



WHAT IS MICROSOFT OFFICE 365?

The Diocese has subscribed to Microsoft Office 365 which includes access to Office applications which You can install on up to five devices across Windows, MAC, iOS and Android. Applications include: Word, Excel, PowerPoint, Outlook, Publisher, and Access.



WHY IS IT IMPORTANT TO HAVE A DIOCESAN EMAIL ADDRESS?

This makes it easier for the Bishop and the Chancery Office to communicate more efficiently and effectively with you.

Furthermore, when you change your email address, some communication is lost. The new @parracatholic.org email address prevents this issue from occurring.

CAN I HAVE MORE THAN ONE EMAIL ADDRESS?

The Diocese encourages you to use your new Diocesan email address as an additional account to your established parish, professional and/or personal email address. All communication from the Bishop and Chancery Office will be exclusively sent to this Diocesan email address.

Requests to forward or redirect Diocesan emails to alternate accounts is not possible for information security reasons.

WHAT ARE THE ADVANTAGES OF USING MICROSOFT OFFICE 365 OUTLOOK?

- More consistent and professional approach to have Diocesan-wide parracatholic.org email addresses
- Email account is available on your desktop, mobile phone and tablet and is accessible across Android, Apple and Microsoft devices.
- Data protection and security on a unified platform
- Subscription includes desktop applications such as Word, Outlook, Excel, Powerpoint etc.
- Communicate with other parishes and clergy without enquiring about their email addresses.

NEED MORE INFORMATION?

If you require more information about Microsoft Office 365, please do not hesitate to contact our Help Desk on ☎ (02) 8838 3416 (Monday to Friday 8:30.am – 5:00pm) or via email

helpdesk@parra.catholic.org.au

SEND



DIOCESE of PARRAMATTA