

LIONS CLUBS OFFICE 365

Getting Started with OneDrive

Purpose

Running a Lions Club means paperwork. There is no way around it. And at some point you will start to suffer from document overload. (Maybe you are already there.)

Microsoft OneDrive is cloud storage that you can get to from anywhere. It helps you stay organised, access your important club documents, photos, and other files from any device, and share those files with club members.

It's important to have an organised filing structure like you do on your computer & in a filing cabinet. This way you will know where to find your Constitution & By Law, Policy Minutes, Incorporation Document, your latest financial documents, your board minutes, etc.

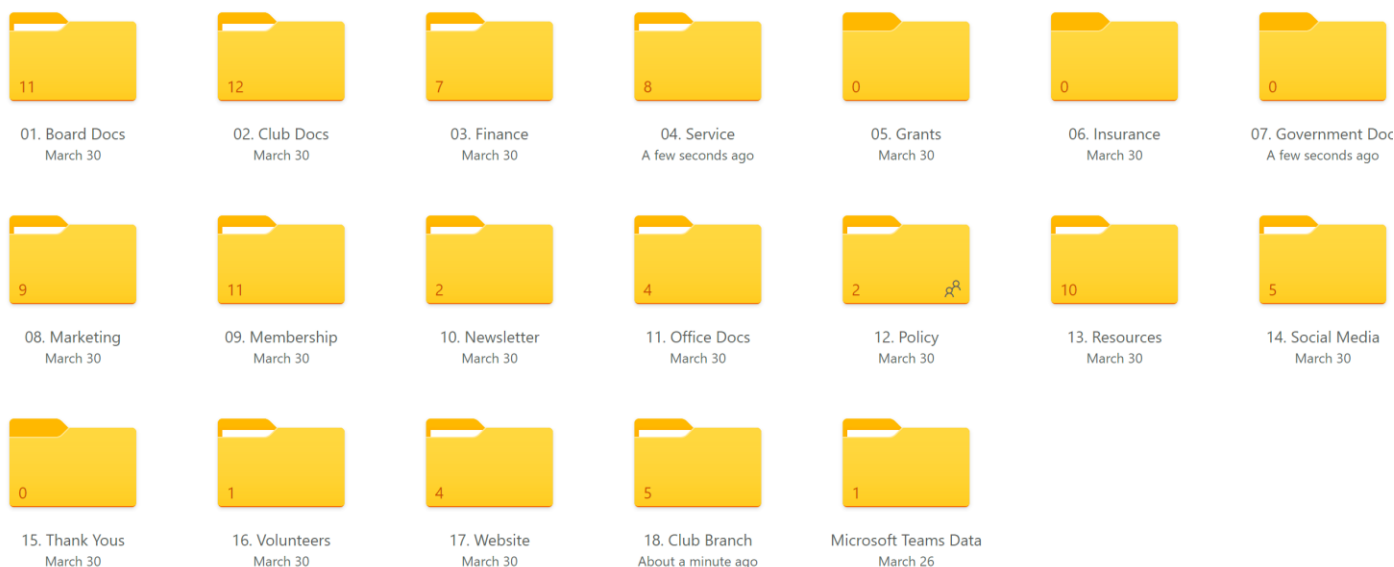
Instead of emailing files back and forth or running into trouble sending large files, share with OneDrive. When you do, people will receive a link to the files or folder. Rest assured that everything you put in your OneDrive is private until you share it.

Structure

To start getting organised, set up all the folders you think you are going to need in Onedrive in to one main folder. Below, is an example of how to set up your folders. We all have our own ways of organising things however you can use this as a template. Feel free to add, rename or delete folders as needed.

Here is a zip file with all the folders pre-created for you. Just download the zip and then unzip it into your downloads folder or alternative location.

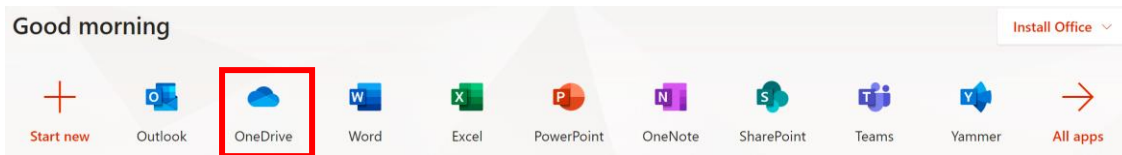
After you unzip the "Lions Club" folder, you may want to change the name of the main folder from "Lions Club" to the actual name of your Club. Inside this folder you will find about 20 different folders.



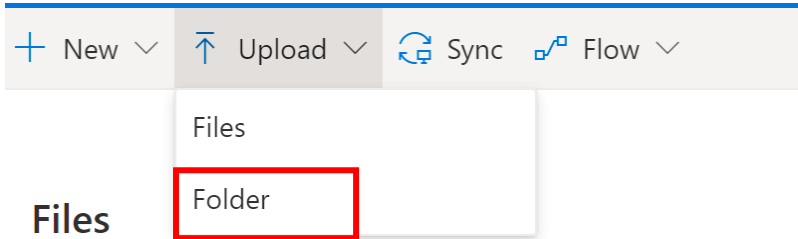
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How to Setup a Folder

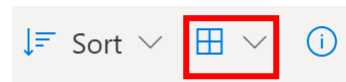
1. **Log in** to Office 365 using your email address and password
2. **Select** the OneDrive icon



3. **Create** your folder structure by selecting either **Upload** then **Folder** or manually create each folder individually by selecting **New** and naming each folder. To order ensure you use a numbering convention i.e. 01, 02 etc



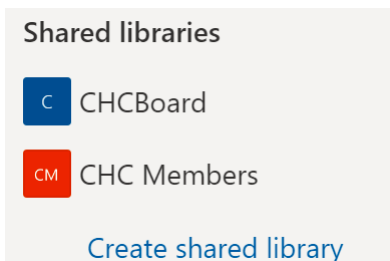
4. **Adjust** the folder view by selecting **Switch Views Option**



Setup Access Shared Libraries only

Remember if you have set up a Group and you want everyone to have immediate access to the folder ensure that you select correct the Shared Library First.

1. **Locate** the Shared Libraries on the left-hand side



2. **Select** the correct group to create your folder
3. **Follow** the instructions from Step 3 above to create

See Guide 3.2 Managing your Club Documents for instructions on how to share documents and folders to individuals and adding documents.



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