



Linking Chester Scouts – user guide

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1. Welcome!

Office 365 is a good system and gives us the maximum security and reliability. I'm sure you will get on well with it. If you have any problems, contact media@chesterscouts.org.uk.

2. Signing in online

To access Office 365 go to <https://www.office.com/> and click on Sign In.

Enter your Chester Scouts email address and the password that you will have received in a separate email.

You will now be able to access emails etc online. If you intend to use Outlook on your computer to collect and store emails for your account, the next section shows how you set it up.

3. Office 365 using Outlook on your computer

- Open Outlook on your computer
- Click on *Info*
- Click on *Add Account*
- Complete your details (Name, Chester Scouts email address, password) and click on *Next*
- That's it – Office 365 will recognise you and add the settings to Outlook on your computer

If you want to use a system other than Outlook on your computer, contact media@chesterscouts.org.uk for advice.

4. Office 365 on your smartphone

Here are the instructions for setting up your Chester District email system on your smart phone.

Android

There are many different versions of Android. These instructions refer to the base version released by Google, so your device might have a slightly different set of fields.

1. Tap Settings
2. Tap Accounts
3. Tap Add Account
4. Tap Microsoft Exchange ActiveSync or Corporate
5. Enter your Chester Scouts email address and password
6. If you see a *Domain\Username* field, enter your full email address

Note: If *Domain* and *Username* are separate fields, enter your full email address in *Username*, and leave *Domain* blank

7. If you see a *Server* field, enter *outlook.office365.com*
8. Tap Next
9. To complete auto configuration, tap OK
10. Select the account options you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory
11. Tap Next
12. Tap Microsoft Exchange ActiveSync, to see the display name for your email account. You can change the display name here
13. Tap Next (you will see your inbox)

Your Office 365 email is now set up in your Android mail app (the app will already be on your phone). To make sure you can send messages, compose an email and send it to yourself or to media@chesterscouts.org.uk.

iOS

1. From the Home screen go to Settings > Accounts & Passwords > Add Account
2. Select the option for Exchange
3. Enter the following information
 - Email
 - Description: Exchange is entered automatically

and then tap Next

4. When prompted how to sign in to your Exchange account, tap *Configure Manually*

5. Enter your password and then tap *Next*

6. Enter the following

- Server: outlook.office365.com
- Domain: leave blank
- Username: your email

and then tap *Next*

7. Turn the options to *ON* for the areas you'd like to sync (Mail plus any others you may need) and then tap *Save*

8. Your Exchange account now appears in *Accounts & Passwords*. Tap *Exchange* (or the name of your Exchange account) to view the account settings

9. Important: adjust the *Mail Days to Sync* according to your preferences. This setting means that only messages received within the timeframe you select appear in any of your folders

10. Tap your account email address to view your Exchange account settings

11. Tap *Advanced Settings* and verify that *Use SSL* is turned *ON*. Tap *Done*

Your Office 365 email is now set up in your iOS device. To make sure you can send messages, compose an email and send it to yourself or to media@chesterscouts.org.uk.

5. Microsoft Outlook app (free download from Google Play or the App Store)

You can also deal with your emails by using Microsoft's own app on your device. This can be downloaded and installed on your smartphone/tablet. The following will help you set up the app on your device.

Android

- Download the app
- For set up guidance, see <https://support.office.com/en-us/article/set-up-email-in-the-outlook-for-android-app-886db551-8dfa-4fd5-b835-f8e532091872>

iOS

- Download the app

- For set up guidance, see <https://support.office.com/en-us/article/set-up-email-in-outlook-for-ios-mobile-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234>

6. Secure File Transfer

When we send personal data around we need by law to keep it secure. The risk increases when we do this digitally. Taking care as suggested here will help us to respect other people's privacy and to comply with data protection law.

As part of our commitment to keeping data secure, it's our policy that our volunteers must not send personal data relating to the Scouts as email attachments or in the text of emails. This does not mean that we are restricting your choice of email account for your personal use; we only want to make sure that the data that Chester Scouts is responsible for is handled securely.

So, what is the alternative when you need to, for example:

- Send in bookings for courses and events
- Advertise an activity and take bookings
- Process youth members joining the Movement
- Process applications for appointments as adult volunteers?

There are many cloud-based storage providers that you can use to share data. But we need to be careful. In the terms and conditions for some providers, they reserve the right to use the information stored with them for their own purposes (research, marketing and so on). If that is the case, do not use the provider for storage and transfer of personal data for Chester Scouts. In the Appendix to this guidance note there is some information on providers you can use; we shall be adding to the list, so keep an eye out for updates. If you use a system that you would recommend, please let us know so that we can evaluate it and, if possible, include it in our guidance.

If you have any doubts, we can advise – just get in touch:

media@chesterscouts.org.uk. The District Executive Committee is our data controller and will be monitoring the overall process and taking steps to make sure we are compliant.

How can you comply with the legal responsibilities we all have, to make sure we keep personal data safe and secure?

- Don't send personal data in an email or as an attachment to one. Instead, provide a link to your secure cloud storage
- Make sure you use cloud storage providers who do not compromise the confidentiality of the information you store with them. Check the terms and conditions and check from time to time whether they have changed for the worse!
- Only use the personal data for the purpose for which you collected it
- Make sure the personal data is kept secure
- Don't keep personal data once the need for it has passed
- Delete the data securely
- Make sure that those who receive personal data from you understand that they must handle it in accordance with the data protection principles
- Refer to our general guidance on the District web site

What happens if there is a problem?

- Advise your line manager right away
- Contact media@chesterscouts.org.uk, so that help can be provided to solve the problem (in the event of a data breach, this may involve a report to the Information Commissioner)
- If the circumstances require it, the line manager must, with District support:
 - Immediately arrange for any necessary report to be made to all relevant authorities
 - Arrange for the suspension of any members involved, as provided for in Policy, Organisation and Rules. The suspension will remain in place until investigations are complete

Using Cloud Storage Providers

OneDrive for Business

You can share files using our Office 365 account (and not just to people within our Office 365 group). This means that they can read them. However, not everyone will be able to upload replies to your OneDrive – if they aren't on the same system as you.

SharePoint

Our Office 365 subscription also gives us file sharing opportunities, particularly with those also on our Office 365 group. We are working on setting up a robust and consistent approach to using SharePoint but that is a work in progress.

As we extend Office 365 to all our Groups (longer-term) we will be able to use these two programs more and more effectively, but what about until then?

Dropbox

With a free Dropbox account you can share files (for example details of activities) and allow them in turn to send you files (booking forms etc):

https://www.dropbox.com/en_GB/individual.

Once you have your Dropbox account, you can set it up to receive files by creating a file request:

- Sign in to https://www.dropbox.com/en_GB/login
- Click *Files*
- Click *File requests*
- Click *Request files*
- Enter a name for the folder that will store all collected files under *What are you requesting*
- Under *Where should these files go in your Dropbox* you'll see the path to the new folder for receiving files. If you'd like to change the folder's location, click *Change folder*
- Click *Next*
- Click *Copy link* to copy the file request link and send it to anyone you want to request files from. Or you can enter emails of the people you need files from and send the file request directly from Dropbox
- Click *Done*

You'll receive an email whenever people upload files to your file request. By default the uploaded files are private.

Box.com

With box.com, you can upload files and provide a link for others to view and download them. You can also set a folder so that viewers can in turn upload to your online folder. In this way, you can provide details of an event and enable colleagues to send in bookings and other information. You will need to sign up first at <https://account.box.com/signup/n/personal?toggle=true#pk3w4>. Once you are up

and running, you can set up permissions for others to access and upload to any of your folders.

- Locate the folder in which you'd like to invite collaborators
- Click *Share* (to the right of the folder name)
- In the dropdown that appears, click *Invite Collaborators*
- Add the emails of the invitees in the box
- Allocate the invitee's permissions in the dropdown menu (eg *Viewer/Uploader*)
- Provide your invitees with the link

7. Other apps

Sway



What is it?

Introduced as part of Office 365 in 2015, [Sway](#) is an app that helps you express ideas using an interactive, web-based canvas. Sort of like a web-based, shareable, user-friendly version of PowerPoint, Sway's flexible design engine helps you quickly and easily produce professional, interactive and visually appealing designs such as newsletters and presentations.

Why is it good for us?

The main draw of Sway over tools like Publisher or PowerPoint is that it needs little to no design experience to create something impressive quickly.

The app automatically adds your content such as images, text, video, social media posts or even entire PowerPoint presentations, and it creates a design for you to tweak as you wish – perfect for charitable organisations that want to create (or even get your volunteers, supporters or service users to create) something fun and informative, but are strapped for time and design expertise.

Unlike PowerPoint it's all stored online so you can access your sway from anywhere and share the link with whoever you choose.

Check out [Microsoft's article](#) for more information on getting started with Sway.

Microsoft suggests Sway as a tool for creating internal communications such as training resources and newsletters in double-quick time.

The possibilities are endless, but Sway can be useful when running a specific event, as a way to share learnings with those that attended afterwards, or others that didn't

Teams



What is it?

[Microsoft Teams](#) is a chat and collaboration platform. The idea is that Office 365 users now have a single hub within the suite for their voice, video conferencing and meetings that acts as a sort of virtual workspace for different teams to collaborate on ideas.

Why is it good for us?

With Teams you get group chat rooms called channels in which different teams can talk and collaborate through text, voice or video chat. It's also integrated with the other apps in the Office 365 suite such as Word and Excel, so Team members can view the latest versions of documents and collaboratively edit them.

This works well for charities because it allows them to collaborate by team, department or project, each with their own team site, and everything is recorded in Teams, so things are easy to organise and find instead of having to search through an email trail.

Go to [Microsoft's blog](#) for more information on Teams.

Forms



What is it?

With Microsoft Forms you can create surveys, quizzes and polls, and easily see the results as they come in.

Why is it good for us?

It may be a small edition to Office 365, but it's surprisingly versatile, allowing you to ask people for any kind of feedback or information in emails or websites, whether internally or externally – think volunteer feedback, and event organisation, measuring supporter interest, applications for services or the gathering of service user input that can be used to help guide decisions around your service delivery. Wherever you want to ask a question, it can be done through Forms.

The benefits are that it's simple to set up and with real time responses and automatic charts built in, Forms makes it easy to understand the data right away. Forms also supports the addition of themes, logo, and images.

It's integrated with the rest of the Office 365 suite, so if you want your users to collaborate on a Form or share it, they can use it within other applications such as Teams, and Sway.

For more on how to use Forms, see the [Microsoft blog](#).

8. Data Protection – our guidance notes

- <http://www.chesterscouts.org.uk/members-area/data-protection/>

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