

# Ontario State KofC GENERIC E-MAIL



**LOG – IN and SET UP permanent password  
(It only takes 6 steps to do this process.)**

# 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](mailto: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](mailto: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

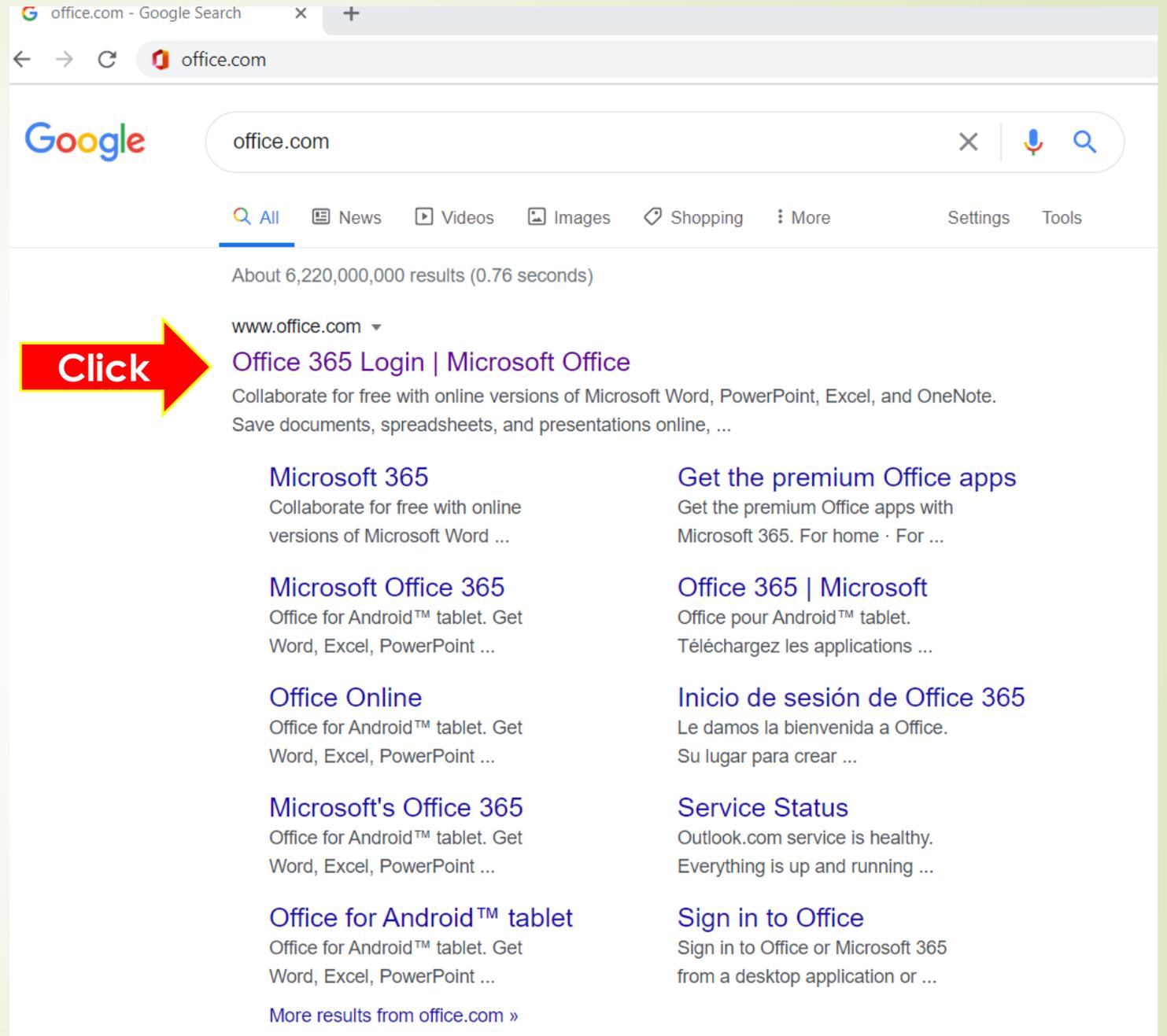
Open a browser  
(Google Chrome,  
Mozilla Fire Fox,  
Microsoft Edge)

and type

[office.com](https://office.com) or you

can click this link

<https://office.com/>



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 first 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 related links including 'Microsoft 365', 'Microsoft Office 365', 'Office Online', 'Microsoft's Office 365', 'Office for Android™ tablet', 'Get the premium Office apps', 'Office 365 | Microsoft', 'Inicio de sesión de Office 365', 'Service Status', and 'Sign in to Office'.

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

**Click** → 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 ...

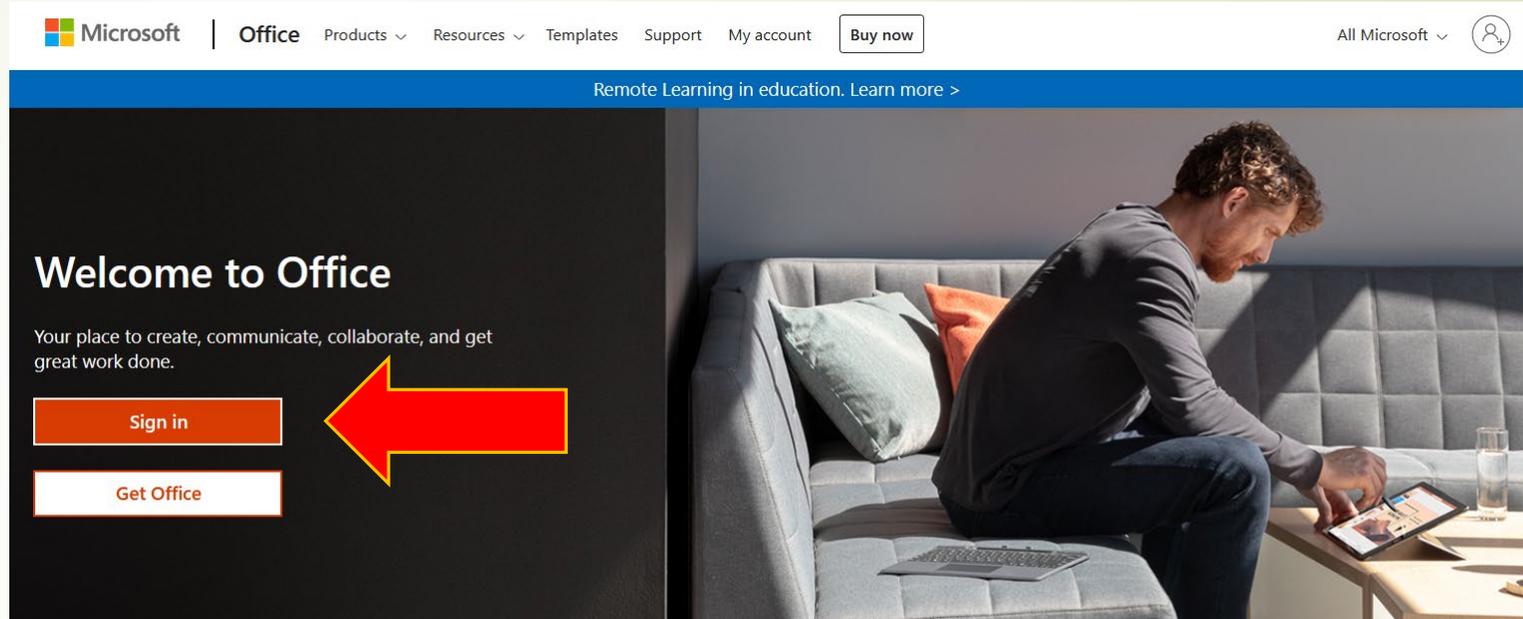
Inicio de sesión de Office 365  
Le damos la bienvenida a Office. Su lugar para crear ...

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**



Sign in to use your favorite productivity apps from any device

# STEP 3

Enter your generic assigned email address

[GKxxxx@ontariokofc.ca](mailto:GKxxxx@ontariokofc.ca)

[FSxxxx@ontariokofc.ca](mailto:FSxxxx@ontariokofc.ca)

[DDxx@ontariokofc.ca](mailto: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. Please call State Office at 1800.759.0959 or 905-388-2731



← 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

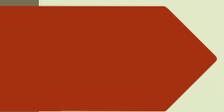
 Microsoft



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

Navigation pane: Favorites (Inbox 117, Sent Items, Drafts, Add favorite), Folders (Inbox 117, Drafts, Sent Items, Deleted Items, Junk Email 3, Archive, Notes, Conversation His...)

Message list:

- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Ontario State Office Knights of Columbus Newsletter June 5, 2020
- Important Webinars for Fr... Tue 6/9 Ontario State Office Knights of Columbus ...
- Ontario State Office Knights of Columbus Newsletter June 5, 2020 6/5/2020 Ontario State Office Knights of Columbus

Click to close this box



# Welcome

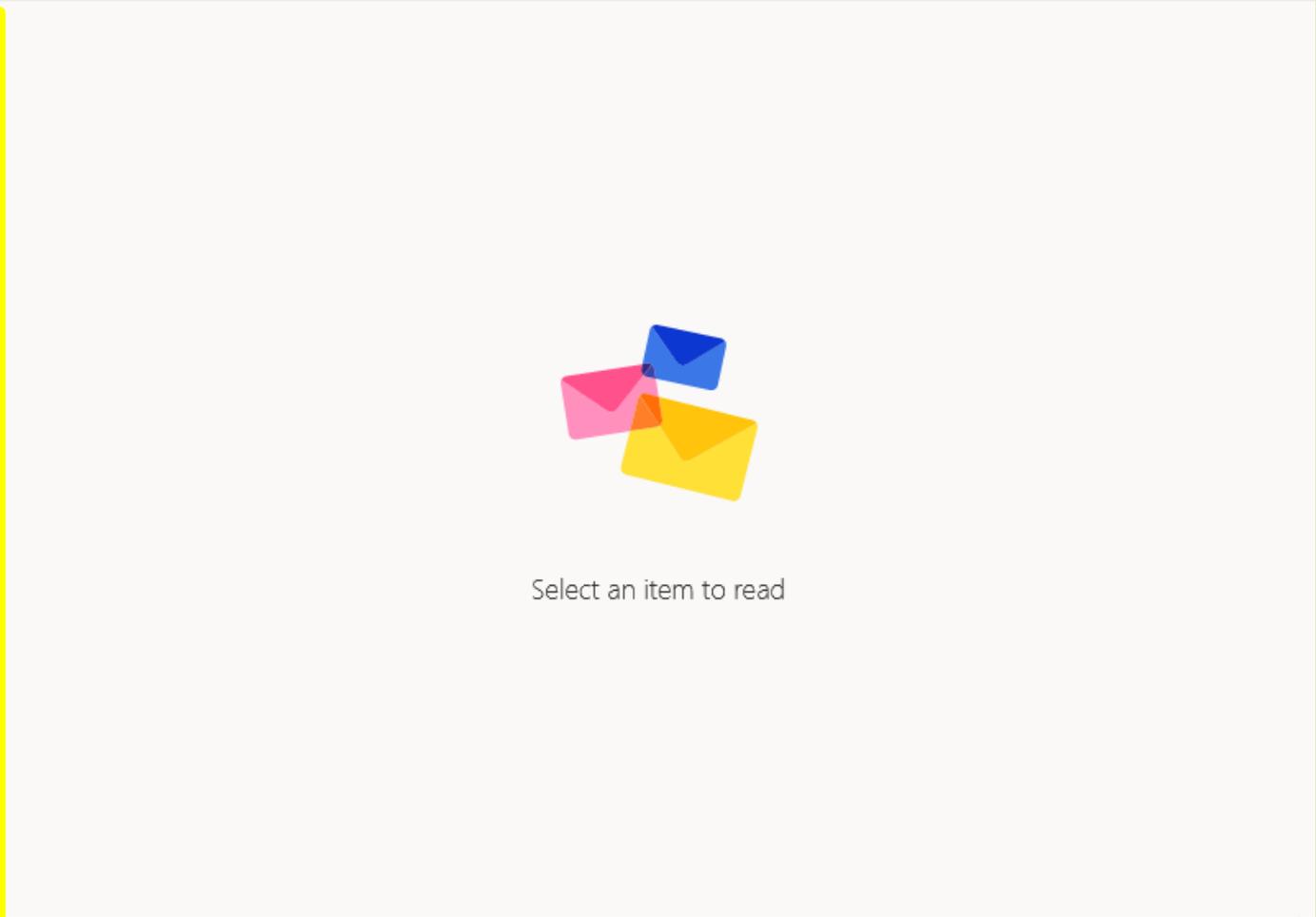
We've added new features and streamlined others, thanks to input from our customers.

[Progress indicator: 1 of 4 dots]



- 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

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
- Last month
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- Ontario State Office Knights of Columbus Newsletter June 12, 2020 Fri 6/12
- Ontario State Office Knights of Columbus Important Webinars for E... Tue 6/9

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

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

Microsoft Office Home | Mail - Grand Knight 9108 - Outl | +

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

Outlook Search

New message

Send Attach Encrypt Discard

To: [ani@ontariokofc.ca](mailto:ani@ontariokofc.ca) or [denis@ontariokofc.ca](mailto:denis@ontariokofc.ca) or [stateoffice@ontariokofc.ca](mailto:stateoffice@ontariokofc.ca) or [anna@ontariokofc.ca](mailto:anna@ontariokofc.ca) Bcc

Cc

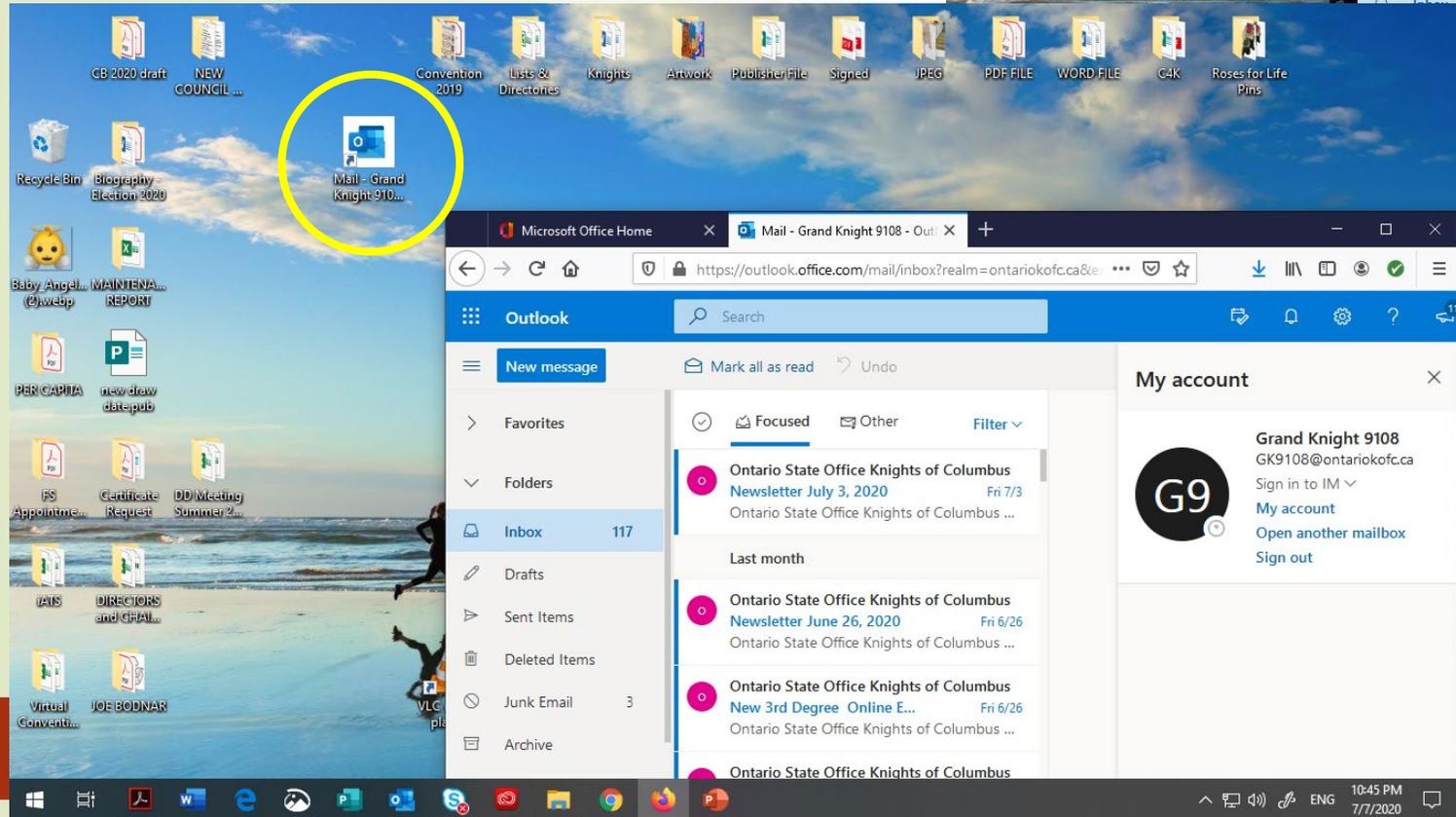
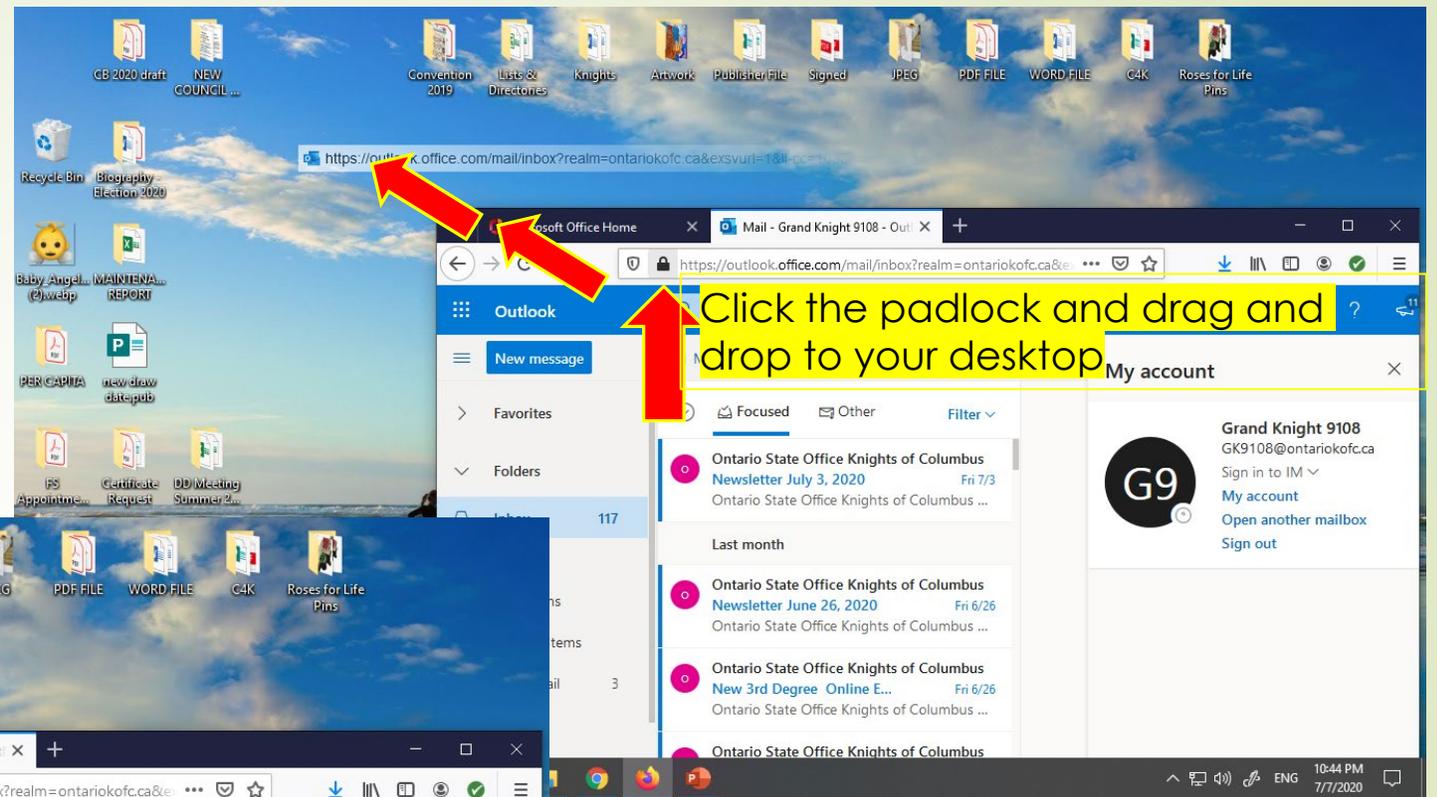
Add a subject Test email

Click to send

Select an item to read (No subject)

**STEP 6**  
**Send a**  
**“test email”**

# How to create shortcut to your desktop



**Great news!** As officer of your council (Grand Knight, Financial Secretary, District Deputy, MIO's), you can set up a virtual meeting for your council using **Microsoft Teams** for free! If you are signed-in to your generic state email account (ex. [gk@ontariokofc.ca](mailto:gk@ontariokofc.ca)) you can use the Microsoft Teams for free. Brothers, it is not too late for us to become a tech-savy, I encourage you to watch the tutorials. Please click the link below.

► [Microsoft Teams video training - Office Support](#)

Stay healthy and  
God bless 😊

**THE END**