

# ***ONTARIO STATE KOFC GENERIC E-MAIL***

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

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

**UPDATED July 5, 2022**

# 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.*

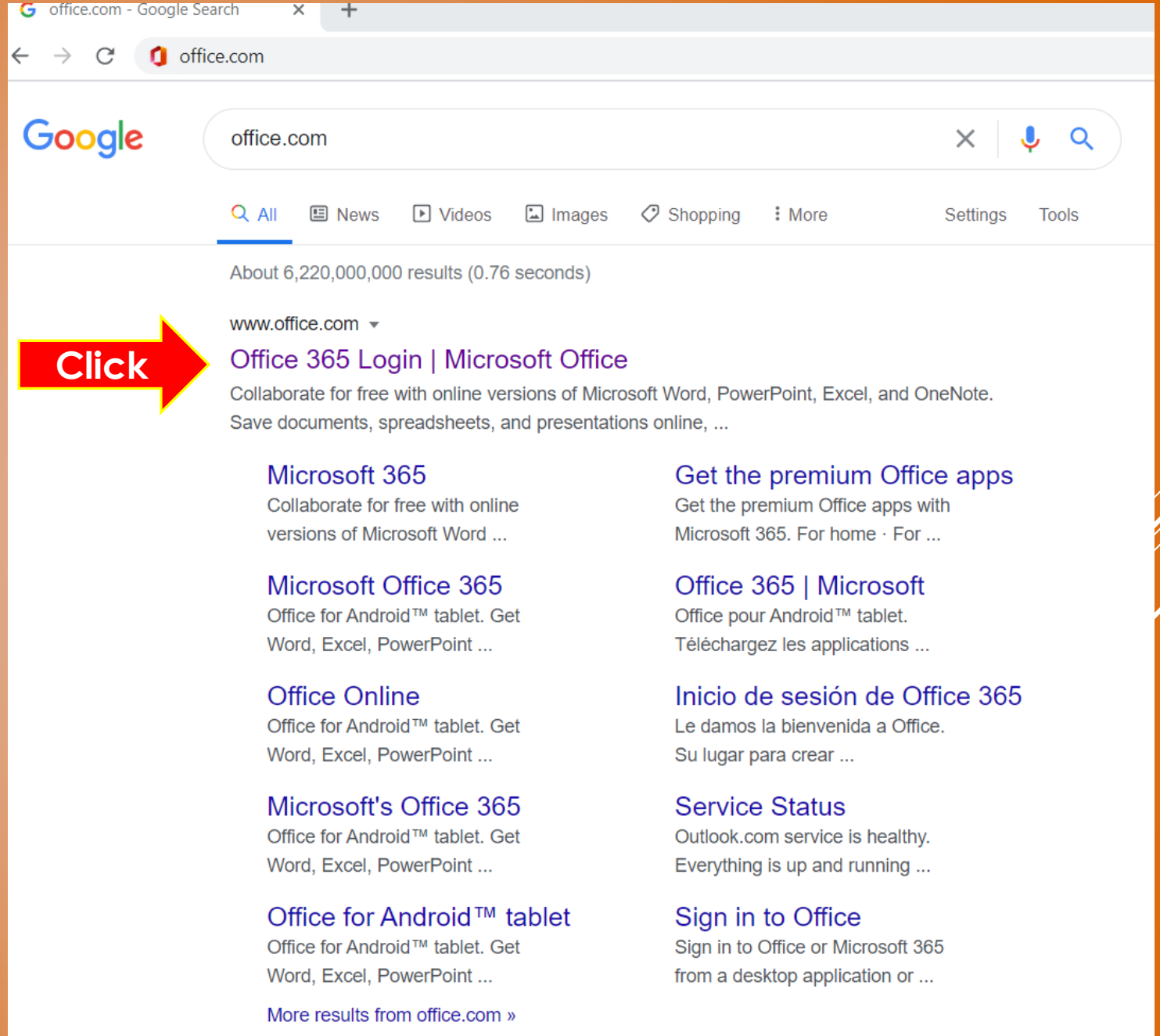
*Having common xxxx@ontariokofc.ca emails will:*

- *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 interface. The search bar contains 'office.com'. Below the search bar, the results are displayed. A red arrow with the word 'Click' points to the first search result, which is 'Office 365 Login | Microsoft Office'. The result description says: 'Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...'. Below this, there are several other search results listed in two columns, 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 ...

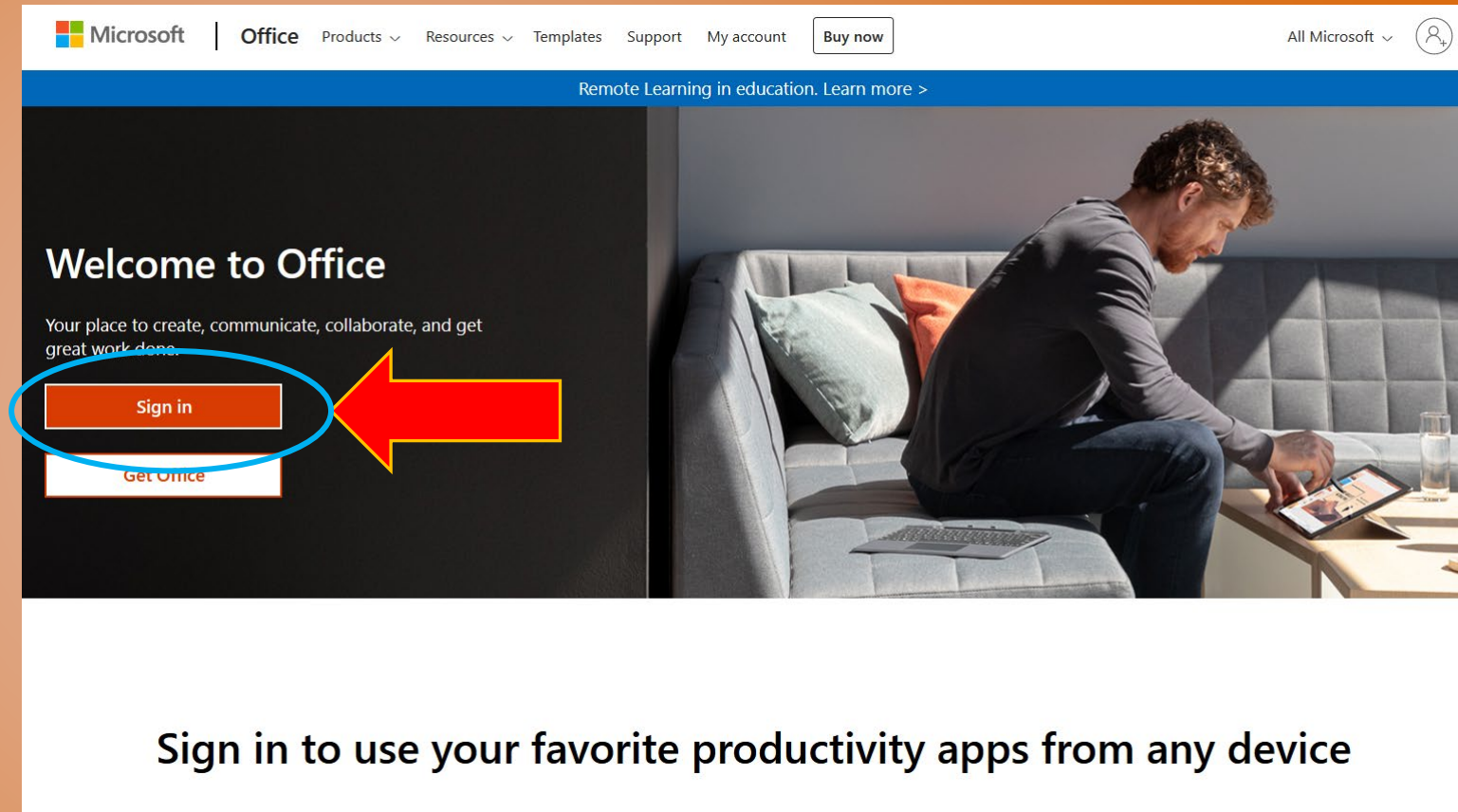
**Service Status**  
Outlook.com service is healthy. Everything is up and running ...

**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. The top navigation bar includes the Microsoft logo, 'Office', and links for 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. A blue banner below the navigation bar reads 'Remote Learning in education. Learn more >'. The main content area has 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'. The right side of the main content area features a photograph of a man sitting on a couch, using a tablet. Below the main content area, a white banner contains the text 'Sign in to use your favorite productivity apps from any device'.

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](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, 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

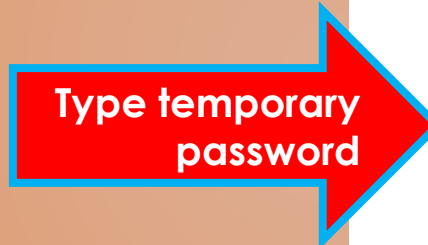
[Forgot my password](#)

Click to Sign in

Sign in

# STEP 5

## Update password



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

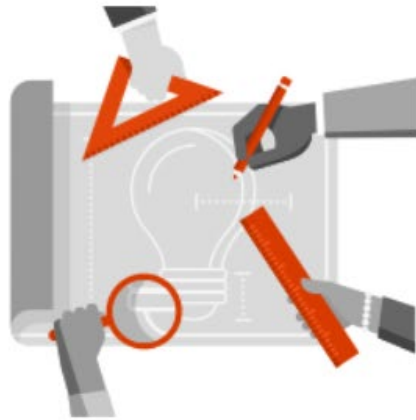
Set up permanent password  
At least 8 characters or more,  
Mix of big & small letters, numbers  
or special characters

Re-type permanent password

Click to Sign in

Sign in

Microsoft



Get your work done  
with Office 365



When you see this box,  
Just click the "x" to close.







← → ↻ 🏠

🔒 https://www.office.com/?auth=2

⋮ 🛡️ ☆

⬇️ 📖 📅 🌐 ✅ ⋮

⋮ Office 365

🔔<sup>1</sup> ⚙️ ? 👤 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

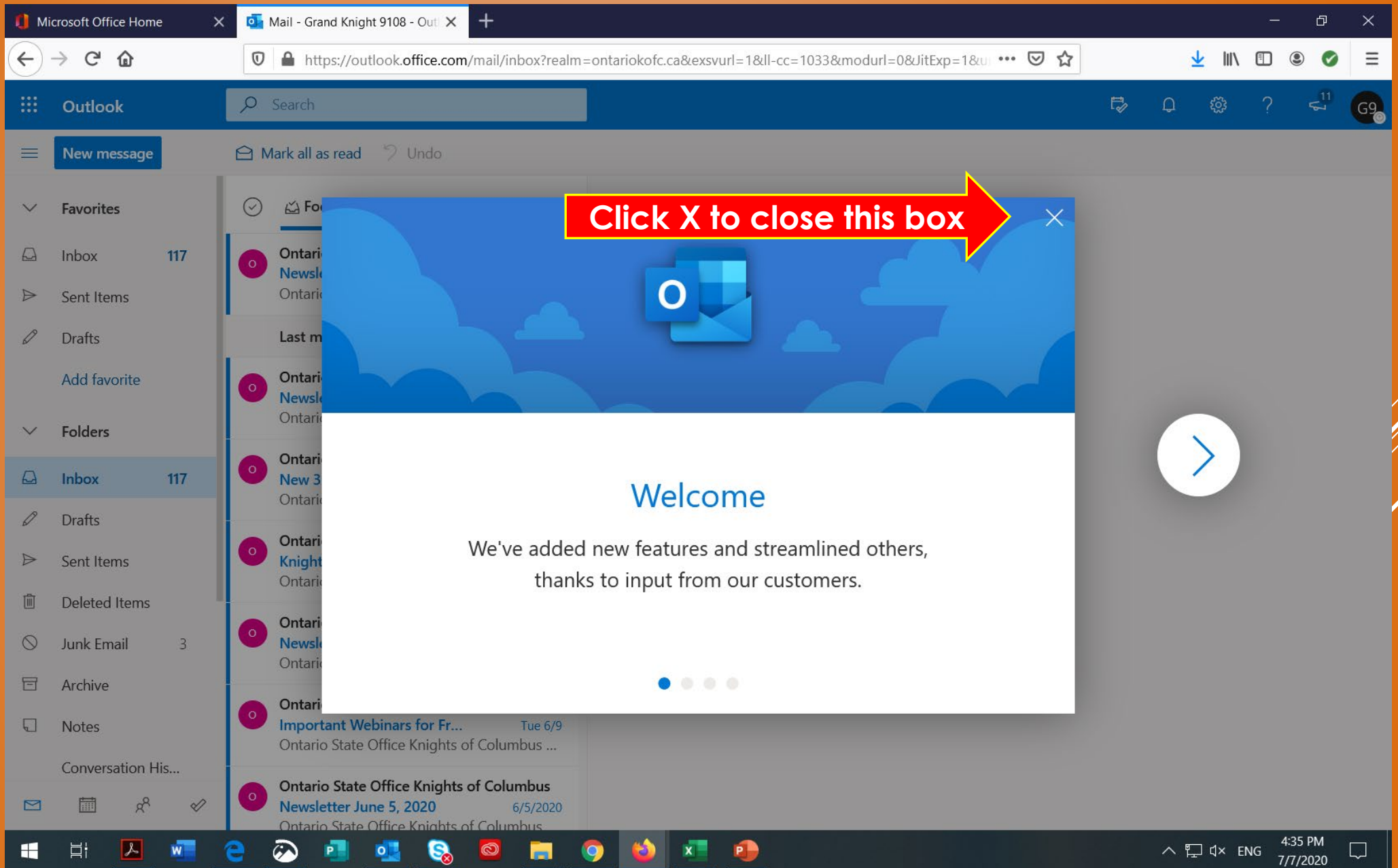
11 Sat

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 - Outlook

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

Outlook

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 Fr... Tue 6/9  
Ontario State Office Knights of Columbus ...

Select an item to read

10:37 PM 7/7/2020

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

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 v

Ontario State Office Knights of Columbus Newsletter July 3, 2020 Fri 7/3

Last month

Ontario State Office Knights of Columbus Newsletter June 26, 2020 Fri 6/26

Ontario State Office Knights of Columbus New 3rd Degree Online E... Fri 6/26

Ontario State Office Knights of Columbus Knights of Columbus Web... Tue 6/23

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

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

My account

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

Sign out and return to the Sign in page

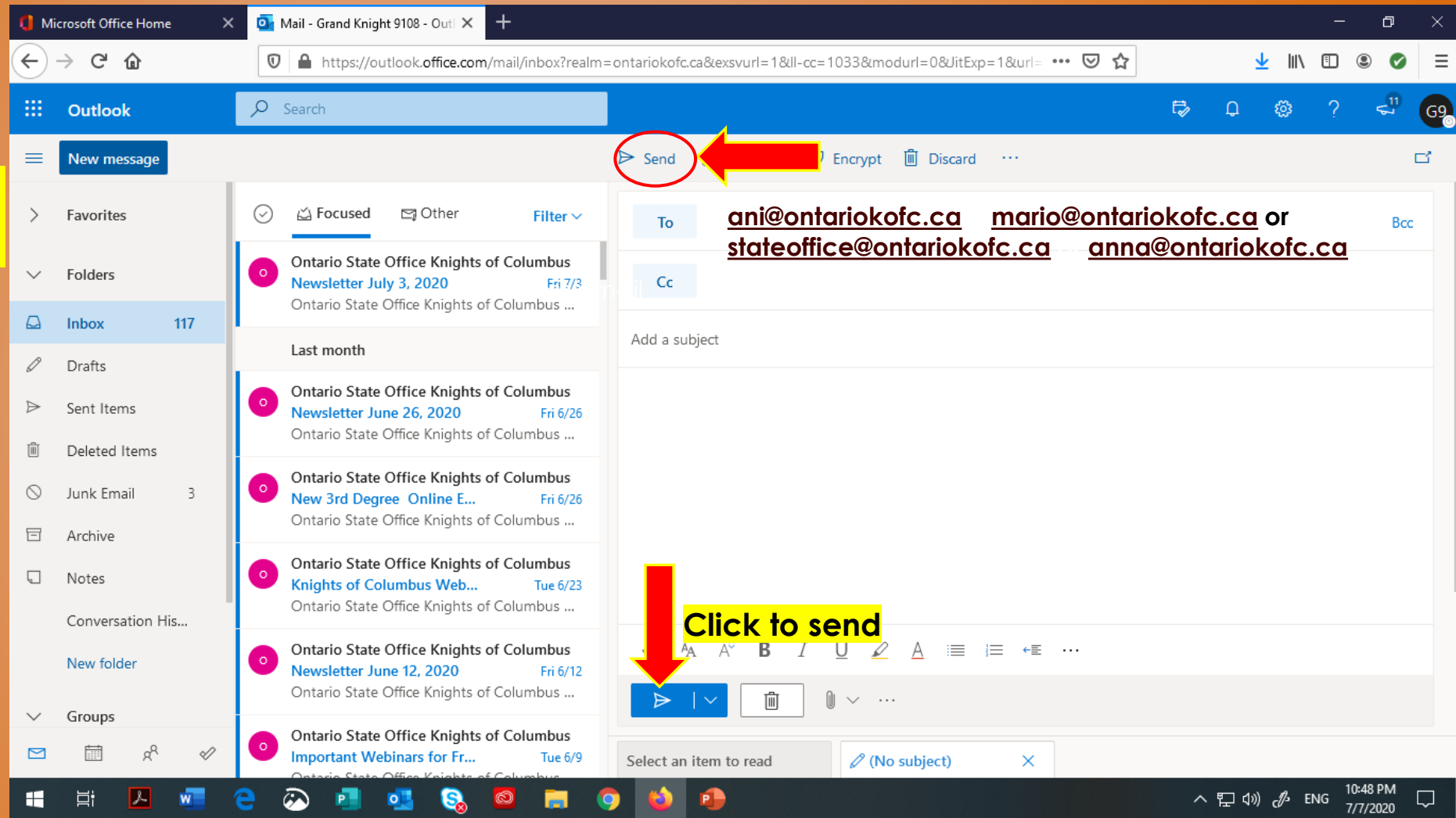
Select an item to read

https://login.microsoftonline.com/common/oauth2/logout?ui\_locales=en-US&mkt=en-US

Windows Taskbar: File Explorer, Word, PowerPoint, Outlook, Edge, Chrome, Firefox, PPT, ENG 10:40 PM 7/7/2020

# STEP 6

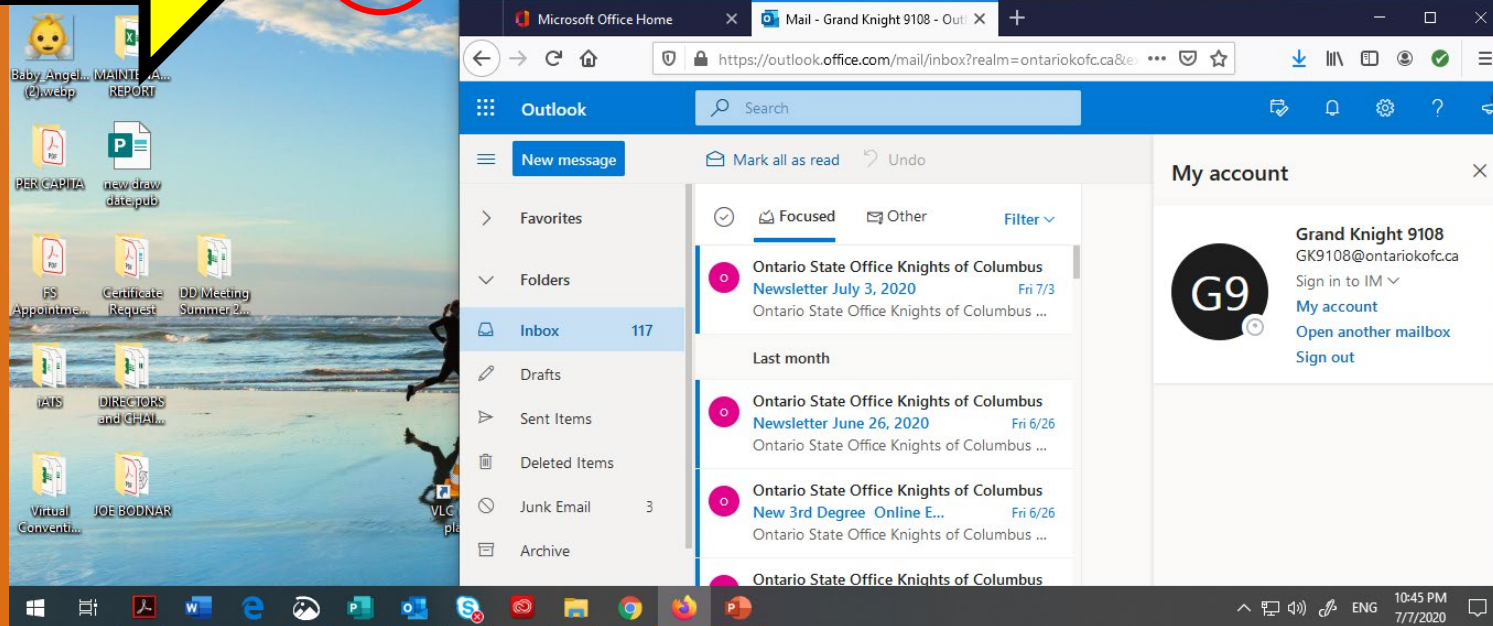
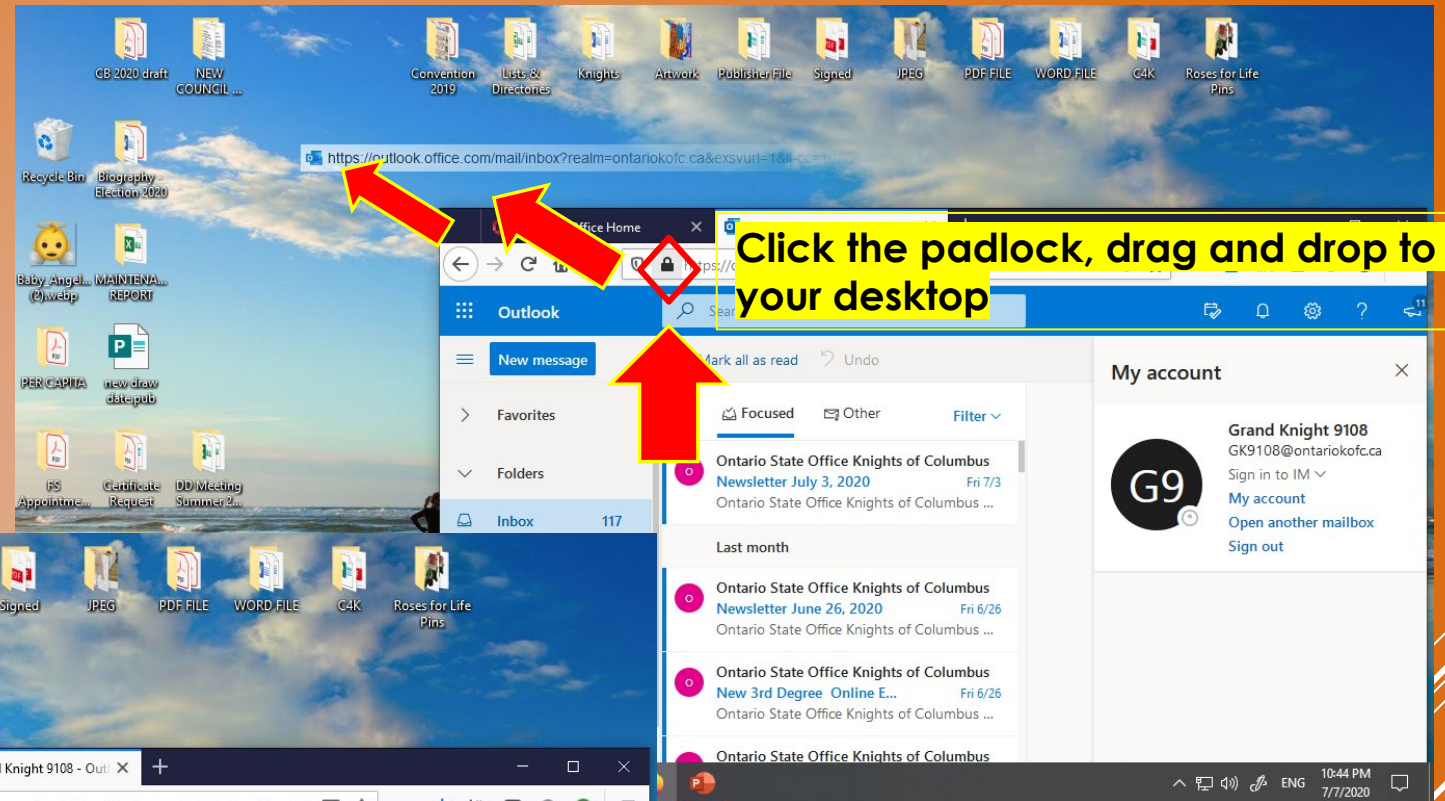
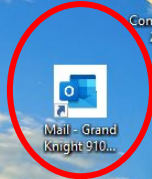
## Send a “test email”





# How to create shortcut to your desktop

Here is your outlook icon

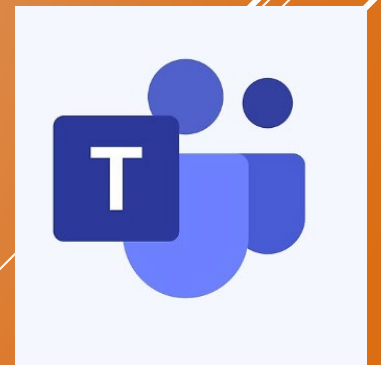






***Great news! As officer of your council (Grand Knight, Financial Secretary, District Deputy, MIO's), you can set up a virtual meeting for your council using Microsoft Teams for free! That is if you are signed-in to your generic state email account (ex. [gk@ontariokofc.ca](mailto:gk@ontariokofc.ca)). 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**

Several thin, parallel white lines of varying lengths and angles are positioned in the bottom right corner of the image, creating a sense of motion or a stylized graphic element.