



Magnolia Fire Department

BULLETIN

No. 2025-03

Date: 5/09/2025

To: Emergency Operations Personnel

From: Operations Chief

Subject: Microsoft Accounts

INFORMATIONAL

OPERATIONAL

All full-time employee Microsoft accounts have been upgraded from Exchange-only to Office 365 G1 accounts, effective immediately.

This upgrade provides enhanced tools and cloud-based productivity features that will help you communicate, collaborate, and manage your work more efficiently.

What's Included with Your Office 365 G1 Account:

- Outlook (Web & Mobile) – Access your email, calendar, and contacts from anywhere with a 50 GB mailbox.
- Microsoft Teams – Chat, meet, and collaborate in real time with individuals or teams.
- OneDrive for Business (1 TB) – Secure cloud storage to back up, share, and collaborate on files.
- Office Online (Web Versions) – Use Word, Excel, PowerPoint, and OneNote through your browser.
- SharePoint Online – Team sites for collaboration and shared document libraries.
- Planner & Forms – Create task boards and build surveys or forms to support your projects.

These tools are available from any device with internet access, helping you stay connected and productive whether you're in the office or on the go.

Simply go to <https://login.microsoftonline.com/> to access these features.

If you have any questions or need help accessing these features, please reach out to Captain Perry.

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