



**International Technology Committee (ITC)
2017 Leadership Seminar Handout**



**Soror Dorothy Buckhanan Wilson
Supreme Basileus
Soror Theresa M. House
ITC Chairman**

Launching New Dimensions of Technology: Microsoft® Office 365, Showcasing Chapter Best Practices



What is Microsoft Office 365?

A subscription plan that includes:

- Microsoft Word, Excel, PowerPoint, Outlook, and more
- Lync web conferencing and Exchange Online hosted email for business
- Online storage with OneDrive
- Skype for Business



Licenses

- Use for sorority business only
- Each chapter is assigned two licenses
- Typically assigned to Basileus and Technology Chairman (graduate); Basileus and Graduate Advisor (undergraduate)
- Licenses are transferrable as the chapter administration changes



How to login

From your desktop browser:

<https://login.microsoftonline.com/>

- Enter your username in the first field
- Enter your password in the second field
- Click **Sign In**

You can also access Microsoft Office 365 via mobile. Just download your favorite Microsoft Office 365 apps to use them after you log in.

Microsoft Office 365 Resources



Email

Office365@aka1908.com



AKA Members Only:

Resources > Forms & Documents > Technology :

- Microsoft Office 365 FAQs
- Regional Conference Presentation
- Regional Conference Handout



Video: Welcome to Office 365

<https://support.office.com/en-US/Article/Welcome-to-Office-365-da78ee2b-ffe7-44af-b6e9-0d1d5ea99adb?ui=en-US&rs=en-US&ad=US>



Online Training

Get started with Office 365:

Microsoft Virtual Academy for Users:
https://mva.microsoft.com/product-training/office_365

SHOWCASE YOUR CHAPTER!

Submit an entry for the “Chapter Technology Best Practices Award”

The new **Chapter Technology Best Practices Award** recognizes the successful adoption and innovative use of Microsoft Office 365® for chapter operations. The award, presented during the 68th Boule in Houston, will be given to one graduate and one undergraduate chapter. To be considered: Visit *Members Only* and download the form (*Resources > Forms & Documents > Technology > Chapter Technology Best Practices Award*)

- Email the completed form to



Chapter Best Practices

Apps and Sample Uses

Practical Uses

Microsoft Word

- Developing Agendas
- Action Items and Tracking
- Communication Templates

Microsoft Excel

- Attendance
- Program Tracking
- Calendar Planning

OneNote

- Committee Meeting Notes
- Chapter processes/procedures

Flow

- Social Tracking
- Automate Communication

OneDrive

- Store documents
- Content Collaboration
- Cloud access

Microsoft PowerPoint

- Event Flyers, Newsletters
- Training
- Presentations

Skype for Business

- Online Meeting
- Demo, Training

One Note

- Organize Project Files

Publisher



Basileus

- Microsoft PowerPoint to create the chapter meeting presentation and One Drive to share with others

Basileus and Technology Chairman

- Microsoft Video to upload video of chapter events to post on website

Tamiouchos

- Microsoft Excel to download Budget Templates; Track Assessment and Dues; Generate Reports

Chapter Awards Committee

- Microsoft Word, PowerPoint, Publisher to create content; share with committee and chapter via One Drive for review; submit award entry electronically via Outlook



Innovative Operations from Showcased Chapters Using Microsoft® Office 365 Licenses

Zeta Mu Omega Gastonia, NC

- Basileus and Anti-Basileus use to share documents and information using **Calendar, Word, Excel** and **PowerPoint**
- Technology Committee using **Video** to create chapter history in partnership with History and Archives
- Technology Committee using **Flow** to syndicate content across social media platforms

Epsilon Gamma Omega Huntsville, AL

- Using **Excel** and **Publisher** templates to merge data and create enhanced documents including chapter directory, debutante directory, certificates, Graduate Achievement Awards, letters for distribution, envelopes, name badges
- Using **One Drive** as document repository
- Using **One Note** to centralize data for program activities and better project management

Tau Upsilon Omega Fairfield, CA

- Program chairman using **Flow** to track #TUOActsofGreen mentions on social media to enhance program reporting. Sorors who participated were entered to a drawing to win a monthly prize for supporting the chapter's 1,908 Acts of Green program.
- Using **Flow** and **One Drive** to store International Program Reports centrally.



Chapter Technology Best Practices Award

The **Chapter Technology Best Practices Award** is presented to one graduate and one undergraduate chapter that successfully adopts Microsoft Office 365 ® and discovers innovation for chapter operations. Awards will be presented at the 68th Boule in Houston, TX.

Background

In 2014 our Supreme Basileus Dorothy Buckhanan Wilson introduced a partnership with Microsoft that awarded each chapter two Microsoft Office 365 ® software licenses. Microsoft Office 365 ® is a software suite that increases productivity through applications such as Word, Excel, PowerPoint, Outlook and SharePoint. Sponsored by the Supreme Basileus and the International Technology Committee, this new award recognizes the successful adoption and innovative use of Microsoft Office 365 ® for chapter operations.

Method of selection

The International Technology Committee will engage a cross sectional panel of sorors to select one graduate chapter and one undergraduate chapter. Submissions are due no later than 12/31/2017 and should be submitted to technology@aka1908.com, Attn: Chapter Technology Best Practices Award

Criteria

Define = 50 points

Provide a typed summary that includes:

- One paragraph describing how Microsoft Office 365 ® is being used and how it benefits the chapter
- One paragraph describing your chapter's best practice(s) for the use of Microsoft Office 365
- One paragraph explaining the innovation. What changes were implemented to chapter operations because of the chapter's use Microsoft Office 365?

Prove = 50 points

- Proof that the license is in use by the chapter
- Proof of your best practices -screenshots or artifacts that represent your best practice(s)

Submission Information

Chapter Name:

Region:

Soror Submitting Nomination:

BASILEUS or GRADUATE ADVISOR (for Undergraduate Chapter):

Email Address:

Phone:

Supporting materials must accompany this form. Attach this form to the first page or to your entry per criteria listed above.

Mail to technology@aka1908.com Subject: Chapter Technology Best Practices Award