

ONTARIO STATE KOFC GENERIC E-MAIL

**LOG – IN and SET UP a permanent
password**

**(It only takes 6 steps to do this
process.)**

UPDATED November 25, 2021

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 are assigned Emails. Council Grand Knights and Financial Secretaries may participate if they wish to.

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

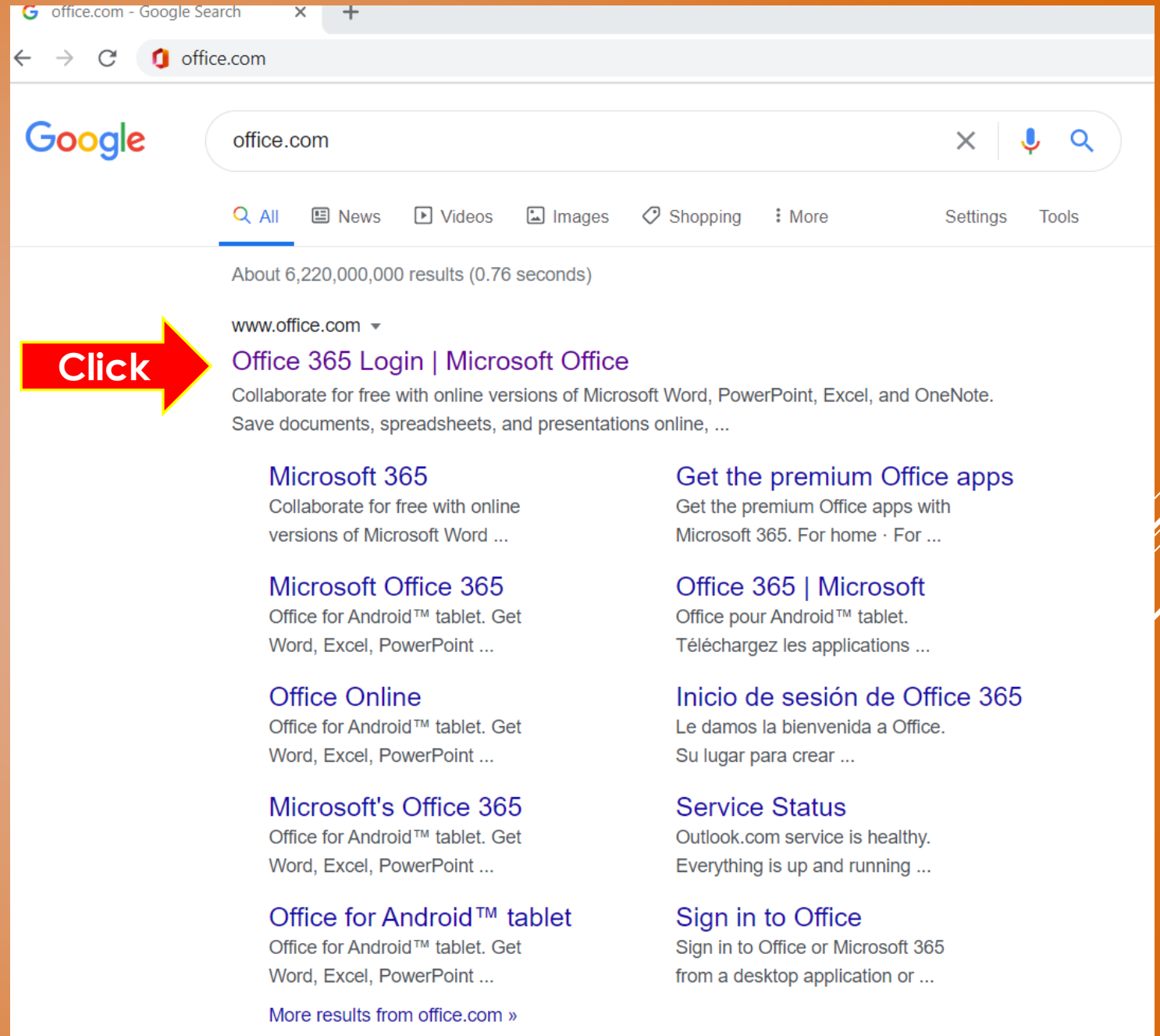
Open a browser
(Google Chrome,
Mozilla Fire Fox,
Microsoft Edge)

and type

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 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 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

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 ...

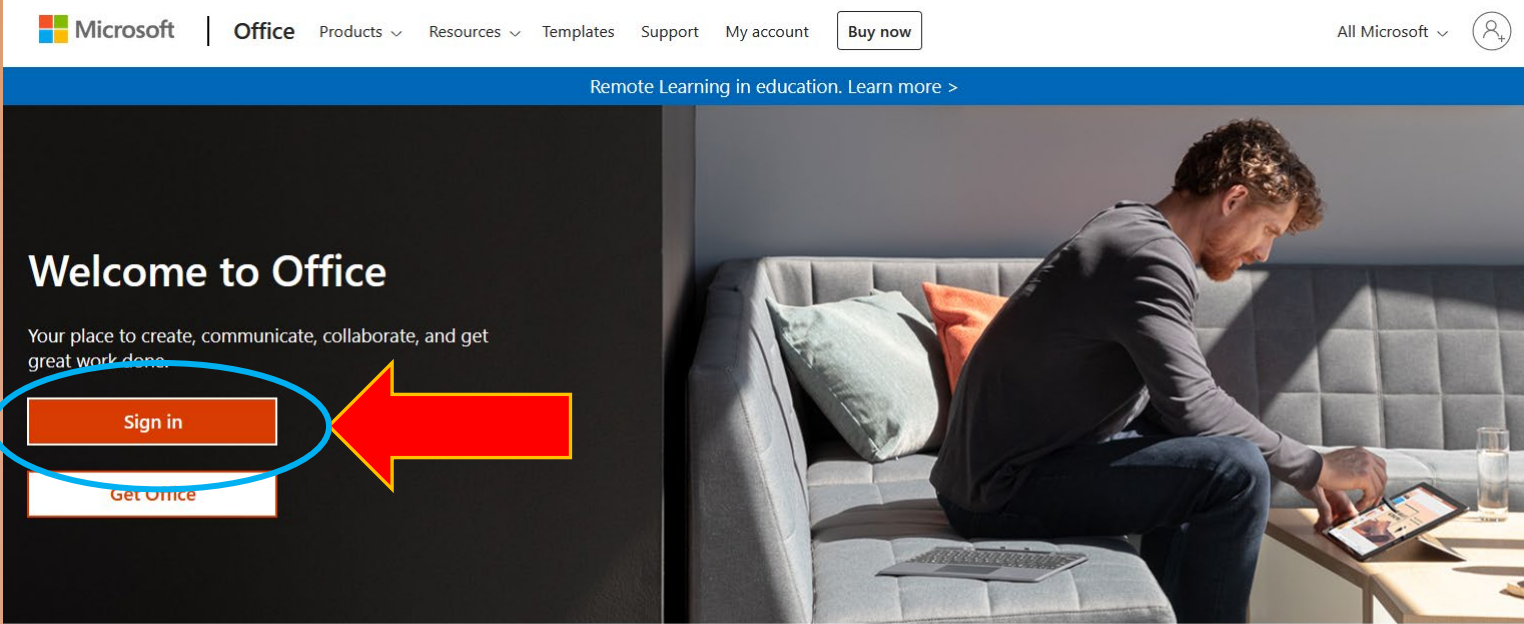
Inicio de sesión de Office 365
Le damos la bienvenida a Office. Su lugar para crear ...

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**



The screenshot shows the Microsoft Office website. At the top, there is a navigation bar with the Microsoft logo, 'Office', and links for 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. On the right, there is a user profile icon and the text 'All Microsoft'. Below the navigation bar, a blue banner reads 'Remote Learning in education. Learn more >'. The main content area features a dark background on the left with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate, and get great work done.' Below this text are two buttons: 'Sign in' (highlighted with a blue circle and a red arrow) and 'Get Office'. To the right of the text is a photograph of a man sitting on a couch, working on a tablet.

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, **Type your generic email address here on this line**

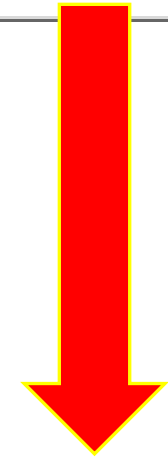
No account? [Create one!](#)

[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

Type temporary 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

Confirm password

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

Re-type permanent password

Click to Sign in

Sign in

 Microsoft



Click to close this box












Get your work done
with **Office 365**



← → ↻ 🏠 <https://www.office.com/?auth=2> ⋮ 🛡️ ☆

Office 365 🔔 ⚙️ ? G9


Good afternoon Install Office ▾

Click Outlook app →  Outlook  Kaizala  Whiteboard  MyAnalytics  Calendar  People  Tasks  Add-Ins  All apps

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 - Outl | +

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

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

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 ...

Click X 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

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 | 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
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 E... Tue 6/9

My account

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

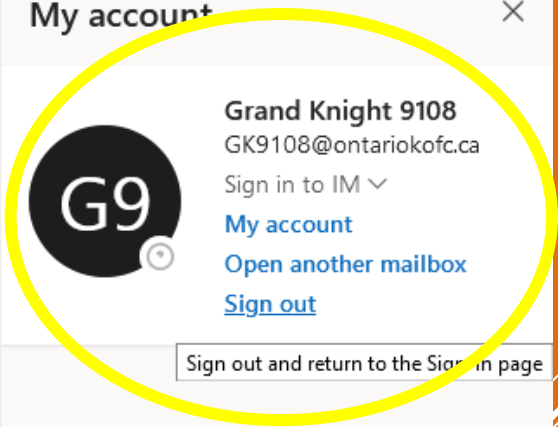
Sign out and return to the Sign in page

Select an item to read

Windows taskbar: File Explorer, Word, Edge, Photos, PowerPoint, Outlook, Teams, OneDrive, Chrome, Firefox, PowerPoint

System tray: ENG, 10:40 PM, 7/7/2020

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

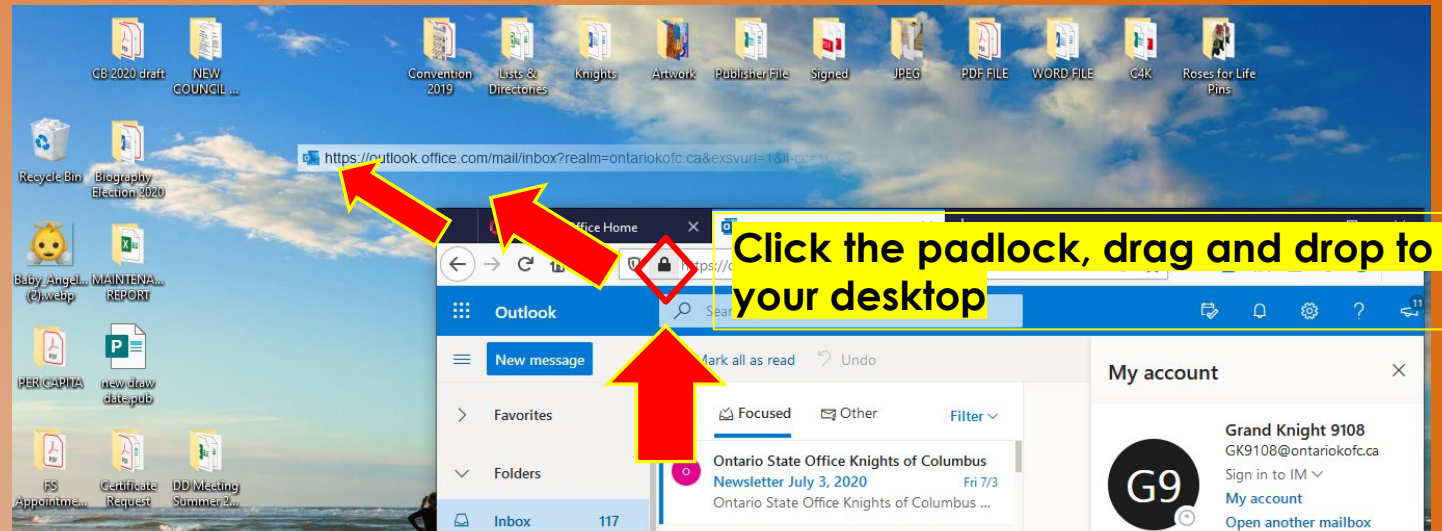


STEP 6

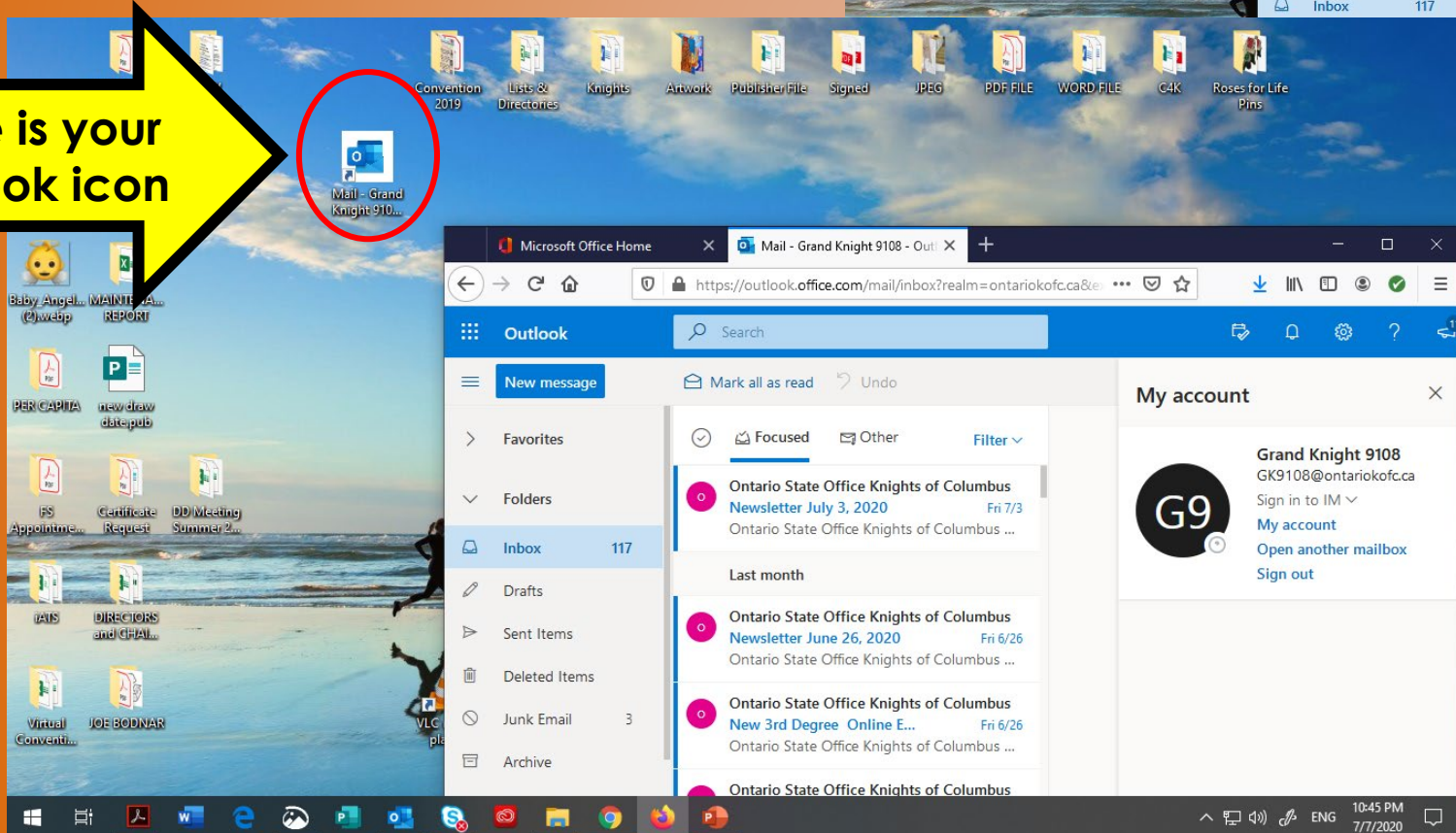
Send a “test email”

The screenshot shows the Microsoft Outlook web interface. The browser address bar displays the URL: <https://outlook.office.com/mail/inbox?realm=ontariokofc.ca&exsvurl=1&ll-cc=1033&modurl=0&JitExp=1&url=>. The Outlook interface includes a search bar, a navigation pane on the left with folders like Favorites, Folders, Inbox (117), Drafts, Sent Items, Deleted Items, Junk Email (3), Archive, Notes, and Groups. The main content area shows a list of emails from 'Ontario State Office Knights of Columbus' with subjects like 'Newsletter July 3, 2020' and 'New 3rd Degree Online E...'. The 'New message' pane on the right is active, showing the 'To' field with recipients: ani@ontariokofc.ca, denis@ontariokofc.ca, stateoffice@ontariokofc.ca, and anna@ontariokofc.ca. The 'Cc' field is empty. The 'Add a subject' field is also empty. The 'Send' button is circled in red, and a yellow box with a red arrow points to it with the text 'Click to send'. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 10:48 PM on 7/7/2020.

How to create shortcut to your desktop



Here is your outlook icon



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! That is if you are signed-in to your generic state email account (ex. gk@ontariokofc.ca). Brothers, it is not too late for us to become tech-savy. I encourage you to watch the tutorials to find out more about TEAMS. Please click the link below.

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

STAY HEALTHY AND

GOD BLESS 😊

THE END

