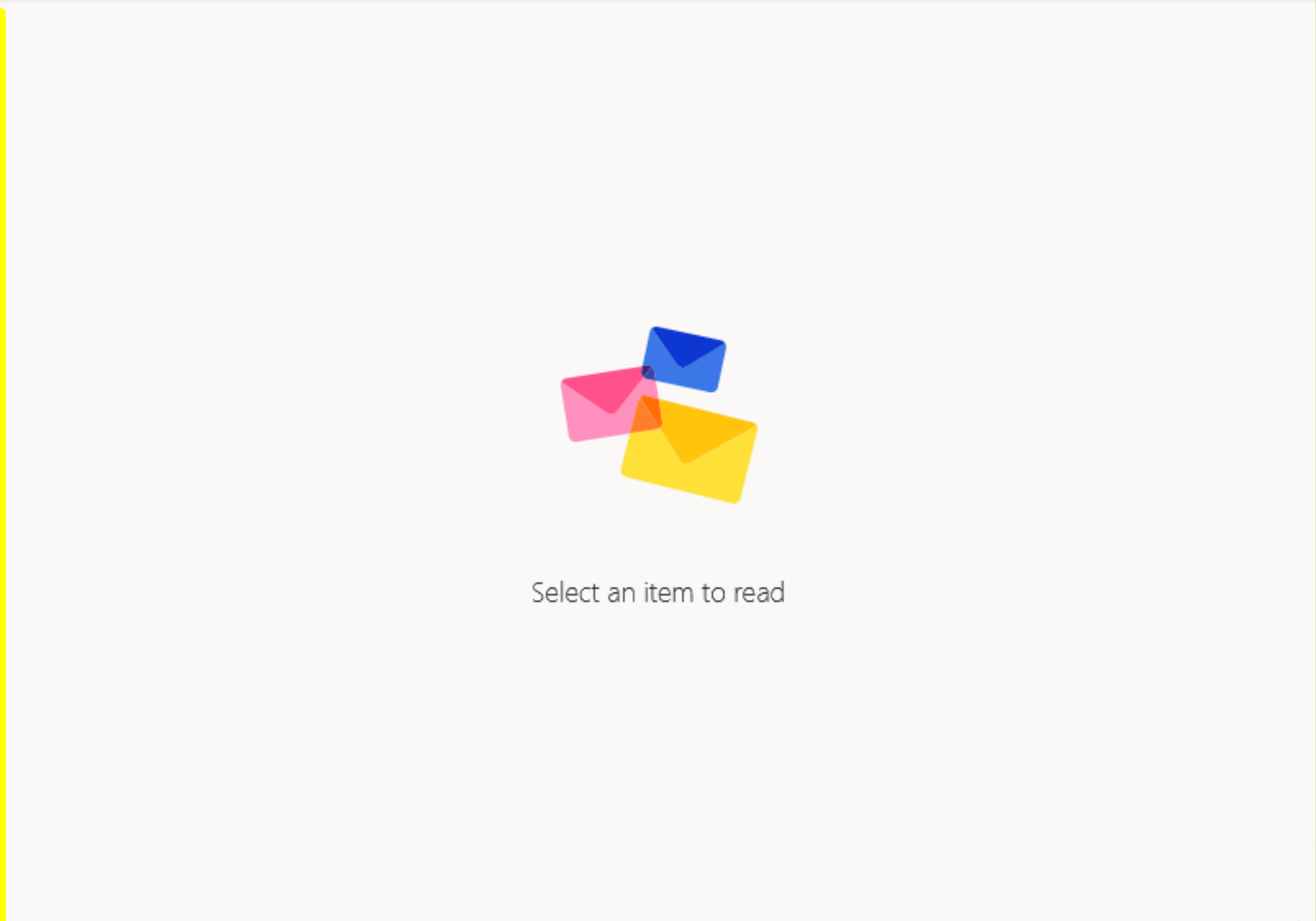
Welcome

We've added new features and streamlined others, thanks to input from our customers.

4:35 PM 7/7/2020

- Favorites
- Folders
 - Inbox 117**
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk Email 3
 - Archive
 - Notes
 - Conversation His...
 - New folder
- Groups

- Focused | Other | Filter
- Ontario State Office Knights of Columbus
Newsletter July 3, 2020 | Fri 7/3
Ontario State Office Knights of Columbus ...
 - Last month
 - Ontario State Office Knights of Columbus
Newsletter June 26, 2020 | Fri 6/26
Ontario State Office Knights of Columbus ...
 - Ontario State Office Knights of Columbus
New 3rd Degree Online E... | Fri 6/26
Ontario State Office Knights of Columbus ...
 - Ontario State Office Knights of Columbus
Knights of Columbus Web... | Tue 6/23
Ontario State Office Knights of Columbus ...
 - Ontario State Office Knights of Columbus
Newsletter June 12, 2020 | Fri 6/12
Ontario State Office Knights of Columbus ...
 - Ontario State Office Knights of Columbus
Important Webinars for Fr... | Tue 6/9



Microsoft Office Home | Mail - Grand Knight 9108 - Outlook

https://outlook.office.com/mail/inbox?realm=ontariokofc.ca&exsvurl=1&ll-cc=1033&modurl=0&JitExp=1&url=...

Outlook Search

New message | Mark all as read | Undo

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https://login.microsoftonline.com/common/oauth2/logout?ui_locales=en-US&mk=...

Click and it will show the account details of the email address. For DD it will appear **D9** inside the circle, **District Deputy 99** **DD99@ontariokofc.ca**

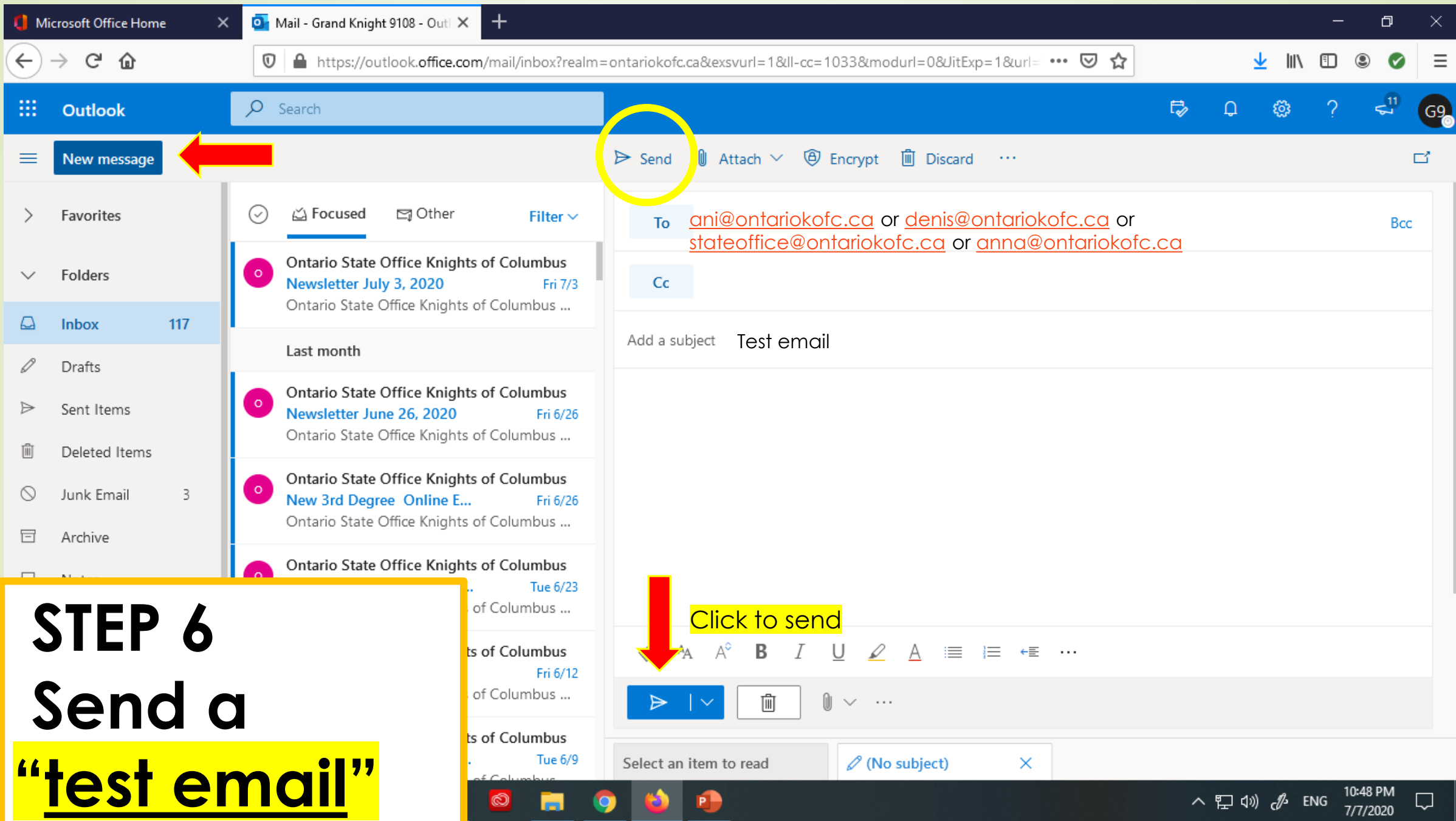


Select an item to read

My account

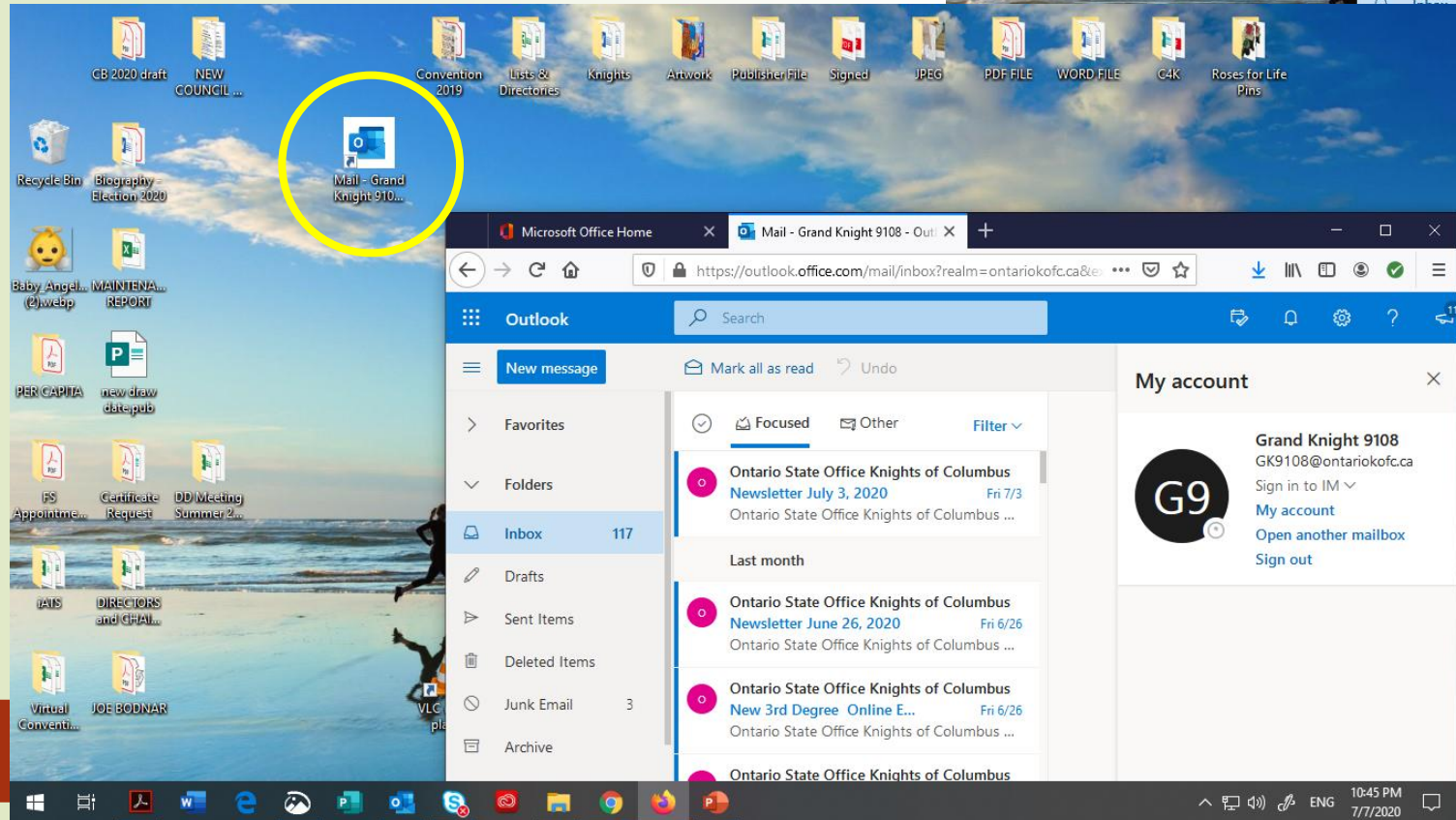
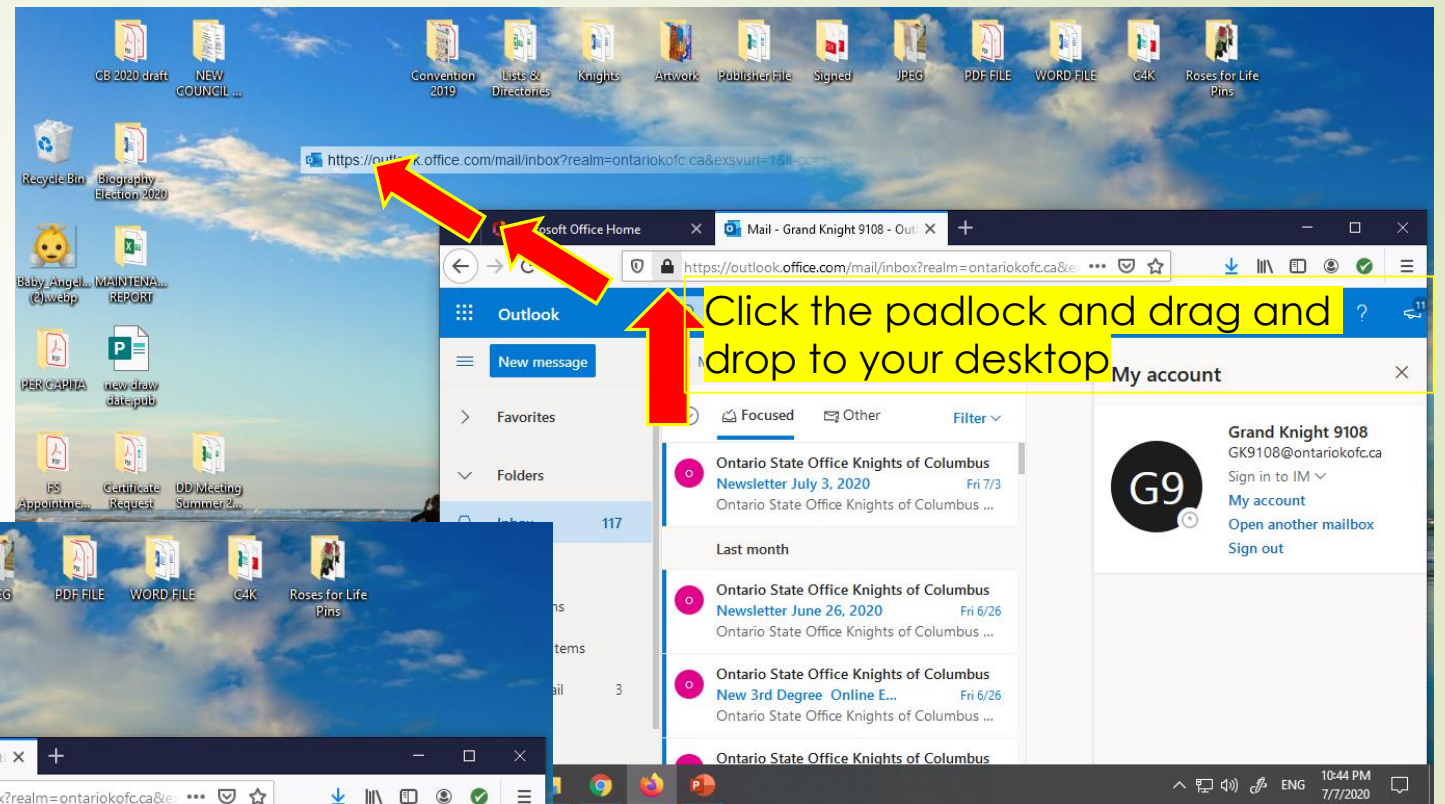
Grand Knight 9108
GK9108@ontariokofc.ca
Sign in to IM | My account | Open another mailbox | Sign out

Sign out and return to the Sign-in page



STEP 6
Send a
“test email”

How to create shortcut to your desktop



THE END 😊