



# Tech Talk

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## Masterclass: Your Journey to Office 365 Success

### A Webinar Series by Scouts, for Scouts

At Scouts NSW, we're serious about giving our members the tools to not only cope, but to thrive. From the skills for life we instil in our youth through our program, to the training we offer leaders to support the local delivery of Scouting, we're all about giving our community the best chance at succeeding at what they do.

At an organisational level, this commitment extends to making the business of Scouting smarter, stronger and more sustainable so we can have an even greater impact on the young people we support.

This is where Office 365 comes in.

The roll out of Office 365, including the activation of Scouts NSW email addresses, is an important step forward in improving the way we connect, communicate, collaborate and access Scouting. Not only is Office 365 key to making the business of Scouting smarter, but it also plays an important role in meeting the compliance obligations we all share around information and data security, child protection and centralised communications.

We know that the change to Office 365 can take some time to get used to, and even more time to master. That is why we're launching a four-part training webinar series called **Masterclass: Your Journey to Office 365 Success**.

### Supporting you to Master Office 365

Led by David Jacobs, Scouts NSW Assistant Chief Commissioner (Educational Purpose) and resident Office 365 guru, Masterclass: Your Journey to Office 365 Success provides a deep dive into Office 365 online tools, including the Scouts NSW email address, Virtual Scout Halls (via Microsoft Teams) and Leader and Committee Hubs (via SharePoint).

Unlike other guides you can find online, Masterclass: Your Journey to Office 365 Success is delivered by Scouts, for Scouts – which means what we cover in each webinar is directly relevant to Scouting, and not just a generalised, cookie-cutter approach to the online tools.

Whether you're already knee-deep in Office 365, or have never dipped your toe, Masterclass: Your Journey to Office 365 Success will guide you through best practice use of Office 365, and explore a number of fresh approaches to help you manage your day-to-day Scouting business and to keep the Scouting spirit strong while we can't meet face-to-face, and moving forward.

You'll gain insight into:



**Compliance:** Hear why Office 365 is an essential tool for your Group/Formation and understand the drivers behind Scouts NSW adopting it as our preferred platform



**Productivity:** Work smarter, not harder! Learn how to save time by using Office 365 tools effectively.



**Creativity:** Explore ways to use Office 365 tools to encourage collaboration and creative ideas



**The 'What':** Get a clear understanding of what Office 365 tools you have access to and exactly how to use them



**Virtual Scouting:** Learn how to stay connected with your youth members and families using Scouts NSW's endorsed platforms



**Support:** Understand the support available to help you navigate Office 365 and Virtual Scouting

The webinar series will take place over four weeks, and will be held online each Thursday evening at 7.30pm, beginning next Thursday 14 May. The webinars are designed to be interwoven, with each webinar building on the ones before it. To make the most of this opportunity and ensure you have the best learning experience, we strongly encourage you to take part in all four webinars.

However, if your Thursday evenings are booked out, don't fret – all webinars will be recorded and published on our website and helpdesk portal so you can re-watch them at a later date, or catch up when it suits you.

To register to attend Masterclass: Your Journey to Office 365 Success, click the button below.

You will receive a separate email invitation the day before each webinar with a link to the webinar login details, so please make sure you check your inbox!

[Register now](#)

### What's on the Agenda



### Webinar 1 – Overview of Office 365 and Scouts NSW Email Addresses

Thursday 14 May

Our first webinar will set up the scene to mastering Office 365, providing a steady foundation for further learning in the following webinars. Gain insight on:

- Our vision of Office 365, and why you need to be on board
- Activating your Scouts NSW email address
- Signing in to your Scouts NSW email account – and what to do if you can't sign in
- Navigating the Office 365 portal
- Setting up Virtual Scout Halls (via Microsoft Teams) on your computer
- Cyber security considerations

### Webinar 2 – A Crash Course on Office 365 Tools

Thursday 21 May

Our second webinar will dive into the Office 365 tools available to adults in Scouting, building on the learnings of the first webinar. In this webinar we will explore:

- Introducing Office 365 tools – Virtual Scout Halls and Leader and Committee Hubs
- Virtual Scout Halls vs. Leader and Committee Hubs – what's the difference?
- Virtual Scout Halls in Microsoft Teams
- Using the basic functions of Office 365 - Chat, Teams, Calendar meetings
- Scouting safely online: Two Deep Leadership in the context of online meetings

### Webinar 3 – Making the Business of Scouting Smarter with Leader and Committee Hubs

Thursday 28 May

Our third webinar zeros in on the Leader and Committee Hub as a designated online space for Leaders and Committee members to securely share and store documents to support the business of Scouting. Key takeaways include:

- What is the Leader and Committee Hub – who has access and why? What is its purpose?
- Navigating your Leader and Committee Hub
- What documents should be stored, and where

### Webinar 4 – A Deeper Dive into Virtual Scouting through Microsoft Teams

Thursday 4 June

The final webinar of this series dives deeper into Virtual Scouting through Microsoft Teams, giving you all the tips you need to foster better communication, collaboration and engagement online.

- Live demo on file collaboration
- How to synchronise files to your home computer
- Difference between a Teams live meetings and Teams calls
- How to run a Teams live meeting
- Best practice for file storage

Sign up now to begin your journey to mastering Office 365.

[Register now](#)

### Remember, we're here to help

While our webinar series is a sure-fire way to help you master Office 365, we also have a library of support materials to help you better understand the tools and how you can use them to keep your members connected to Scouting. You can find these materials on our [helpdesk portal](#).

We're constantly adding new support guides and FAQs to our helpdesk. If there are any materials you'd like to see on there, please let us know by emailing [info@nsw.scouts.com.au](mailto:info@nsw.scouts.com.au).

If you require assistance for technical-related issues, please contact Scouts NSW IT Support Department at [helpdesk@nsw.scouts.com.au](mailto:helpdesk@nsw.scouts.com.au).

### Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing child safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

### Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Security), the CEO or the Child Protection Officer at the NSW State Office. To make a report use the [online child protection form](#), call 02 9735 9000 or email [childprotection@nsw.scouts.com.au](mailto:childprotection@nsw.scouts.com.au).

### Imminent Danger

If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.

Where a report is made to the police, you should also subsequently notify the NSW State Office.

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