

May 30, 2019

Email [REDACTED]

Dear [REDACTED]

Re: Request for Access to Information under Part II of the Access to Information and Protection Privacy Act (the ATIPP Act, 2015)

On May 21, 2019, the City of St. John's received your request for access to the following information:

We are requesting any invoices and contracts related to purchasing Microsoft Office 365, along with the instructional manual for employees to use.

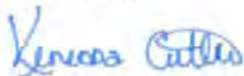
Enclosed is the information you requested. Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in Section 42 of the ATIPP Act. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner:

Office of the Information and Privacy Commissioner
2 Canada Drive; P. O. Box 13004, Stn. A, St. John's, NL. A1B 3V8
Telephone: (709) 729-6309; Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to Section 52 of the Act.

If you have any further questions, please feel free to contact me by telephone at 576-8429 or by e-mail at kcutler@stjohns.ca.

Yours truly,



Kenessa Cutler
ATIPP Coordinator

ST. JOHN'S

From: [Georgina Lannon](#)
To: [Keith Barrett](#)
Subject: RE: ATIPP Request - Microsoft Office 365
Date: Wednesday, May 22, 2019 12:47:00 PM
Attachments: [Invoice # 9825680543.pdf](#)
[Invoice # 9825680540.pdf](#)
[Invoice # 9876815741 for City of St. John's.pdf](#)
[Invoice # 9876815742 for City of St. John's.pdf](#)
[Invoice 9877307610.pdf](#)
[Invoice 9877307611.pdf](#)
[Invoice 9877429817.pdf](#)
[Invoice 9877436892.pdf](#)
[9877991241.pdf](#)
[9877984062.pdf](#)
[9877984061.pdf](#)
[9877984060.pdf](#)
[9877984059.pdf](#)
[9877991243.pdf](#)
[MS Ent Agreeent 1st Year - 2017.pdf](#)

This is what I found, however Coralie may have more documentation in her emails that is not attached. The current contract was renewed March 2017 and it expires March 2020.

Invoices 9825680543 (PUR00079611) and 9825680540 (PUR00079612) are both for the contract renewal for March 2017. 1st year payment of new contract.

Invoices 9876815741 and 9876815742 (PUR00091102) are both for the contract renewal for March 2018. 2nd year payment of contract.

Invoices 9877307610, 9877307611, 9877429817 and 9877436892 (PUR00094837) are for a True up for additional licenses purchased July 2018.

Invoices 9877991241, 9877984062, 9877984061, 9877984060, 9877984059, 9877991243 (PUR00102029) are for the contract renewal for March 2019. 3rd year payment of contract.

Also, the signed contract for 2017 is attached.

Let me know if there is anything else needed.

Thanks, Georgina

Georgina Lannon, Office Services Supervisor

Corporate Information Services, 2nd Floor
City of St. John's
10 New Gower Street
St. John's NL A1C 1J3
(709) 576-8022

Email: glannon@stjohns.ca

Website: www.stjohns.ca

From: Keith Barrett <kbarrett@stjohns.ca>

Sent: Wednesday, May 22, 2019 9:29 AM

To: Lori Reid <lreid@stjohns.ca>; Georgina Lannon <glannon@stjohns.ca>

Cc: Marie Taylor <mtaylor@stjohns.ca>; Rick Bennett <RBennett@stjohns.ca>

Subject: FW: ATIPP Request - Microsoft Office 365

Lori can you send along a copy of the PowerPoint presentation and any other documentation that was created for the end users?

Georgina, can you take a look at the contracts that we have in the software inventory from the original purchase date for O365 as well as the renewals?

I'll create a TrackIT ticket.

Keith

From: Derek Coffey <dcoffey@stjohns.ca>
Sent: Tuesday, May 21, 2019 2:22 PM
To: Keith Barrett <kbarrett@stjohns.ca>; Rick Bennett <RBennett@stjohns.ca>
Subject: FW: ATIPP Request - Microsoft Office 365

Folks,

See the attached – let's discuss at our meeting tomorrow

From: Kenessa Cutler <kcutler@stjohns.ca>
Sent: Tuesday, May 21, 2019 2:18 PM
To: Derek Coffey <dcoffey@stjohns.ca>
Subject: ATIPP Request - Microsoft Office 365

Please see the attached request for information.

If you have any questions just ask!

Kenessa Cutler

Access to Information and Protection of Privacy (ATIPP) Coordinator
Office of the City Clerk | City of St. John's
t. 709 576 8429 | e. kcutler@stjohns.ca

Disclaimer: This email may contain confidential and/or privileged information intended only for the individual(s) addressed in the message. If you are not the intended recipient, any other distribution, copying, or disclosure is strictly prohibited. If you have received this email in error, please notify me immediately by return email and delete the original message.

REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 22-AUG-2018

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO

City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:

Program Version: E6
Enrollment / Master No:
[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	KF5-00002 O365AdvThrtPrctmPln1	ACP-D	Enterprise Servers ShrdSvr ALNG SubsVL MVL PerUsr	Apr2019-Mar2020		AE	719.00	21.84	15,702.96
000020	JFX-00003 M365F1FullUSL	ACP-D	Enterprise System ShrdSvr ALNG SubsVL MVL PerUsr	Apr2019-Mar2020		AE	21.00	124.56	2,615.76

Total Sale	CAD	18,318.72
GST/HST	CAD	2,747.81
QST/PST	CAD	0.00
Total Amount	CAD	21,066.53

When invoices are reprinted, remittance information may change to reflect current invoicing operations.

REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 22-AUG-2018

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:

Program Version: E6
Enrollment / Master No:
[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	AAA-10755 M365 E3 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr (Original)	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	50.00	415.08	20,754.00
000020	T6A-00056 O365E1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	41.00	85.08	3,488.28

Total Sale	CAD	24,242.28
GST/HST	CAD	3,636.34
QST/PST	CAD	0.00
Total Amount	CAD	27,878.62

When invoices are reprinted, remittance information may change to reflect current invoicing operations.

REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 25-JUL-2018

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:


Program Version: E6
Enrollment / Master No:

[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	AAA-12536 EntMobandSecE3 Shared Alng MonthlySub Addon ToUsrCrCAL	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	220.00	67.68	14,889.60

Total Sale		CAD	14,889.60
GST/HST		CAD	2,233.44
QST/PST		CAD	0.00
Total Amount		CAD	17,123.04

When invoices are reprinted, remittance information may change to reflect current invoicing operations.

REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 01-OCT-2018

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER


City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:

Program Version: E6
Enrollment / Master No:
[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	AAA-12414 CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	41.00	24.72	1,013.52

Total Sale		CAD	1,013.52
GST/HST		CAD	152.03
QST/PST		CAD	0.00
Total Amount		CAD	1,165.55

When invoices are reprinted, remittance information may change to reflect current invoicing operations.

REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 23-MAR-2017

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:

Program Version: E6
Enrollment / Master No: [REDACTED]

SHIP TO


City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	6VC-01254 WinRmtDsktpSrvc	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	425.00	26.88	11,424.00
	CAL ALNG SA MVL UsrCAL								
000020	KV3-00368 WINENTperDVC	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	213.00	53.28	11,348.64
	ALNG SA MVL								
000030	MX3-00117 VSEntSubMSDN	ACP-D	Enterprise Applications	Apr2019-Mar2020		AE	2.00	1,414.68	2,829.36
	ALNG SA MVL								
000040	77D-00111 VSProSubMSDN	ACP-D	Enterprise Servers	Apr2019-Mar2020		AE	10.00	405.12	4,051.20
	ALNG SA MVL								
000050	9GS-00135 CISSteDCCore	ACP-D	Enterprise Servers	Apr2019-Mar2020		AE	86.00	219.36	18,864.96
	ALNG SA MVL 2Lic CoreLic								

REMIT TO BANK



Bill to PO Number: PUR00102029
Purchase Order Date: 23-MAR-2017

Page No: 2

Document No: 
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000060	9GA-00313 CISStdCore ALNG SA MVL 2Lic CoreLic	ACP-D	Enterprise Servers	Apr2019-Mar2020		AE	84.00	45.12	3,790.08

Total Sale		CAD	52,308.24
GST/HST		CAD	7,846.24
QST/PST		CAD	0.00
Total Amount		CAD	60,154.48

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REMIT TO BANK

[REDACTED]

Bill to PO Number: PUR00102029
Purchase Order Date: 23-MAR-2017

Page No: 1

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact: TEAM
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
Public Customer Number: [REDACTED]
Contact: TEAM.S
Phone: (709) 576-8349
Fax:

Program Version: E6
Enrollment / Master No: [REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000010	AAA-10725 M365 E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr (Original)	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	425.00	340.80	144,840.00
000020	AAA-28687 M365 E5 Step-up From M365 E3 ALNG SubsVL MVL Gov PerUsr (Original)	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	2.00	315.72	631.44
000021	PKJ-00008 O365 - Non PSTN	-					2.00	304.64	609.28
000022	PKJ-00009 SfB PSTN SKU	-					2.00	11.08	22.16
000030	7R7-00001 O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Apr2019-Mar2020		AE	179.00	69.96	12,522.84

REMIT TO BANK

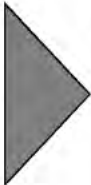
Bill to PO Number: PUR00102029
Purchase Order Date: 23-MAR-2017

Page No: 2

Document No: [REDACTED]
Document Date: 01-APR-2019
Payment Due Date: 01-MAY-2019

Terms: Net payment due 30 days from invoice date

Line No. End Customer PO No	Microsoft Part No. Description	Offering Level	Pool	Period	Reason Code & Description	Billing Option	Qty Ordered	Unit Price	Extended Amount
000040	AAA-12414 CoreCALBridgeO365	CUS-D ALNG SubsVL	Enterprise Products MVL PerUsr	Apr2019-Mar2020		AE	179.00	24.72	4,424.88
000050	TPA-00017 O365F1 ShrdSvr	ACP-D ALNG SubsVL	Enterprise Servers MVL GovOnly PerUsr	Apr2019-Mar2020		AE	1.00	36.00	36.00

Total Sale		CAD	162,455.16
GST/HST		CAD	24,368.27
QST/PST		CAD	0.00
Total Amount		CAD	186,823.43

When invoices are reprinted, remittance information may change to reflect current invoicing operations.



Microsoft

Invoice

 Microsoft Corporation: WRC-CA
 [Redacted Address]

 Bill to PO Number: PUR00079612
 Purchase Order Date: 23-MAR-2017

PBN : [Redacted]

Page No: 1

 Document No: [Redacted]
 Document Date: 01-APR-2017
 Payment Due Date: 01-MAY-2017

Terms: Net payment due 30 days from invoice date

BILL TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St.
 St. John's NL A1C 5M2
 Canada
 Customer VAT#:
 Phone: 999-999-9999
 Fax:

INDIRECT RESELLER

Contact:

 Phone:
 Fax:

END CUSTOMER

 City of St. John's
 10 New Gower St
 A1C 5M2, St. John's, Canada
 Public Customer Number: [Redacted]
 Contact:
 Phone: (709) 576-8349
 Fax:
 Program Version: E6
 Enrollment / Master No:
 [Redacted]

SHIP TO

 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St
 St. John's NL A1C 5M2
 Canada
 Phone: 999-999-9999
 Fax:


Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	6VC-01254 WinRmtDsktpSrvc	CUS-D	Enterprise Products	Apr2017-Mar2018 Electronic Delivery		AE Taxable	425.00	26.88	11,424.00 1,713.60
000020	Canada	KV3-00368 WINE3perDVC	CUS-D	Enterprise Products	Apr2017-Mar2018 Electronic Delivery		AE Taxable	213.00	53.28	11,348.64 1,702.30
000030	Canada	MX3-00117 VSEntSubMSDN	ACP-D	Enterprise Applications	Apr2017-Mar2018 Electronic Delivery		AE Taxable	2.00	1,414.68	2,829.36 424.41
000040	Canada	77D-00111 VSProSubMSDN	ACP-D	Enterprise Servers	Apr2017-Mar2018 Electronic Delivery		AE Taxable	10.00	405.12	4,051.20 607.68
000050	Canada	9GS-00135 CISSteDCCore	ACP-D	Enterprise Servers	Apr2017-Mar2018 Electronic Delivery		AE Taxable	86.00	219.36	18,864.96 2,829.74
000060	Canada	9GA-00313 CISStdCore	ACP-D	Enterprise Servers	Apr2017-Mar2018 Electronic Delivery		AE Taxable	84.00	45.12	3,790.08 568.51

Microsoft Corporation: WRC-CA

Bill to PO Number: PUR00079612
Purchase Order Date: 23-MAR-2017

Page No: 2

PBN : 


Document No: 
Document Date: 01-APR-2017
Payment Due Date: 01-MAY-2017

Terms: Net payment due 30 days from invoice date

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
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We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale		CAD	52,308.24
GST/HST		CAD	7,846.24
QST/PST		CAD	0.00
Total Amount		CAD	60,154.48

When invoices are reprinted, remittance information may change to reflect current invoicing operations.



Microsoft

Invoice

Microsoft Corporation: WRC-CA

 Bill to PO Number: PUR00079611
 Purchase Order Date: 23-MAR-2017

Page No: 1

PBN : [REDACTED]

 Document No: [REDACTED]
 Document Date: 01-APR-2017
 Payment Due Date: 01-MAY-2017

Terms: Net payment due 30 days from invoice date

BILL TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [REDACTED]
 Contact:
 10 New Gower St.
 St. John's NL A1C 5M2
 Canada
 Customer VAT#:
 Phone: 999-999-9999
 Fax:

INDIRECT RESELLER

Contact:

 Phone:
 Fax:

END CUSTOMER

 City of St. John's
 10 New Gower St
 A1C 5M2, St. John's, Canada
 Public Customer Number [REDACTED]
 Contact:
 Phone: (709) 576-8349
 Fax:
 Program Version: E6
 Enrollment / Master No: [REDACTED]

SHIP TO

 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [REDACTED]
 Contact:
 10 New Gower St
 St. John's NL A1C 5M2
 Canada
 Phone: 999-999-9999
 Fax:


Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000001	Canada	AAA-10725 SPE E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Apr2017-Mar2018 Electronic Delivery		AE Taxable	425.00	340.80	144,840.00 21,726.00
000002	Canada	AAA-28687 SPE E5 Step-up From SPE E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	CUS-D	Enterprise Products	Apr2017-Mar2018 PSTN		AE Exempt	2.00	315.72	
		O365 - Non PSTN					Taxable			609.28 91.39
		*SfB PSTN SKU					Taxable			22.16 3.32
000003	Canada	7R7-00001 O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Apr2017-Mar2018 Cloud		AE Taxable	179.00	69.96	12,522.84 1,878.43
000004	Canada	AAA-12414 CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	CUS-D	Enterprise Products	Apr2017-Mar2018 Electronic Delivery		AE Taxable	179.00	24.72	4,424.88 663.73
000005	Canada	TPA-00017 O365K1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	ACP-D	Enterprise Servers	Apr2017-Mar2018 Cloud		AE Taxable	1.00	36.00	36.00 5.40

Microsoft Corporation: WRC-CA

Bill to PO Number: PUR00079611
Purchase Order Date: 23-MAR-2017

Page No: 2

PBN : 


Document No: 
Document Date: 01-APR-2017
Payment Due Date: 01-MAY-2017

Terms: Net payment due 30 days from invoice date

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
----------	---------------	-----------------------------------	--------------------	------	--------------------	---------------------------------	------------------------------	--	------------	-------------------------------

We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale		CAD	162,455.16
GST/HST		CAD	24,368.27
QST/PST		CAD	0.00
Total Amount		CAD	186,823.43

When invoices are reprinted, remittance information may change to reflect current invoicing operations.

*In the United States, Puerto Rico and Canada, PSTN Services are sold on behalf of Skype Communications US Corporation. The price displayed includes charges for the PSTN Service and all required taxes and fees with the exception of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), Provincial Sales Tax (PST) and Quebec Sales Tax (QST) in Canada. See <http://go.microsoft.com/fwlink/?LinkId=690247> for details.



Microsoft

Invoice

 Microsoft Corporation: WRC-CA
 [Redacted Address]

 Bill to PO Number: PUR00091102
 Purchase Order Date: 23-MAR-2017

PBN : [Redacted]

Page No: 1

 Document No: [Redacted]
 Document Date: 01-APR-2018
 Payment Due Date: 01-MAY-2018

Terms: Net payment due 30 days from invoice date

BILL TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St.
 St. John's NL A1C 5M2
 Canada
 Customer VAT#:
 Phone: 999-999-9999
 Fax:

INDIRECT RESELLER

Contact:

 Phone:
 Fax:

END CUSTOMER

 City of St. John's
 10 New Gower St
 A1C 5M2, St. John's, Canada
 Public Customer Number: 8D69188E
 Contact:
 Phone: (709) 576-8349
 Fax:
 Program Version: E6
 Enrollment / Master No:
 [Redacted]

SHIP TO


 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St
 St. John's NL A1C 5M2
 Canada
 Phone: 999-999-9999
 Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	6VC-01254 WinRmtDsktpSrvcsCAL	CUS-D ALNG SA MVL	Enterprise Products UsrCAL	Apr2018-Mar2019 Electronic Delivery		AE Taxable	425.00	26.88	11,424.00 1,713.60
000020	Canada	KV3-00368 WINE3perDVC	CUS-D ALNG SA MVL	Enterprise Products	Apr2018-Mar2019 Electronic Delivery		AE Taxable	213.00	53.28	11,348.64 1,702.30
000030	Canada	MX3-00117 VSEntSubMSDN	ACP-D ALNG SA MVL	Enterprise Applications	Apr2018-Mar2019 Electronic Delivery		AE Taxable	2.00	1,414.68	2,829.36 424.41
000040	Canada	77D-00111 VSProSubMSDN	ACP-D ALNG SA MVL	Enterprise Servers	Apr2018-Mar2019 Electronic Delivery		AE Taxable	10.00	405.12	4,051.20 607.68
000050	Canada	9GS-00135 CISSteDCCore	ACP-D ALNG SA MVL	Enterprise Servers 2Lic CoreLic	Apr2018-Mar2019 Electronic Delivery		AE Taxable	86.00	219.36	18,864.96 2,829.74
000060	Canada	9GA-00313 CISSteStdCore	ACP-D ALNG SA MVL	Enterprise Servers 2Lic CoreLic	Apr2018-Mar2019 Electronic Delivery		AE Taxable	84.00	45.12	3,790.08 568.51

Microsoft Corporation: WRC-CA

Bill to PO Number: PUR00091102
Purchase Order Date: 23-MAR-2017

Page No: 2

Document No: 
Document Date: 01-APR-2018
Payment Due Date: 01-MAY-2018

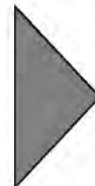
PBN : 

Terms: Net payment due 30 days from invoice date

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
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We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale		CAD	52,308.24
GST/HST		CAD	7,846.24
QST/PST		CAD	0.00
Total Amount		CAD	60,154.48

When invoices are reprinted, remittance information may change to reflect current invoicing operations.



Microsoft

Invoice

 Microsoft Corporation: WRC-CA
 [Redacted Address]

 Bill to PO Number: PUR00091102-2
 Purchase Order Date: 23-MAR-2017

PBN : [Redacted]

Page No: 1

 Document No: [Redacted]
 Document Date: 01-APR-2018
 Payment Due Date: 01-MAY-2018

Terms: Net payment due 30 days from invoice date

BILL TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St.
 St. John's NL A1C 5M2
 Canada
 Customer VAT#:
 Phone: 999-999-9999
 Fax:

INDIRECT RESELLER

Contact:

 Phone:
 Fax:

END CUSTOMER

 City of St. John's
 10 New Gower St
 A1C 5M2, St. John's, Canada
 Public Customer Number: [Redacted]
 Contact:
 Phone: (709) 576-8349
 Fax:
 Program Version: E6
 Enrollment / Master No:
 [Redacted]

SHIP TO

 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [Redacted]
 Contact:
 10 New Gower St
 St. John's NL A1C 5M2
 Canada
 Phone: 999-999-9999
 Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000001	Canada	AAA-10725 M365 E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Apr2018-Mar2019 Electronic Delivery		AE Taxable	425.00	340.80	144,840.00 21,726.00
000002	Canada	AAA-28687 M365 E5 Step-up From M365 E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	CUS-D	Enterprise Products	Apr2018-Mar2019 PSTN		AE Exempt	2.00	315.72	
		O365 - Non PSTN					Taxable			609.28 91.39
		*SfB PSTN SKU					Taxable			22.16 3.32
000003	Canada	7R7-00001 O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Apr2018-Mar2019 Cloud		AE Taxable	179.00	69.96	12,522.84 1,878.43
000004	Canada	AAA-12414 CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	CUS-D	Enterprise Products	Apr2018-Mar2019 Electronic Delivery		AE Taxable	179.00	24.72	4,424.88 663.73



Invoice

Microsoft Corporation: WRC-CA

Bill to PO Number: PUR00091102-2
Purchase Order Date: 23-MAR-2017

Page No: 2

PBN : [REDACTED]


Document No: [REDACTED]
Document Date: 01-APR-2018
Payment Due Date: 01-MAY-2018

Terms: Net payment due 30 days from invoice date

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000005	Canada	TPA-00017 O365F1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	ACP-D	Enterprise Servers	Apr2018-Mar2019 Cloud		AE Taxable	1.00	36.00	36.00 5.40

We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale		CAD	162,455.16
GST/HST		CAD	24,368.27
QST/PST		CAD	0.00
Total Amount		CAD	186,823.43

When invoices are reprinted, remittance information may change to
reflect current invoicing operations.

*In the United States, Puerto Rico and Canada, PSTN Services are sold on behalf of Skype Communications US Corporation. The price displayed includes charges for the PSTN Service and all required taxes and fees with the exception of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), Provincial Sales Tax (PST) and Quebec Sales Tax (QST) in Canada.
See <http://go.microsoft.com/fwlink/?LinkId=690247> for details.



Invoice

Microsoft Corporation: WRC-CA

Bill to PO Number: 00094837.
Purchase Order Date: 22-AUG-2018

Page No: 1

PBN : [REDACTED]

Document No: [REDACTED]
Document Date: 22-AUG-2018
Payment Due Date: 21-SEP-2018

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
10 New Gower St
A1C 5M2, St. John's, Canada
Public Customer Number: [REDACTED]
Contact:
Phone: (709) 576-8349
Fax:
Program Version: E6
Enrollment / Master No:
[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	KF5-00002 O365ATP ShrdSvr ALNG SubsVL MVL PerUsr	ACP-D	Enterprise Servers	Sep2018-Mar2019 Cloud		AE Taxable	719.00	12.74	9,160.06 1,374.01
000020	Canada	JFX-00003 M365F1FullUSL ShrdSvr ALNG SubsVL MVL PerUsr	ACP-D	Enterprise System	Sep2018-Mar2019 Cloud		AE Taxable	21.00	72.66	1,525.86 228.88

We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale	CAD	10,685.92
GST/HST QST/PST	CAD CAD	1,602.89 0.00
Total Amount	CAD	12,288.81

When invoices are reprinted, remittance information may change to
reflect current invoicing operations.



Invoice

Microsoft Corporation: WRC-CA

Bill to PO Number: 00094837
Purchase Order Date: 22-AUG-2018

Page No: 1

PBN : [REDACTED]

Document No: [REDACTED]
Document Date: 22-AUG-2018
Payment Due Date: 21-SEP-2018

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St,
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER
Contact:

Phone:
Fax:

END CUSTOMER
City of St. John's
10 New Gower St
A1C 5M2, St. John's, Canada
Public Customer Number: [REDACTED]
Contact:
Phone: (709) 576-8349
Fax:
Program Version: E6
Enrollment / Master No: [REDACTED]

SHIP TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	AAA-10755 M365 E3 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	CUS-D	Enterprise Products	Sep2018-Mar2019 Electronic Delivery		AE Taxable	50.00	242.13	12,106.50 1,815.98
000020	Canada	T6A-00056 O365E1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	CUS-D	Enterprise Products	Sep2018-Mar2019 Cloud		AE Taxable	41.00	49.63	2,034.83 305.22

We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale	CAD	14,141.33
GST/HST QST/PST	CAD CAD	2,121.20 0.00
Total Amount	CAD	16,262.53

When invoices are reprinted, remittance information may change to
reflect current invoicing operations.



Invoice

Microsoft Corporation: WRC-CA

Bill to PO Number: PUR 00094837
Purchase Order Date: 01-OCT-2018

Page No: 1

Document No: [REDACTED]
Document Date: 01-OCT-2018
Payment Due Date: 31-OCT-2018

PBN : [REDACTED]

Terms: Net payment due 30 days from invoice date

BILL TO
City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St.
St. John's NL A1C 5M2
Canada
Customer VAT#:
Phone: 999-999-9999
Fax:

INDIRECT RESELLER

Contact:

Phone:
Fax:

END CUSTOMER

City of St. John's
10 New Gower St
A1C 5M2, St. John's, Canada
Public Customer Number: [REDACTED]
Contact:
Phone: (709) 576-8349
Fax:
Program Version: E6
Enrollment / Master No:
[REDACTED]

SHIP TO

City of St. John's Attn: SOFTWARE TEAM
Customer No: [REDACTED]
Contact:
10 New Gower St
St. John's NL A1C 5M2
Canada
Phone: 999-999-9999
Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	AAA-12414 CoreCALBridgeO365	CUS-D ALNG SubsVL	Enterprise Products MVL PerUsr	Sep2018-Mar2019 Electronic Delivery		AE Taxable	41.00	14.42	591.22 88.68

We hereby certify that the information
on this invoice is true and correct.

Microsoft Corporation

Total Sale	CAD	591.22
GST/HST	CAD	88.68
QST/PST	CAD	0.00
Total Amount	CAD	679.90

When invoices are reprinted, remittance information may change to
reflect current invoicing operations.



Invoice

Microsoft Corporation: WRC-CA

 Bill to PO Number: PUR00094837
 Purchase Order Date: 25-JUL-2018

Page No: 1

 Document No: [REDACTED]
 Document Date: 03-OCT-2018
 Payment Due Date: 02-NOV-2018

PBN : [REDACTED]

Terms: Net payment due 30 days from invoice date

BILL TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [REDACTED]
 Contact:
 10 New Gower St.
 St. John's NL A1C 5M2
 Canada
 Customer VAT#:
 Phone: 999-999-9999
 Fax:
INDIRECT RESELLER

Contact:

 Phone:
 Fax:
END CUSTOMER
 City of St. John's
 10 New Gower St
 A1C 5M2, St. John's, Canada
 Public Customer Number: [REDACTED]
 Contact:
 Phone: (709) 576-8349
 Fax:
 Program Version: E6
 Enrollment / Master No: [REDACTED]
SHIP TO
 City of St. John's Attn: SOFTWARE TEAM
 Customer No: [REDACTED]
 Contact:
 10 New Gower St
 St. John's NL A1C 5M2
 Canada
 Phone: 999-999-9999
 Fax:

Line No.	Usage Country	Microsoft Part No. Description	Lic. Type Level	Pool	Period Delivery	Reason Code & Description	Billing Option Taxable	Qty Ordered Subscription Qty Ordered	Unit Price	Extended Amount Tax Amt
000010	Canada	AAA-12536 EntMobandSecE3 Shared Alng MonthlySub Addon ToUsrCrCAL	CUS-D	Enterprise Products	Oct2018-Mar2019 Electronic Delivery		AE Taxable	220.00	33.84	7,444.80 1,116.72

 We hereby certify that the information
 on this invoice is true and correct.

 Microsoft Corporation

Total Sale	CAD	7,444.80
GST/HST	CAD	1,116.72
QST/PST	CAD	0.00
Total Amount	CAD	8,561.52

 When invoices are reprinted, remittance information may change to
 reflect current invoicing operations.

Microsoft Volume Licensing - Customer Price Sheet - Final Pricing

Quote Number:	0522522.001	Billing currency:	CAD
Creation Date:	3/10/2017	Term Of Agreement:	3 Years
Effective Duration:	30 days	Opportunity ID:	7-LBNIT3D4F
Enrollment Number:		Payment Schedule:	Annual
Language:	English (United States)		
Price List Month:	January 2017		

Direct Enterprise Enrollment - Renewal Quote

Customer Contact

Coralie Young	City of St. John's
Phone: 709-576-8351	10 New Gower St
Fax:	St. John's, NL, Canada, A1C 5M2
cyoung@stjohns.ca	

Partner Contact(s)

Software Advisor

Licensing Admin	Softchoice LP
Phone: 4165889002	173 Dufferin St., Suite 200
Fax:	Toronto, ON, Canada, M6K 3H7
msselquestconfirmation@softchoice.com	

Microsoft Contact

Dexter Bruce
6139403353
dexbruce@microsoft.com

New Purchases

Purchase Order Information

Sections	Purchase Order Number	Purchase Order Date
Section 1		
Section 2		

Quote Summary	
Summary Item	Totals (CAD)
Total deal value (3 Years)	644,290.20
Total Credit Amount	0.00
Total Annual Payment Year 1	214,763.40
Total Annual Payment Year 2	214,763.40
Total Annual Payment Year 3	214,763.40

SECTION 1 - Licenses and Software Assurance					
Pricing & Usage Year 1					
Product Description	Part Number	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise					
WinRmtDsklpSrvcCAL ALNG SA MVL UsrCAL	6VC-01254	26.88	425	Canada	11,424.00
Shared PC's					
WINE3perDVC ALNG SA MVL	KV3-00368	53.28	213	Canada	11,348.64
Additional Products					
VSEntwMSDN ALNG SA MVL	MX3-00117	1,414.68	2	Canada	2,829.36
VSProwMSDN ALNG SA MVL	77D-00111	405.12	10	Canada	4,051.20
CISSteDCCore ALNG SA MVL 2Lic CoreLic	9GS-00135	219.36	86	Canada	18,864.96
CISSteStdCore ALNG SA MVL 2Lic CoreLic	9GA-00313	45.12	84	Canada	3,790.08
Total Year 1 Payment					52,308.24
Invoice Date: Enrollment Effective Date or if received after Enrollment Effective Date upon our acceptance					
Pricing & Usage Year 2					
Product Description	Part Number	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise					
WinRmtDsklpSrvcCAL ALNG SA MVL UsrCAL	6VC-01254	26.88	425	Canada	11,424.00
Shared PC's					
WINE3perDVC ALNG SA MVL	KV3-00368	53.28	213	Canada	11,348.64
Additional Products					
VSEntwMSDN ALNG SA MVL	MX3-00117	1,414.68	2	Canada	2,829.36
VSProwMSDN ALNG SA MVL	77D-00111	405.12	10	Canada	4,051.20
CISSteDCCore ALNG SA MVL 2Lic CoreLic	9GS-00135	219.36	86	Canada	18,864.96
CISSteStdCore ALNG SA MVL 2Lic CoreLic	9GA-00313	45.12	84	Canada	3,790.08
Total Year 2 Payment					52,308.24
Invoice Date: 1st Anniversary Date					
Pricing & Usage Year 3					
Product Description	Part Number	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise					

WinRmtDsktpSrvcSAL ALNG SA MVL UstrCAL	6VC-01254	26.88	425	Canada	11,424.00
Shared PC's					
WINE3perDVC ALNG SA MVL	KV3-00368	53.28	213	Canada	11,348.64
Additional Products					
VSEntwMSDN ALNG SA MVL	MX3-00117	1,414.68	2	Canada	2,829.36
VSProwMSDN ALNG SA MVL	77D-00111	405.12	10	Canada	4,051.20
CISSteDCCore ALNG SA MVL 2Lic CoreLic	9GS-00135	219.36	86	Canada	18,864.96
CISSteStdCore ALNG SA MVL 2Lic CoreLic	9GA-00313	45.12	84	Canada	3,790.08
Total Year 3 Payment					52,308.24
Invoice Date: 2nd Anniversary Date					
TOTAL SECTION 1 VALUE YEARS 1 - 3					
					156,924.72

SECTION 2 - Monthly Subscriptions									
Pricing & Usage Year 1									
Product Description	Part Number	Usage Indicator	Usage Start Date	Unit of Measure	Unit Quantity	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise									
SPE E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	AAA-10725	Adjustable	4/1/2017	Monthly	12	28.40	425	Canada	144,840.00
SPE E5 Step-up From SPE E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	AAA-28687	Adjustable	4/1/2017	Monthly	12	26.31	2	Canada	631.44
E1 User Profile									
O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	7R7-00001	Adjustable	4/1/2017	Monthly	12	5.83	179	Canada	12,522.84
CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	AAA-12414	Adjustable	4/1/2017	Monthly	12	2.06	179	Canada	4,424.88
Additional Products									
O365K1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	TPA-00017	Adjustable	4/1/2017	Monthly	12	3.00	1	Canada	36.00
Total Year 1 Payment									162,455.16
Invoice Date: Enrollment Effective Date or if received after Enrollment Effective Date upon our acceptance									
Pricing & Usage Year 2									
Product Description	Part Number	Usage Indicator	Usage Start Date	Unit of Measure	Unit Quantity	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise									
SPE E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	AAA-10725	Adjustable	-	Monthly	12	28.40	425	Canada	144,840.00
SPE E5 Step-up From SPE E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	AAA-28687	Adjustable	-	Monthly	12	26.31	2	Canada	631.44
E1 User Profile									
O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	7R7-00001	Adjustable	-	Monthly	12	5.83	179	Canada	12,522.84
CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	AAA-12414	Adjustable	-	Monthly	12	2.06	179	Canada	4,424.88
Additional Products									
O365K1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	TPA-00017	Adjustable	-	Monthly	12	3.00	1	Canada	36.00

Total Year 2 Payment									162,455.16
Invoice Date: 1st Anniversary Date									
Pricing & Usage Year 3									
Product Description	Part Number	Usage Indicator	Usage Start Date	Unit of Measure	Unit Quantity	Net Unit Price (CAD)	License Quantity	Usage Country	Extended Amount (CAD)
Enterprise									
SPE E3 FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	AAA-10725	Adjustable	-	Monthly	12	28.40	425	Canada	144,840.00
SPE E5 Step-up From SPE E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	AAA-28687	Adjustable	-	Monthly	12	26.31	2	Canada	631.44
E1 User Profile									
O365E1FromSA ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	7R7-00001	Adjustable	-	Monthly	12	5.83	179	Canada	12,522.84
CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	AAA-12414	Adjustable	-	Monthly	12	2.06	179	Canada	4,424.88
Additional Products									
O365K1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	TPA-00017	Adjustable	-	Monthly	12	3.00	1	Canada	36.00
Total Year 3 Payment									162,455.16
Invoice Date: 2nd Anniversary Date									
TOTAL SECTION 2 VALUE YEARS 1 - 3									
									487,365.48
TOTAL DEAL VALUE YEARS 1 - 3									
									644,290.20

Future Pricing				
Enterprise Products				
Product Description	Part Number	Pricing Information		
		Net Unit True up Price (CAD)		
True-Ups - Enterprise Products		Year 1 - Payment 1	Year 2 - Payment 1	Year 3 - Payment 1
WinRmtDsklpSrvcsCAL ALNG LicSAPk MVL UsrCAL	6VC-01252	157.32	133.08	108.84
		Net Unit True up Price (CAD)		
True-Ups - Shared PC's Products		Year 1 - Payment 1	Year 2 - Payment 1	Year 3 - Payment 1
WINE3perDVC ALNG UpgrdSAPk MVL	KV3-00381	206.82	168.30	129.78
Online Services - E1 User Profile Products		Net Unit Price (CAD)/ Month		
CoreCALBridgeO365 ALNG SubsVL MVL PerUsr	AAA-12414			2.06
Enterprise Online Services				
Product Description	Part Number	Net Unit Price(CAD) / Month		
Higher Editions - E1 User Profile Online Services				
ECALBridgeO365 ALNG SubsVL MVL PerUsr	AAA-12426			4.14
O365E3 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	AAA-10841			20.84
Future Monthly - Enterprise Online Services				
SPE E3 ShrdSvr ALNG SubsVL MVL Gov GovOnly PerUsr	AAA-10755			34.59
SPE E5 Step-up From SPE E3 ShrdSvr ALNG SubsVL MVL Gov PerUsr	AAA-28687			26.31
Future Monthly - E1 User Profile Online Services				
O365E1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	T6A-00056			7.09
Additional Products				
Product Description	Part Number	Pricing Information		
		Net Unit True up Price (CAD)		
True-Ups		Year 1 - Payment 1	Year 2 - Payment 1	Year 3 - Payment 1
VSEntwMSDN ALNG LicSAPk MVL	MX3-00115	8,414.58	6,999.90	5,585.22
VSProwMSDN ALNG LicSAPk MVL	77D-00110	1,184.52	779.40	374.28
CISStcDCCore ALNG LicSAPk MVL 2Lic CoreLic	9GS-00495	1,425.60	1,206.24	986.88
CISStcStdCore ALNG LicSAPk MVL 2Lic CoreLic	9GA-00006	293.76	248.64	203.52
		Net Unit True up Price (CAD)		
Step-Ups		Year 1 - Payment 1	Year 2 - Payment 1	Year 3 - Payment 1
CISStcDCCore ALNG SASU MVL 2Lic CISStdCore CoreLic	9GS-00136	1,131.84	957.60	783.36
Additional Online Products				
Product Description	Part Number	Pricing Information		
Online Services		Net Unit Price (CAD)/ Month		

O365K1 ShrdSvr ALNG SubsVL MVL GovOnly PerUsr	TPA-00017	3.00
Step-Ups		Net Unit Price (CAD)/ Month
O365E3 ShrdSvr ALNG SU MVL GovOnly O365K1 PerUsr	AAA-10888	17.84

Product Notes
Note 1: If the payment structure is changed, the list price may not reflect the actual list price but may be updated to reflect the payment structure chosen.
Note 2: For Monthly Subscription Licenses, including Online Services, Total Extended Amount will be calculated to reflect Monthly Net Unit Price multiplied by Months Remaining multiplied by License Quantity. If the Usage Date changes to a later date which impacts Months Remaining, this Extended Amount will be used to reflect this proration for any month invoiced after the 15th of that month. The Usage Start Date only applies to the initial Pricing and Usage period. Subsequent Pricing and Usage periods align to continue coverage until the end of the subscription term.
Note 3: Choosing to submit a step-up order or true-up order for Enterprise CAL suite requires stepping up all Core CALs to the higher edition.
Note 4: Future Monthly Subscription pricing is expressed in monthly terms to support pro-ration of months remaining in the Enrollment based on usage date of order. Online Services must be ordered prior to deployment, except where permitted through License Reservation for those Online Services eligible for the true-up or annual order process.
Note 5: For Online Services eligible for true-up or annual order processes, the true-up or annual order must reflect the date of any License Reservations. License Reservations are available through the Volume Licensing Service Center at: http://www.microsoft.com/licensing/servicecenter/default.aspx .
Note 6: For on-premises Subscription Licenses, true-up order must reflect the correct Usage Date when incremental Product quantity was first used or Qualified Devices/Users (if applicable) were added.
Note 7: Microsoft Support Services: Declining purchase of Premier Services may result in additional risk exposure to Enterprise IT environment including potential downtime, compatibility/integration issues, and poor end user experiences resulting from a less optimized environment with Microsoft software. Microsoft Enterprise Customers who purchase Premier Support exhibit significantly higher satisfaction rates with our Software and are better able to maximize their returns on investment through a managed support relationship with proactive and reactive support services. [] Customer acknowledges that Microsoft Premier Support is not included in this Enterprise Agreement because no Premier Support SKUs are listed on this Price Sheet.
Note 8: The purchase of Services for which Enrolled Affiliate is invoiced under these terms and conditions is strictly at Enrolled Affiliate's option. Enrolled Affiliate understands there is no obligation to purchase Services from Microsoft. Enrolled Affiliate further understands that the price of Services purchased from Microsoft is the same regardless of whether Customer chooses to license Microsoft software under Customer's Enterprise Agreement or through any other Microsoft Services channel.
Note 9: In some cases, more than one Product can have the same higher edition. You may therefore see the same SKU listed twice with different prices in the Future Pricing section of your CPS. In such cases, Microsoft will grant you the lower of the two future prices listed for any future purchases.
Note 10: Purchase Orders should include taxes where applicable.
Note 11: True-ups are only applicable to Enterprise Products, eligible Enterprise Online Services and Additional Products (including eligible Online Services but not Service Offerings).
Terms and Conditions

Unless otherwise indicated on the Customer Price Sheet, Microsoft will invoice Enrolled Affiliate in 3 equal annual installments. The first installment will be invoiced upon acceptance of the Enrollment, and thereafter on the anniversary of the Enrollment.

Delivery and Payment Terms: Subject to Microsoft's review of Enrolled Affiliate's financial condition and overall creditworthiness, all amounts will be due and owing within 30 calendar days of the date of Microsoft's invoice. This payment due date is specified on the invoice. The terms of any extension of credit under this Enrollment may be revised or withdrawn at any time upon Microsoft's written notice and non-payment within payment terms may result in the Enrolled Affiliate's Enrollment being placed on hold or terminated. Microsoft may, at its option, assess a finance charge of the lesser of 1% per month, or part thereof, or the highest amount allowed by law on all past due amounts from the first day the amount is past due until the amount is paid in full, and will be payable on demand. Enrolled Affiliate must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions Microsoft provides on its invoice to Enrolled Affiliate.

PLEASE NOTE: At the start of each term of an Enrollment, price levels are established for that term based upon terms in the applicable Agreement and Enrollment. For Direct Enrollments, final pricing is established by the licensing Microsoft affiliate based on the applicable price levels and other factors. For Indirect Enrollments, final pricing is established by the Customer's reseller based on the applicable price levels and other factors. Therefore, Customers should not expect to receive the same pricing across different Enrollments, particularly when the Enrollments are under different channel models (Direct and Indirect). If an Affiliate is not included under this Enrollment, but signs a separate Enrollment, that Affiliate may be subject to pricing other than what has been established in this Enrollment. While the payment on an initial order and any order for Online Services may be spread annually across the term of the Enrollment, any subsequent additional product and true-up orders for License & Software Assurance are invoiced in total unless otherwise specified.

Method for determining Enrolled Affiliate's price levels is described in the Agreement and Enrollment.

The Customer Price Sheet is confidential between the licensing Microsoft Affiliate and Enrolled Affiliate. However, Enrolled Affiliate must provide the signed final Customer Price Sheet to Enrolled Affiliate's Software Advisor. The Software Advisor will in turn submit the Customer Price Sheet along with the complete and signed Enrollment to the Microsoft Affiliate to process for billing.

After a Customer with on-premises Product Licenses transitions to Online Services, the Customer may, at Customer's option transition back to their original Product Licenses. If you wish to transition back to your on-premises Product License, please contact your Account Manager, License Advisor, or Reseller for assistance.

City of St. John's by signing the signature form/cover page, acknowledges that it has read the enrollment referred to in the Customer Price Sheet (including any amendments to that enrollment). Refer to the enrollment for a description of payment terms. All pricing and other terms are subject to change by Microsoft at any time until execution and delivery by all parties of the final enrollment and all other necessary legal documentation. Please do not sign the signature form/cover page or process this price sheet unless Final Price Sheet is indicated on top of the first page.



Program Signature Form

MBA/MBSA number

NEW

Agreement number

NEW

Proposal ID

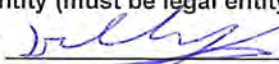
Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
Microsoft Business and Services Agreement	X20-10008
Enterprise Agreement	X20-10105
<Choose Agreement>	
<Choose Agreement>	
<Choose Agreement>	
Enterprise Enrollment	X20-10387
<Choose Enrollment/Registration>	
<Choose Enrollment/Registration>	
<Choose Enrollment/Registration>	
<Choose Enrollment/Registration>	
Enterprise Enrollment Customer Price Sheet	0522522.001
Enterprise Enrollment Product Selection Form	0522522.001_PSF
Commodity Tax Terms and Conditions	X20-12806

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer	
Name of Entity (must be legal entity name)*	City of St. John's
Signature*	
Printed First and Last Name*	Derek Coffey, Deputy City Mgr, Fin & Adm.
Printed Title	
Signature Date*	2017/03/27
Tax ID	

* indicates required field

Microsoft Affiliate
Microsoft Corporation
Signature _____
Printed First and Last Name
Printed Title
Signature Date (date Microsoft Affiliate countersigns)
Agreement Effective Date (may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)

Customer
Name of Entity (must be legal entity name)*
Signature* _____
Printed First and Last Name*
Printed Title
Signature Date*

* indicates required field

Outsourcer
Name of Entity (must be legal entity name)*
Signature* _____
Printed First and Last Name*
Printed Title
Signature Date*

* indicates required field

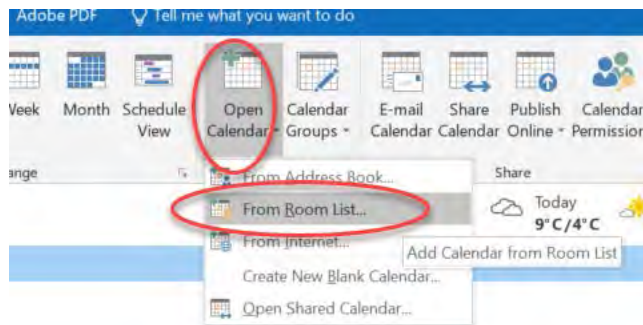
If Customer requires physical media, additional contacts, or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

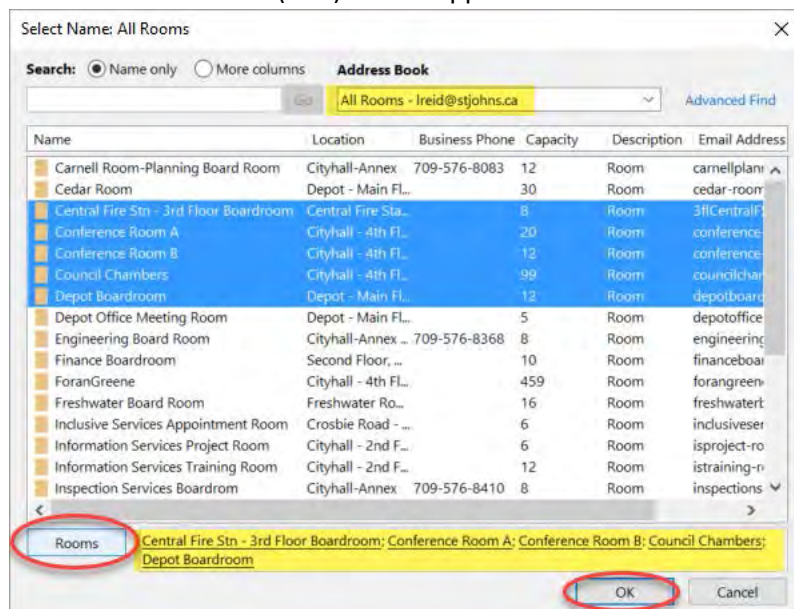
Microsoft Corporation
 Dept. 551, Volume Licensing
 6100 Neil Road, Suite 210
 Reno, Nevada 89511-1137
 USA

Add Boardrooms to your Outlook Calendar

Open your Calendar view, and from the ribbon, click **Open Calendar – From Room List...**

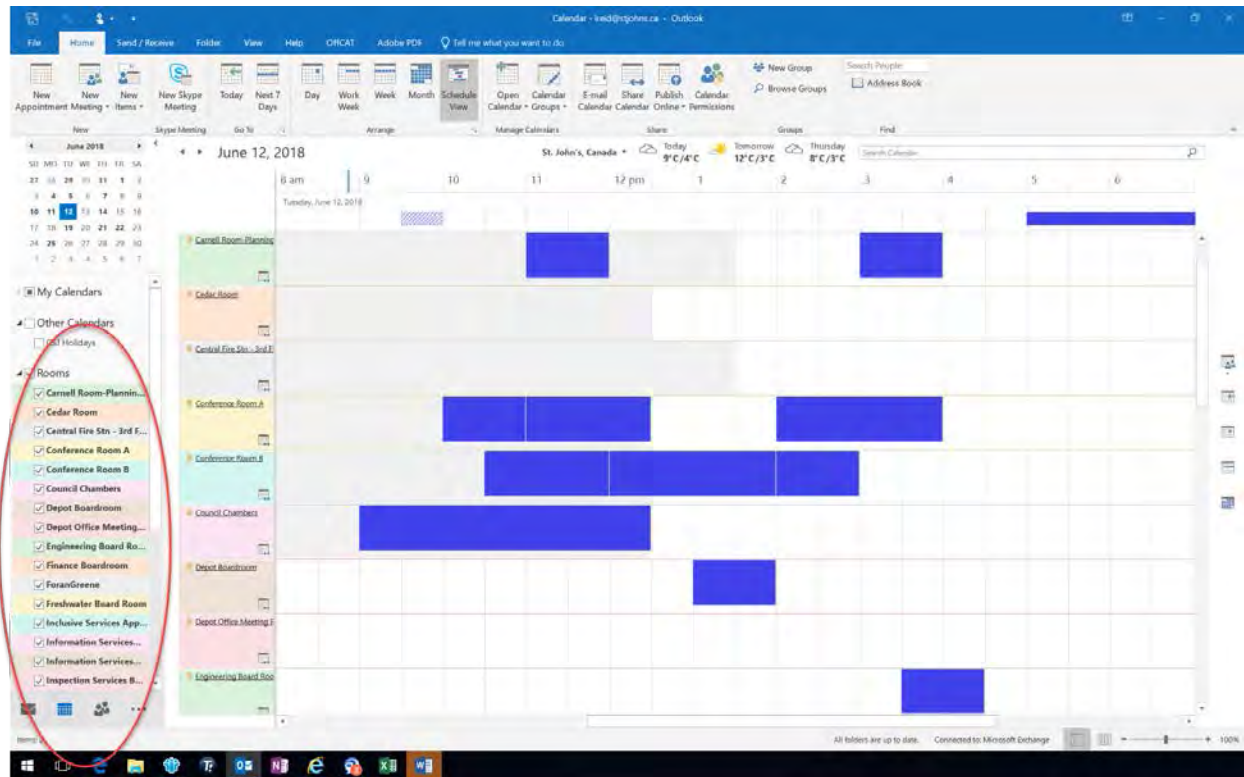


The Global Access List (GAL) should appear with 'All Rooms' selected.



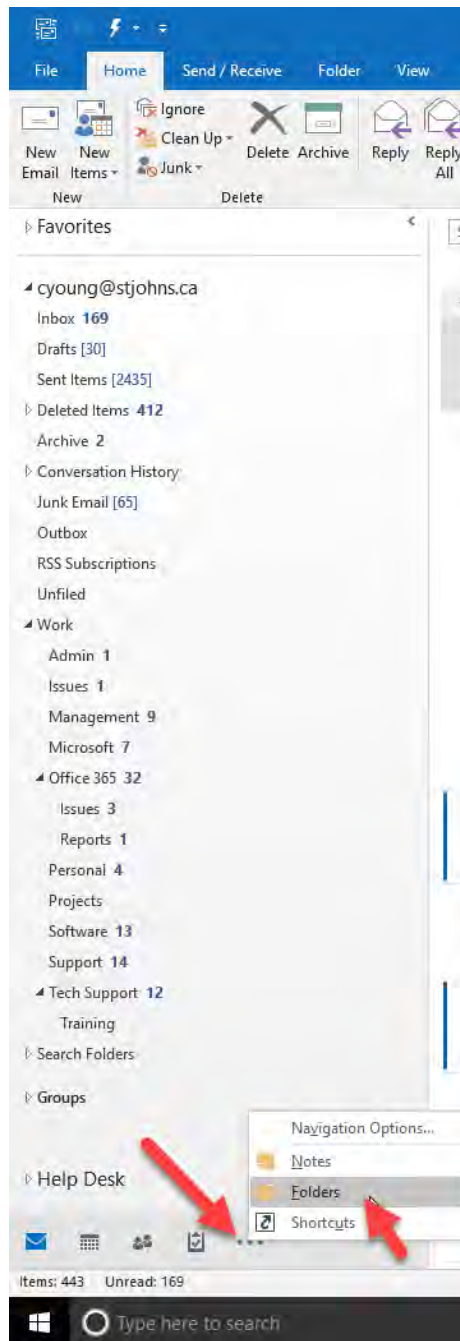
Once the Rooms display in the list, select the rooms you want available to show in your calendar. (You can select multiple rooms by pressing and holding the shift or ctrl keys). Once selected, click the **Rooms** button to add the selection to your list, then click **OK**.

Your calendar(s) should now be added to the bottom of your Calendar navigator. You may have to wait a moment or two for the information to flush through.

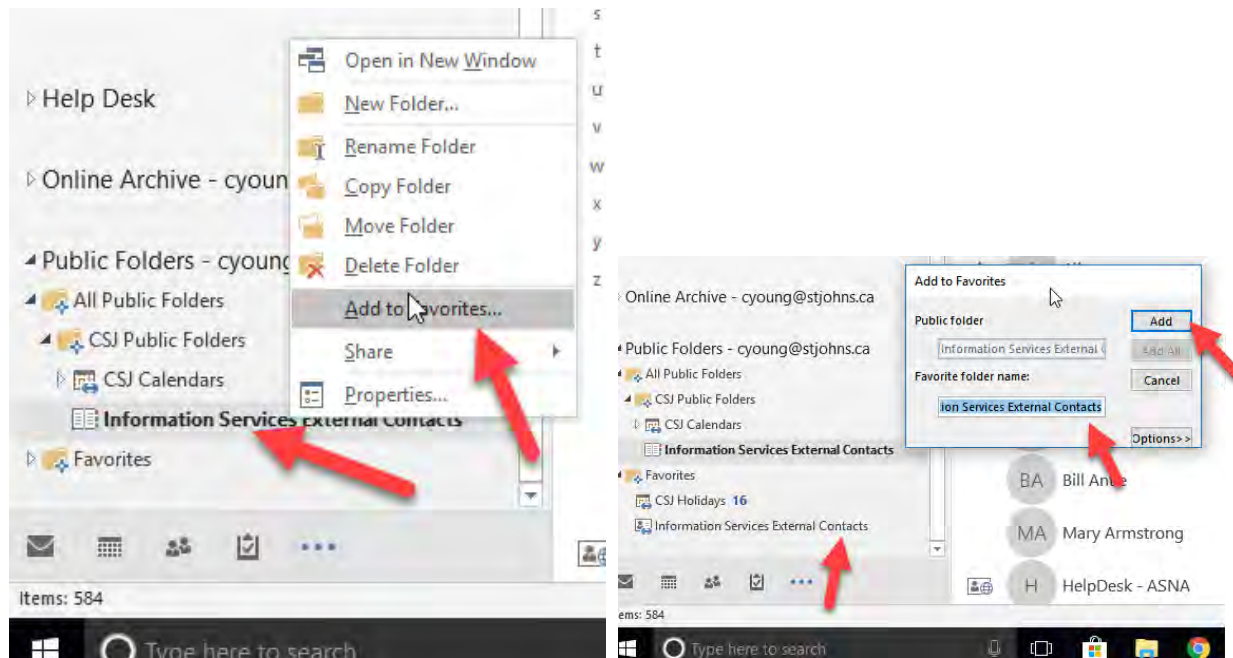


How to add an External Contact List or Calendar to Outlook

Open your Outlook Client and select the ellipsis at the bottom of the navigation (...). Then select Folders.



Expand the Public Folders, All Public Folders and then CSJ Public Folders. You will then see any External Contacts Lists and Calendars that you have permissions to access. Right-click the item you want and select Add to favorites. Another dialog-box will display and you can name the Favorite folder and click Add. This will add it to your Outlook Other Contacts/Other Calendars selection.

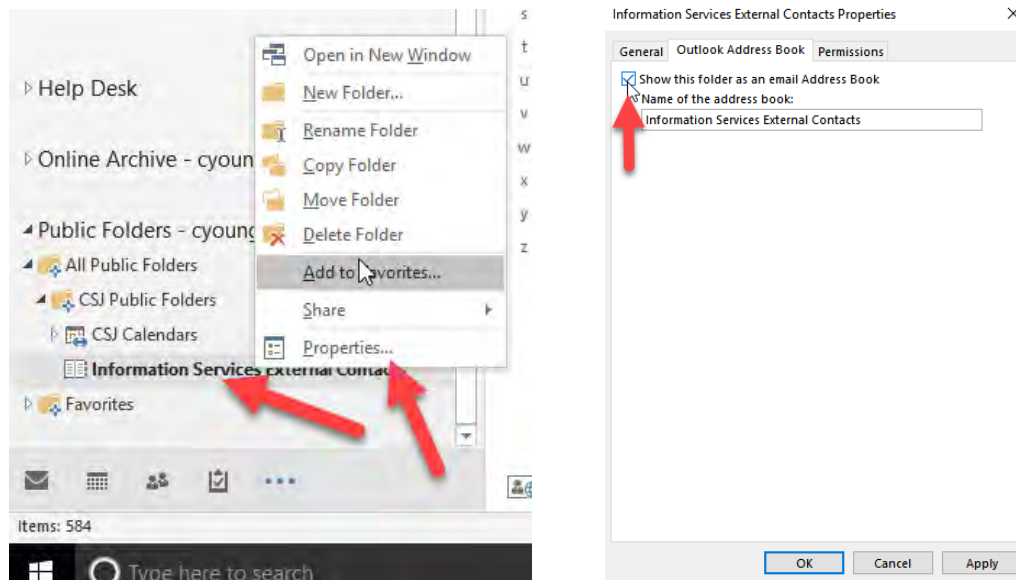


For Other Contacts

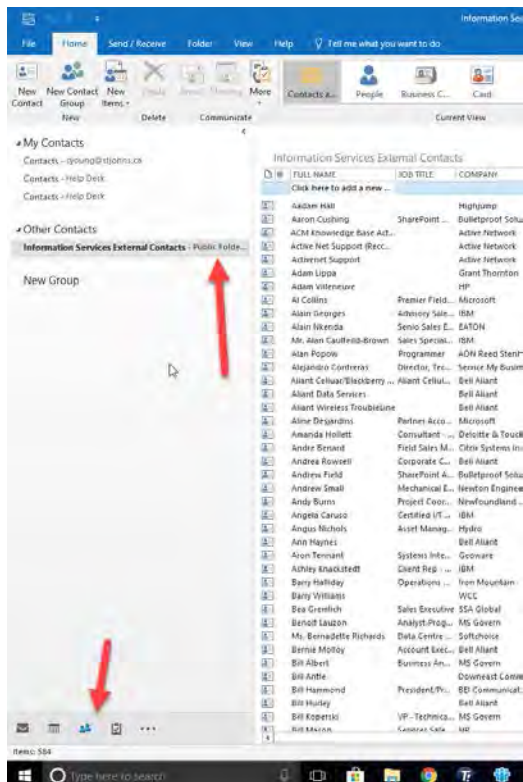
Now you can add the new Contacts list to the Address Book list also to allow you to easily select them when creating email or groups.

Right-click on the Contact list again in Public Folders and select Properties. Then on the next dialog box select the second Tab for Outlook Address Book and check Show this folder as an email Address Book.

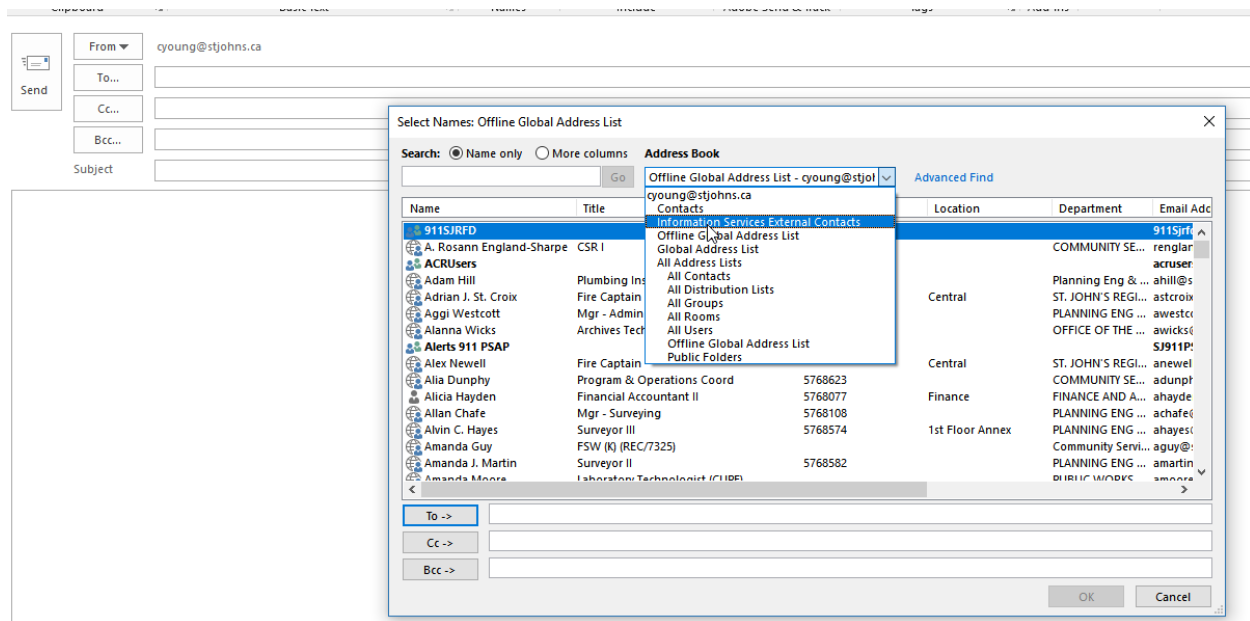
This same process can be done from the Other Contacts navigation.



You should now see the External Contact List from your Contacts under Other Contacts.

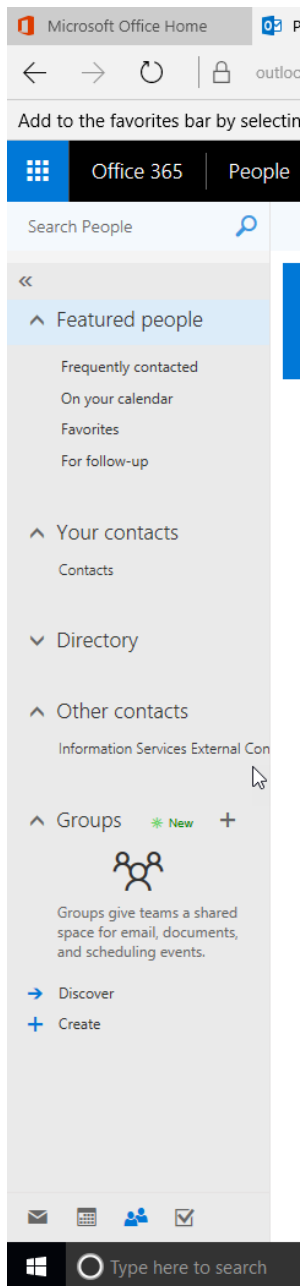


You will also see the option to select it in the Address Book Listings and select Members from the list to send emails to.



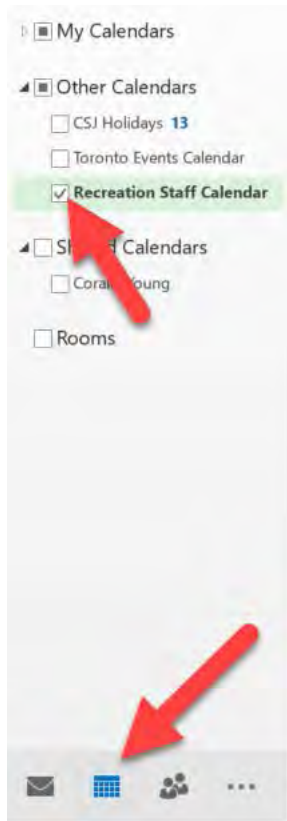
This contact list will now be available from your Outlook Client and Outlook Office 365.

****NOTE:** Contact list GROUPS are NOT available through Outlook Office 365.



For Other Calendars

This calendar will now be available from your Outlook Client and Outlook Office 365.



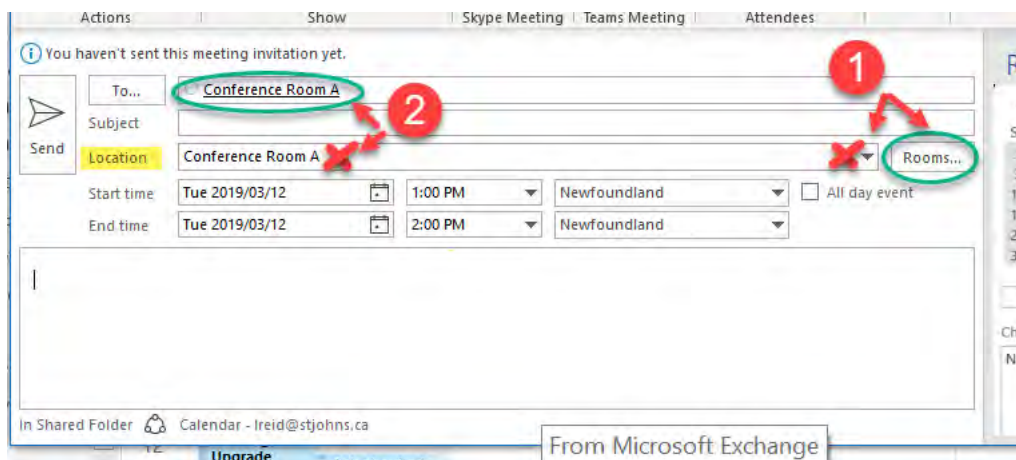
How to Schedule Rooms in Outlook

Scheduling meeting rooms works a little differently in Outlook than what we were used to with Lotus Notes. Lotus Notes would check a room availability and prevent you sending the invitation if the room wasn't available. Outlook on the other hand, will send your invitation without that check. Therefore, it is important for the user to confirm room bookings.

There is also a common misconception about a meeting invite's **'Location'** drop down list. This list is primarily for entering private locations – manually typing in someone's office or Tim Hortons. Simply entering the room name into this field will not book that room. If you want to book an organizational resource, you must ensure that you use the **'Rooms...'** button to the right of the **'Location'** field.

To book a board room when sending a meeting invitation, please confirm the following:

1. When attempting to book a meeting room, make sure to select the **'Rooms...'** button. If you do not click the **'Rooms...'** button, your room will NOT be booked. Do not use the location drop down list.
2. Ensure that the room requested displays in your **'To:'** field. (It will also display in the Location field by default). If the room name does not show in the **'To:'** field, your room will NOT be booked.
3. Your room booking will be confirmed by email. If you do not get an email stating your request has been accepted – your room will NOT be booked.

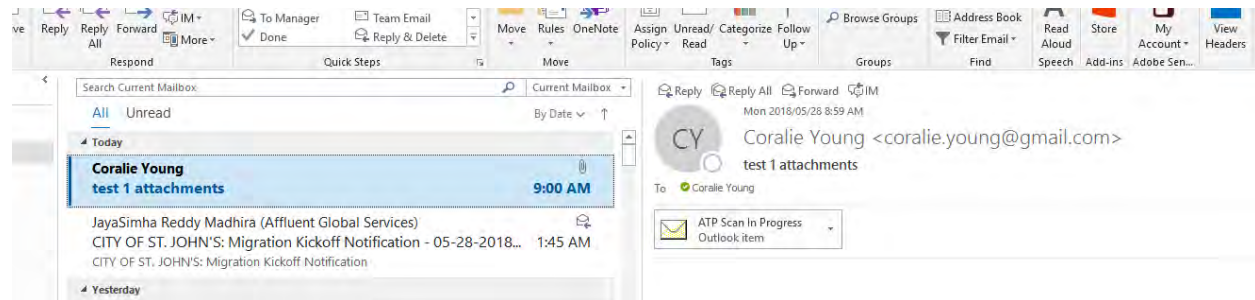


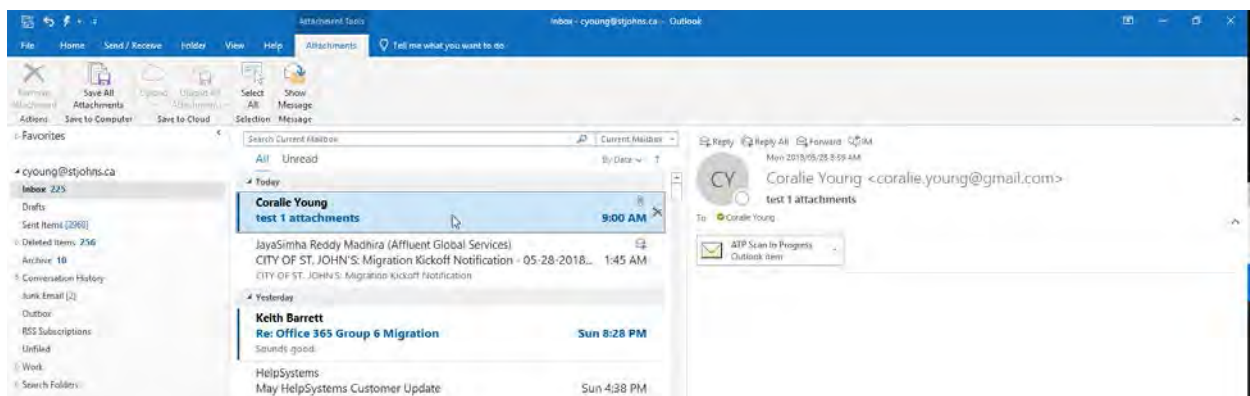
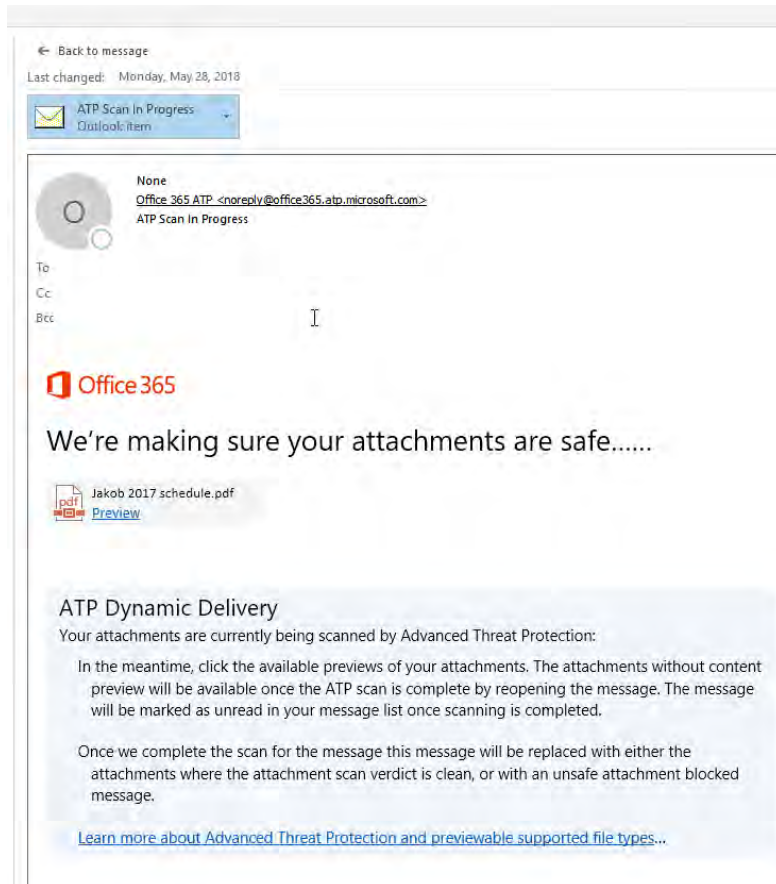
Office 365- Advanced Threat Protection

Safe Attachments (Dynamic Delivery)

Safe attachments help to protect your organization from malicious content in email attachments and files in SharePoint, OneDrive, and Microsoft Teams.

When you now receive an email with an attachment it will be delivered right away with the message, however, the attachment will not be available until scanning is complete. You will see the following result. The email with the attachment will be delivered a few minutes later when scanning is finished, and Microsoft is satisfied that the attachment is safe to open. The scanned message and attachment will replace the original message you received.

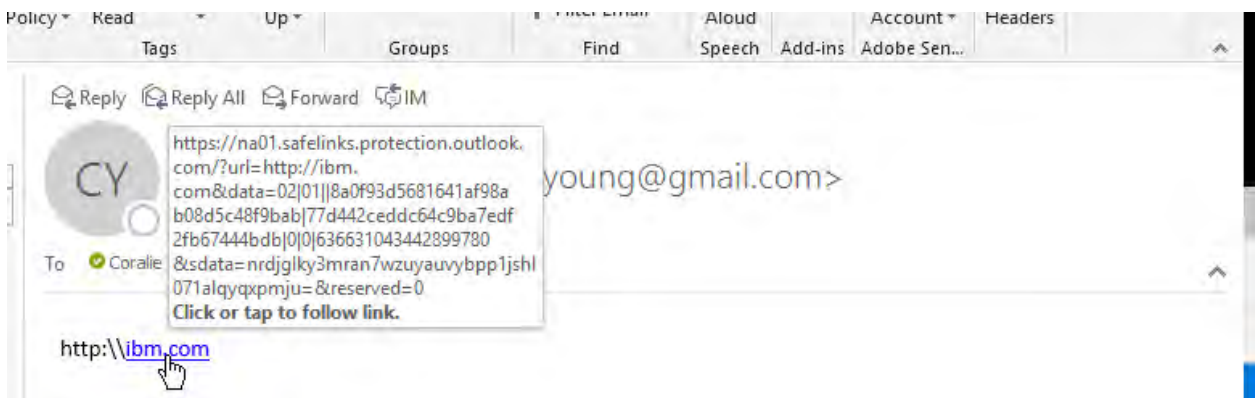
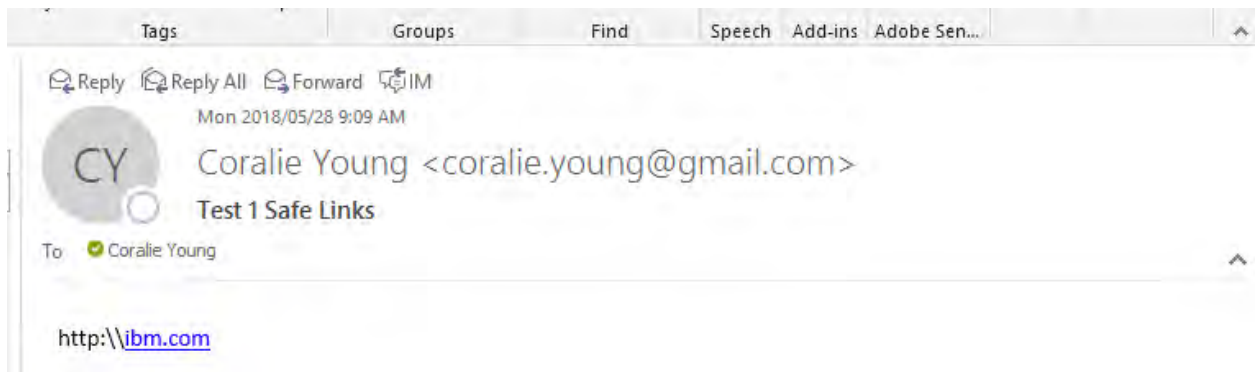
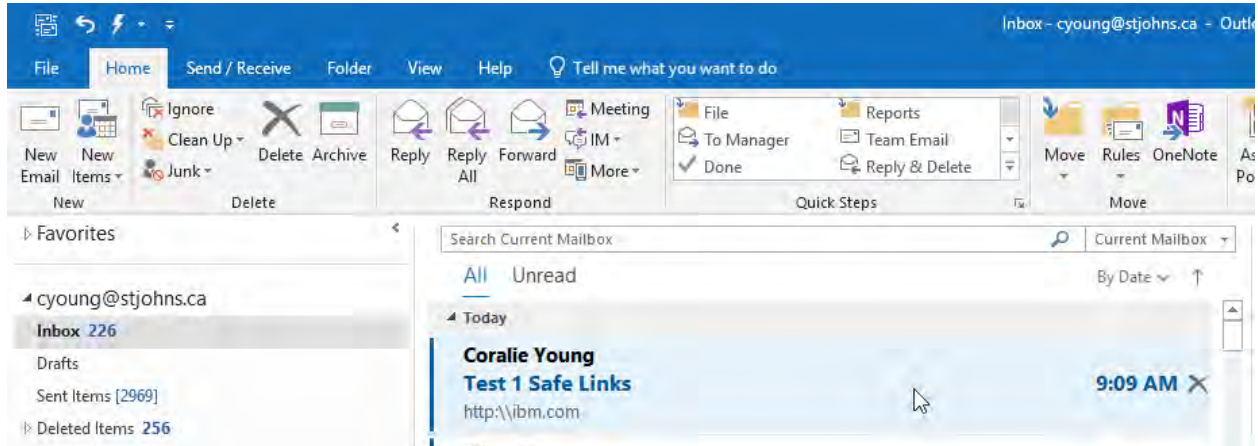




Safe Links

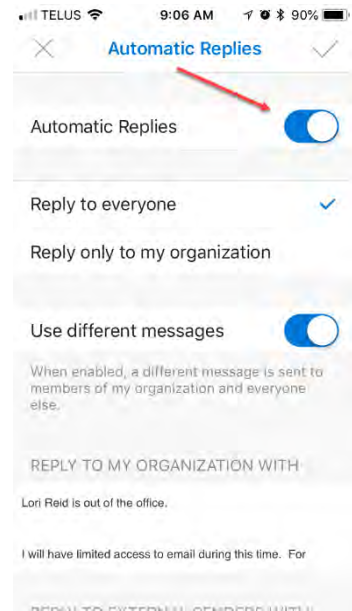
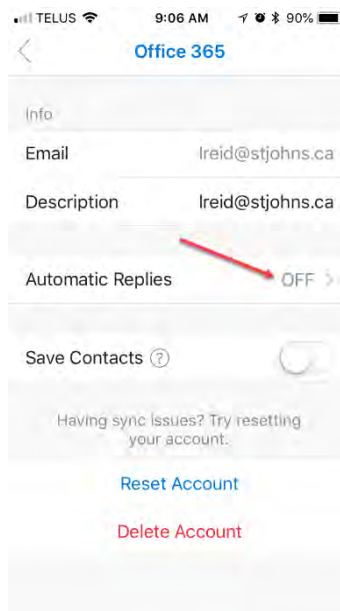
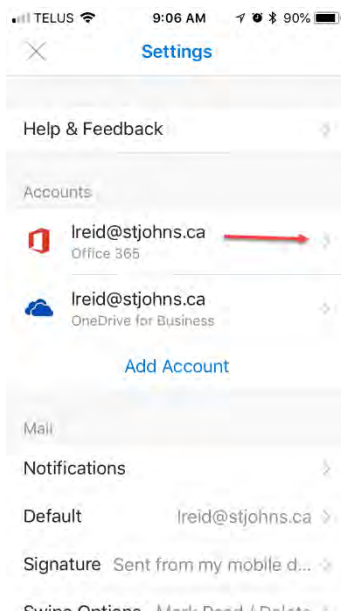
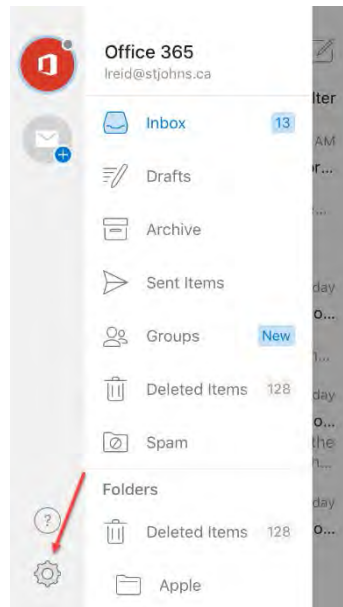
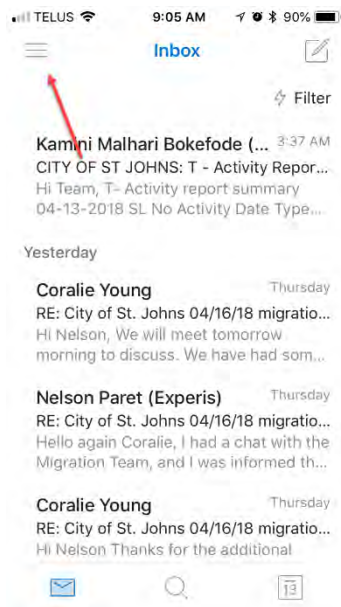
Safe links help prevent your users from following links in email and documents that go to web sites recognized as malicious. Protect your users from opening and sharing malicious links in email messages and Office 2016 desktop apps. These links may take you to a site that you think you are logging into, but in fact that are stealing your account and password. Safe Links prevents this from happening.

Unless you hover the link that is sent in the email you will not notice a difference. When you click the link you will be redirected to a Microsoft site to first test that the link is not malicious and then redirected to the official site. This may take a little longer, but it is worth the wait to make sure the links you click are secure.



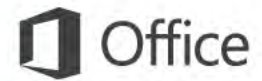
Out of Office on your iPhone

Steps to enable Out of Office on your iPhone



***NOTE: Unlike your Outlook desktop client, you do not enter a start/end date. You must turn the option on when leaving and off when returning.

Outlook 2016



Quick Start Guide

New to Outlook 2016? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what Outlook can do by clicking the ribbon tabs and exploring available tools.

Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display

Choose whether Outlook should hide ribbon commands after you use them.

Navigate your mail folders

Click a folder to display its contents. To turn this pane on or off, click View > Folder Pane.

Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

Display what you need

Ribbon commands are updated automatically depending on what part of Outlook you're looking at.

Show or hide the ribbon

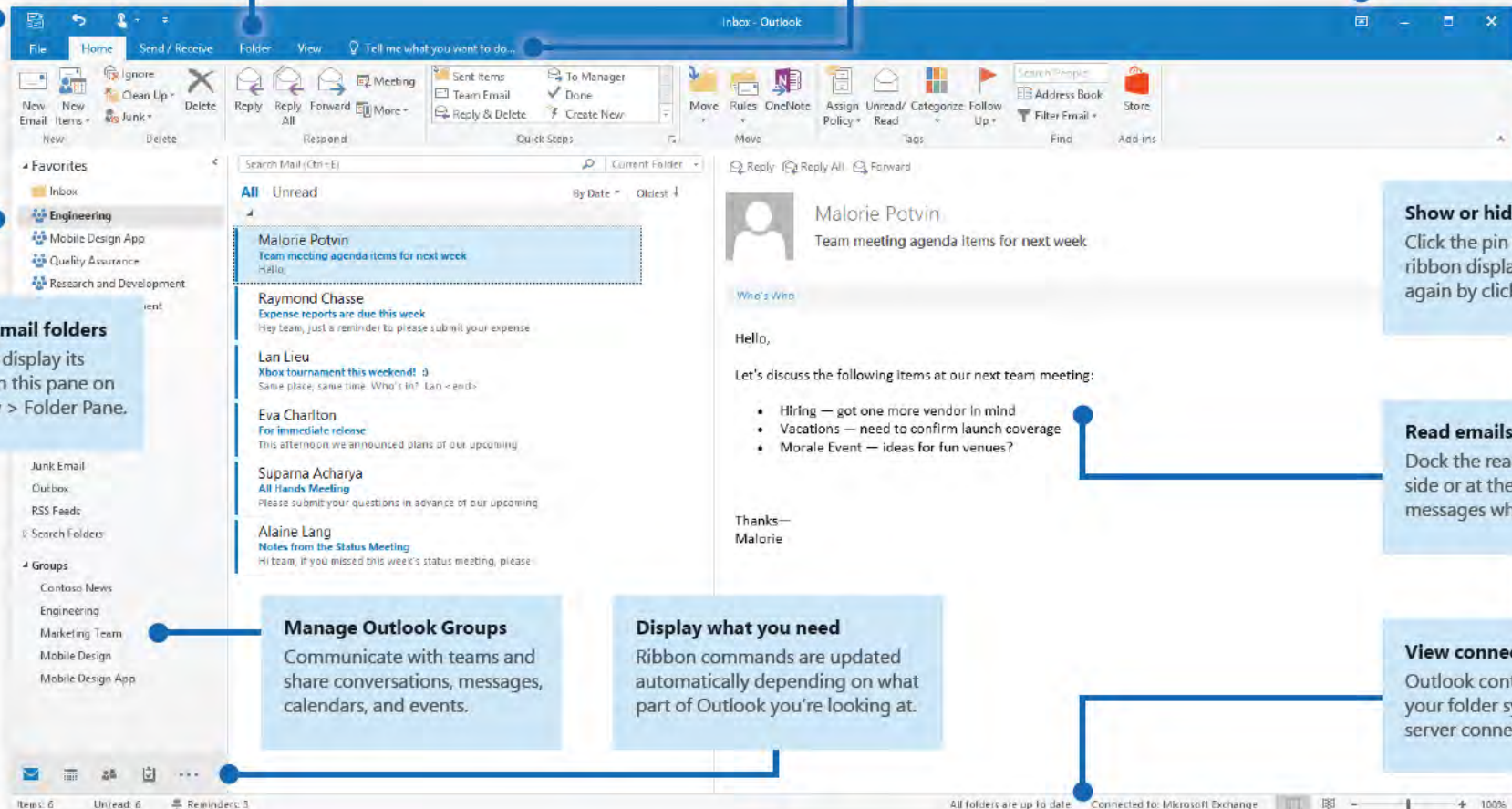
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Read emails faster

Dock the reading pane on the side or at the bottom to view messages where you want to.

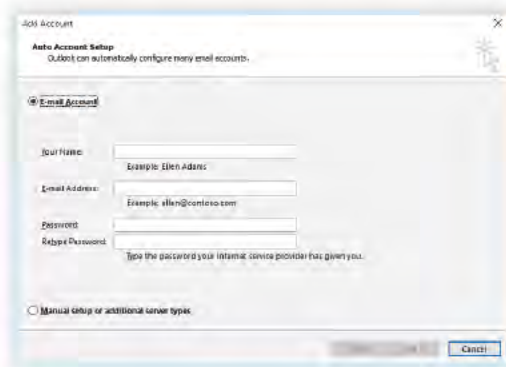
View connection status

Outlook continuously displays your folder sync status and server connection status here.



Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File** > **Info** and then click the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



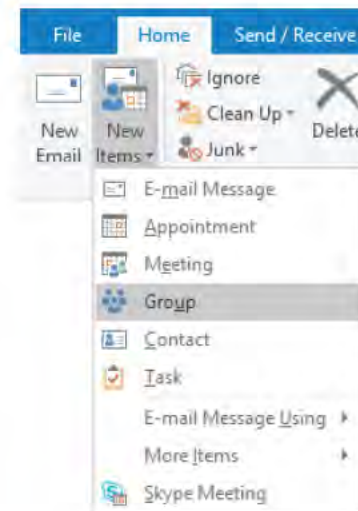
Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Click the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

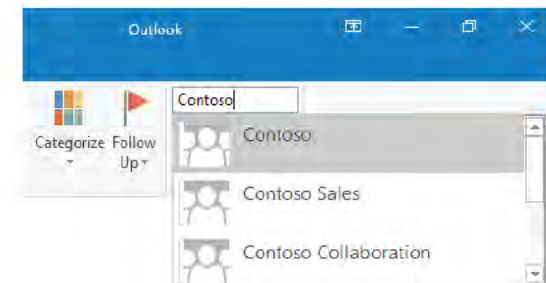


To create a new group in Outlook 2016, click the **Home** tab, and then click **New Items** > **Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the **Home** tab of the Outlook application window, enter a keyword or phrase into the **Search People** box, and then click to select the group you want to join.



Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view

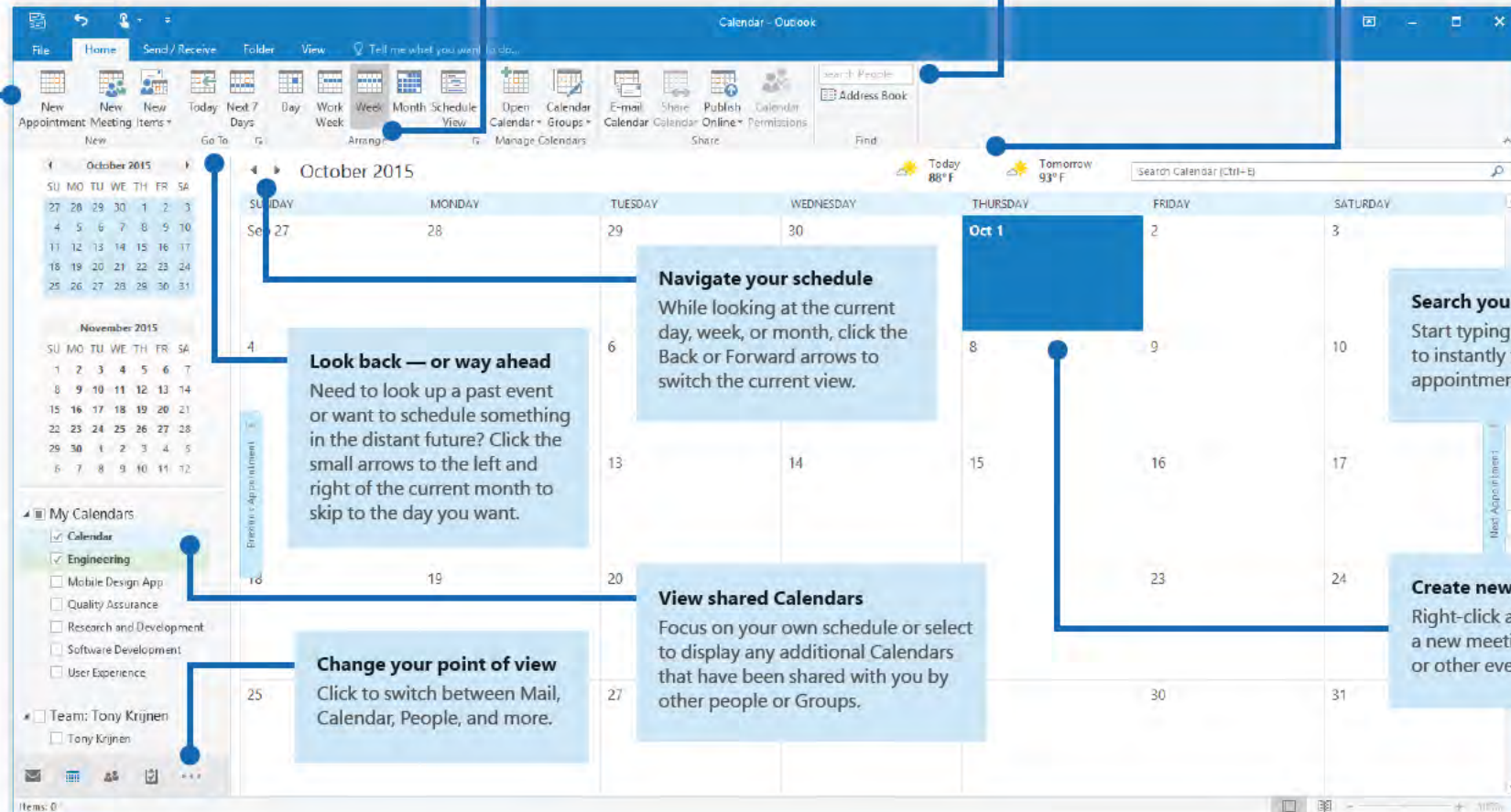
Click to see how busy your days, weeks, and months are.

Look someone up before scheduling

Type a name and search to verify someone's contact info before setting up a meeting.

Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.



The screenshot shows the Outlook 2016 Calendar interface. The ribbon at the top includes tabs for File, Home, Send/Receive, Folder, View, and Tell me what you want to do. The Home tab is active, showing options for New Appointment, Meeting, Items, Today, Next 7 Days, Day, Work Week, Week, Month, Schedule View, Open Calendar, Calendar Groups, E-mail Calendar, Share Calendar, Publish Calendar Online, and Permissions. The main area displays a calendar for October 2015, with a weekly view. A search bar at the top right allows searching for people and appointments. A weather forecast for Today (88°F) and Tomorrow (93°F) is shown. A sidebar on the left lists 'My Calendars' and 'Team: Tony Krijnen'. Callouts point to various features: 'Easy to use Calendar tools and commands' points to the ribbon; 'Switch your point of view' points to the 'Week' view button; 'Look someone up before scheduling' points to the 'Search People' button; 'Sunshine required?' points to the weather forecast; 'Navigate your schedule' points to the 'Back' and 'Forward' arrows; 'Look back — or way ahead' points to the 'Previous' and 'Next' arrows; 'Search your calendar' points to the 'Search Calendar' box; 'Create new items in place' points to a right-click context menu; 'View shared Calendars' points to the 'My Calendars' list; and 'Change your point of view' points to the 'View' tab.

Easy to use Calendar tools and commands
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view
Click to see how busy your days, weeks, and months are.

Look someone up before scheduling
Type a name and search to verify someone's contact info before setting up a meeting.

Sunshine required?
Glance at the weather forecast to make sure your meeting or event won't be rained out.

Navigate your schedule
While looking at the current day, week, or month, click the Back or Forward arrows to switch the current view.

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Click the small arrows to the left and right of the current month to skip to the day you want.

Search your calendar
Start typing in the Search box to instantly find meetings and appointments.

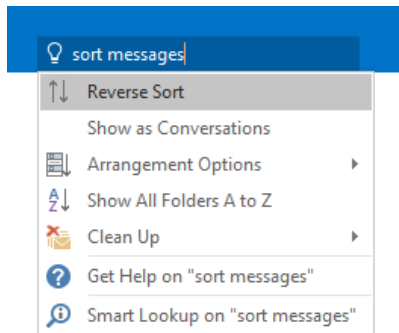
Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

View shared Calendars
Focus on your own schedule or select to display any additional Calendars that have been shared with you by other people or Groups.

Change your point of view
Click to switch between Mail, Calendar, People, and more.

Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



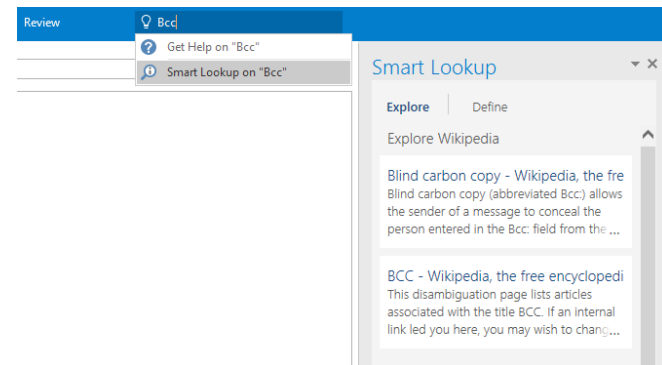
Get other Quick Start Guides

Outlook 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



Next steps with Outlook

See what's new in Office 2016

Explore the new and improved features in Outlook 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that Outlook 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

Send us your feedback

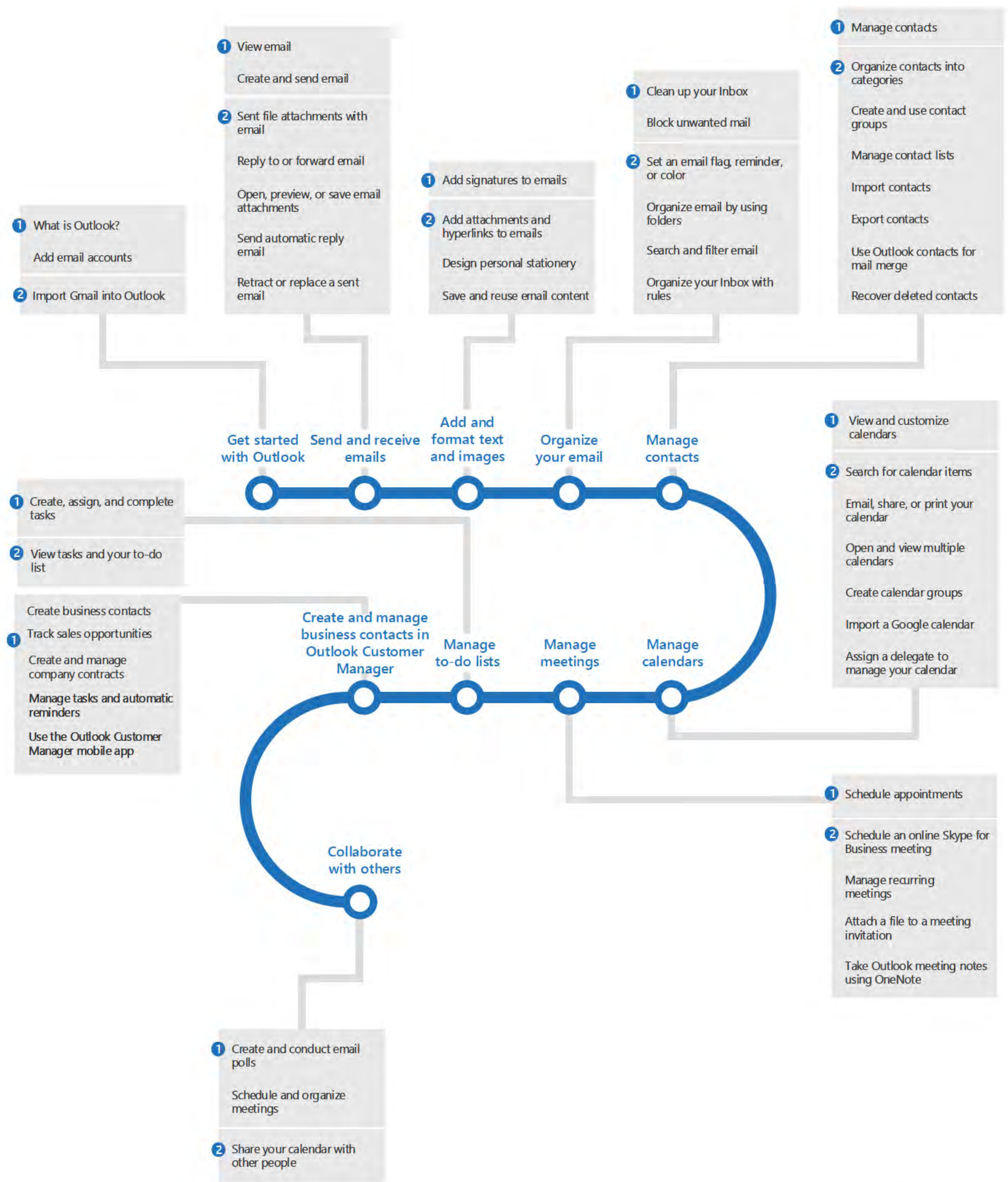
Love Outlook 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!

Outlook Learning

Legend

- 1 Get started
- 2 Get productive

Select a lesson to open



Office Training Center
office.com/training



OUTLOOK TRAINING REFERENCE GUIDE

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Navigate between Mail, Calendar, Contacts and Tasks

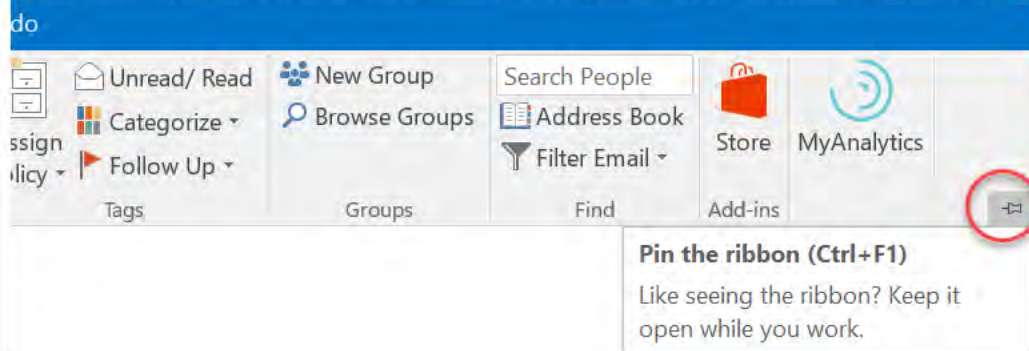


Your main navigation pane is located at the bottom left hand corner of your screen.

Pin the Ribbon to stay open

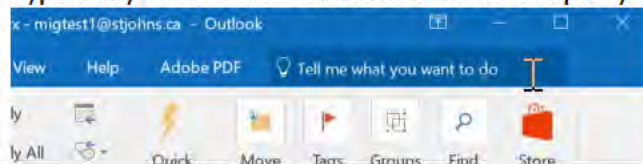
MS Office uses a ribbon to present the most useful tools for the page you have open on your screen. Ribbons contain tabs along the top, and each tab is broken into groups. The tabs and groups change according to the item you have open.

This ribbon can appear/disappear upon 'mousing' over the top of your screen, or you can 'pin' it to permanently display. On the far right hand side of the ribbon, look for a thumbtack icon.



Tell me what you want to do

Type a keyword in the 'Tell me ..' box at the top of your screen for instant help.

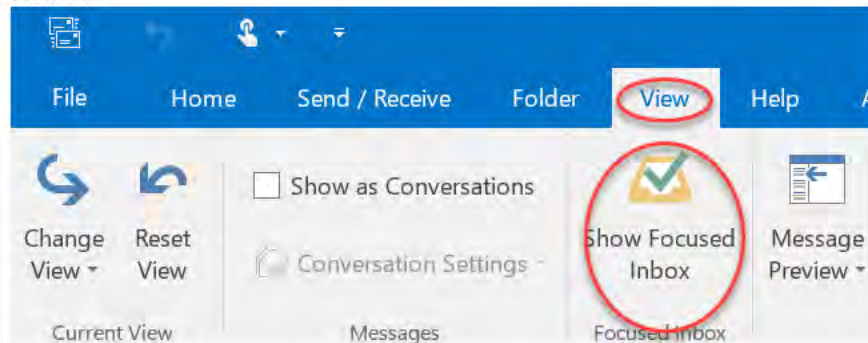


Email

Focused Inbox

By default, your email Inbox is separated into two tabs – Focused and Other. Outlook will learn your email habits and automatically deliver your messages into the Focused (important) list, or the Other (not so important) list.

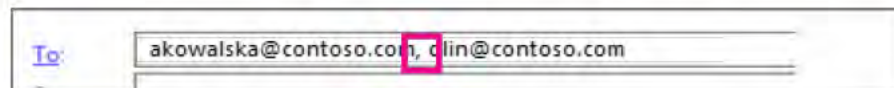
To turn this feature off, select the **View** tab, and deselect the **Show Focused Inbox** button in the ribbon.



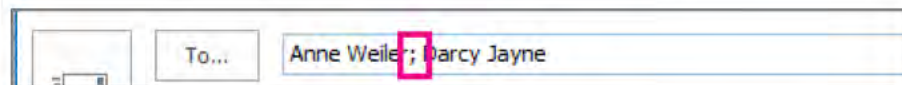
Note: The Outlook App on mobile devices also has Focused Inbox turned on by default. Users can turn it off in the app settings.

Send email to multiple people

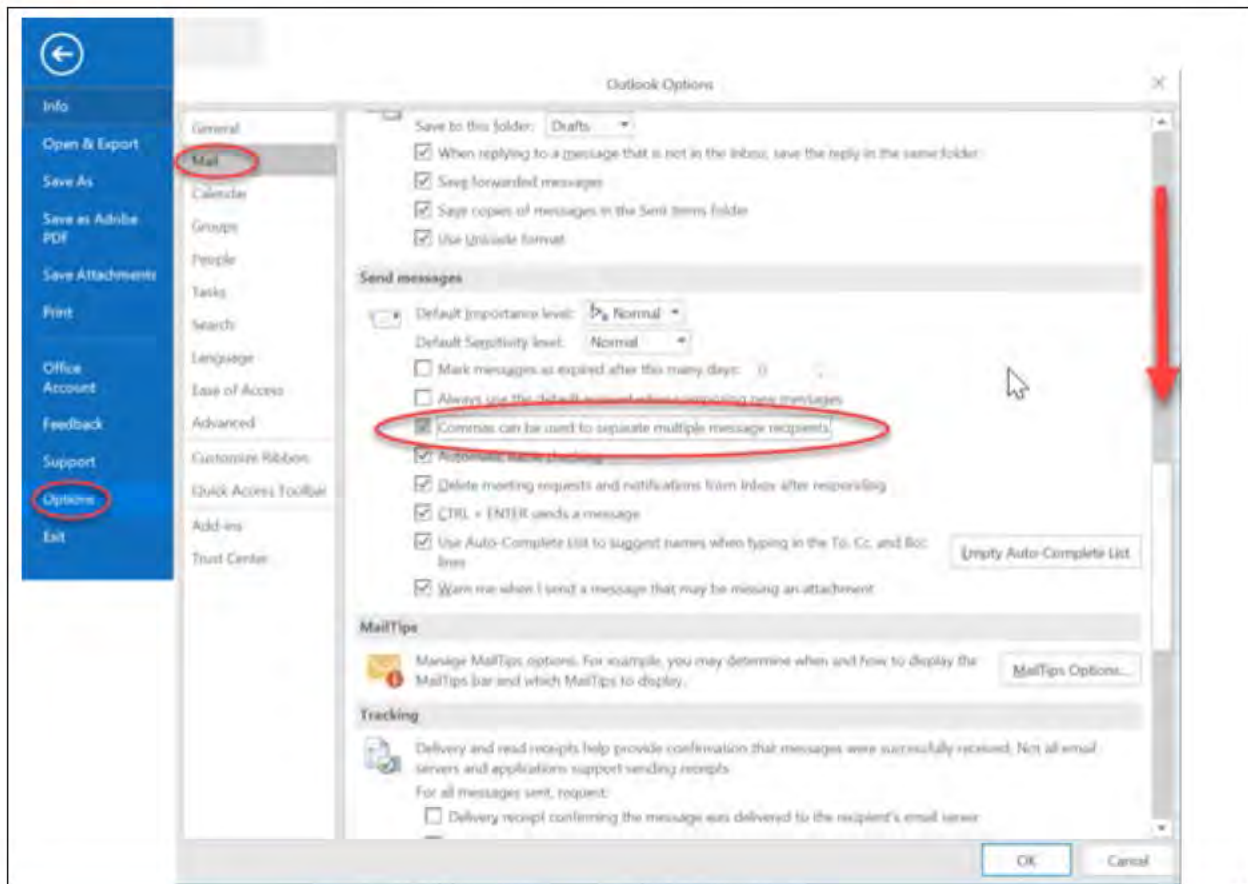
In Lotus Notes, separate multiple recipients with a comma.



In Outlook, separate multiple recipients with a semicolon.

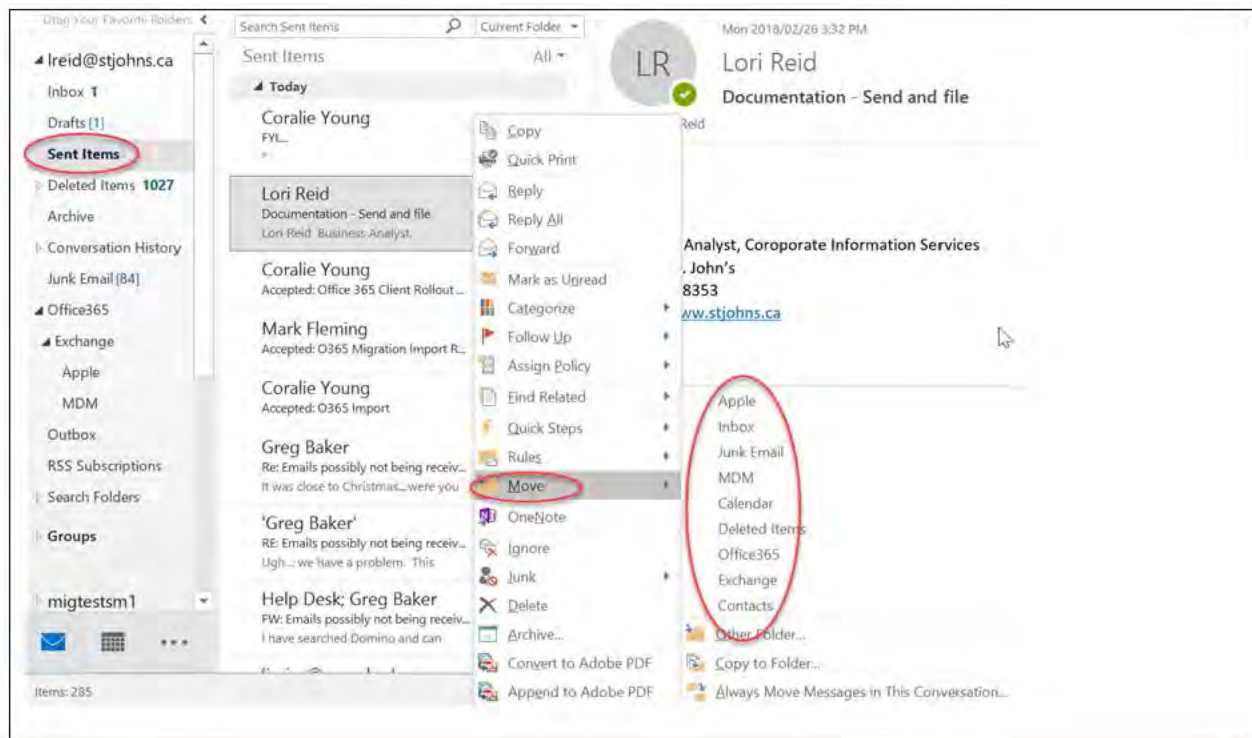


File > Options: Outlook Options will allow you to use comma as delimiter (off by default)



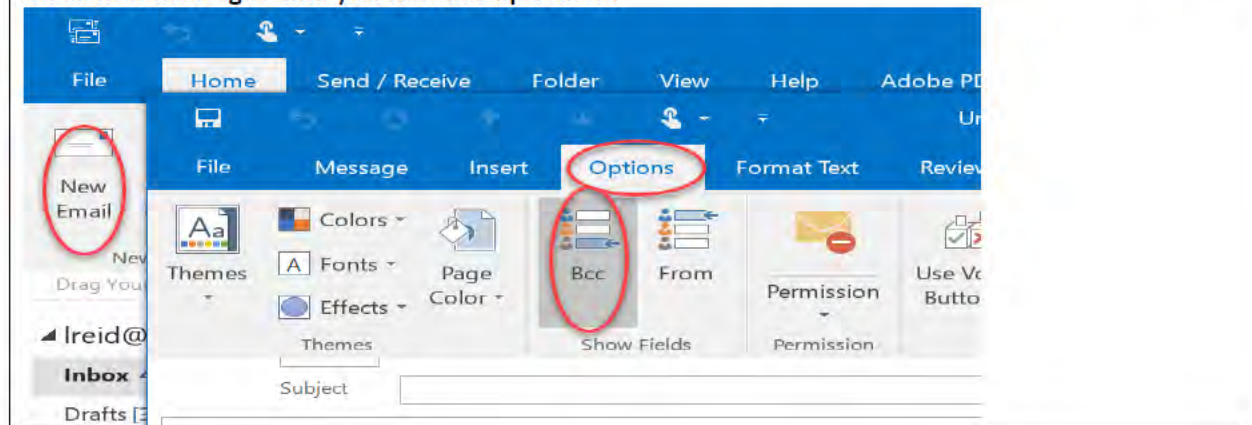
Send and File / Send and Save

In Lotus Notes, when sending a message you had the option to 'Send and File'. This would automatically file your sent message within the folder you selected. Lotus Notes also provided the option to be prompted if you wanted to save your sent message or not. Outlook does NOT have these options. By default, Outlook will put all sent messages in your Sent folder. If you want to have your sent message filed in a specific folder you must manually move the message after it's been sent. Open your Sent folder and select the message you want to file. Right click the message and select **Move** from the list of options. Select the appropriate folder.



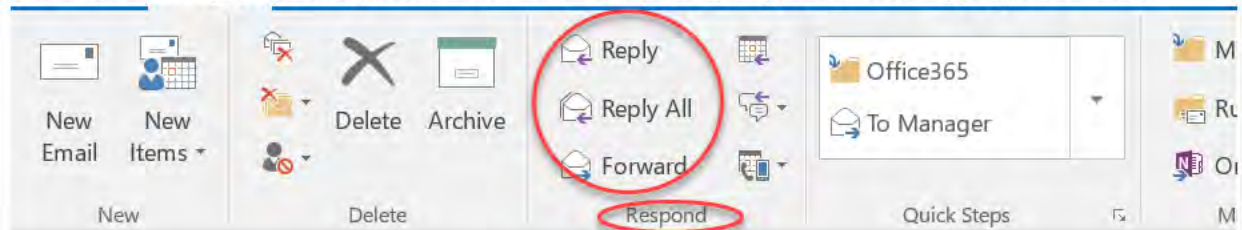
Bcc: (blind carbon copy) Contacts

If you don't see the 'Bcc:' field as the third address option at the top of your message, you must turn the field 'on'. New Email, then Options tab > Bcc. NOTE: Once set, the Bcc field will continue to show on all new messages until you turn this option off.



Reply, Reply All, Forward a message

Select the message, and then, in the **Home tab > Respond group**, choose the appropriate action.



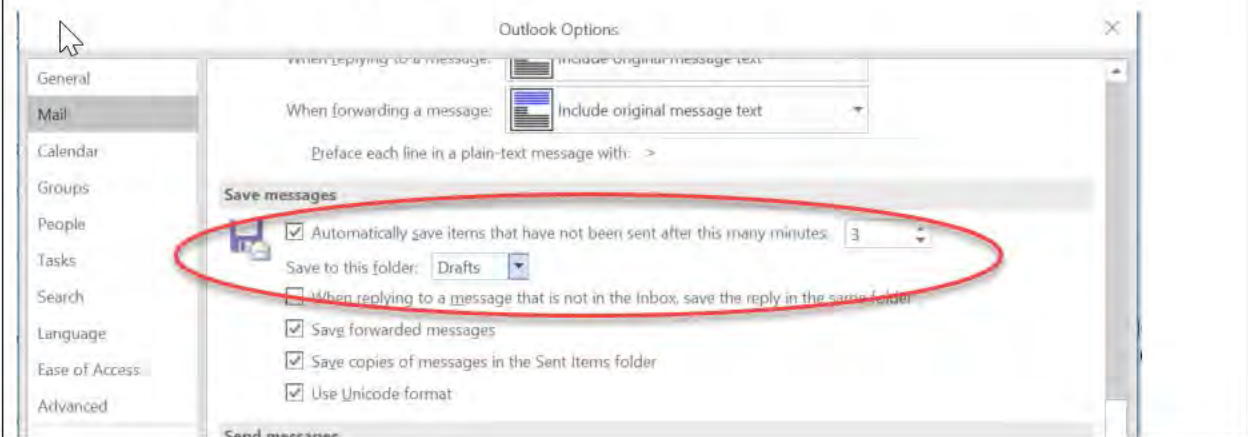
NOTE: By default, **Attachments** will *not* be included in email replies, but are included when forwarding an email.

Save As Draft

File tab > Options > Mail > Save

Automatically save.... Is ON (default) – after allotted time has passed, the message will automatically be saved as a draft message.

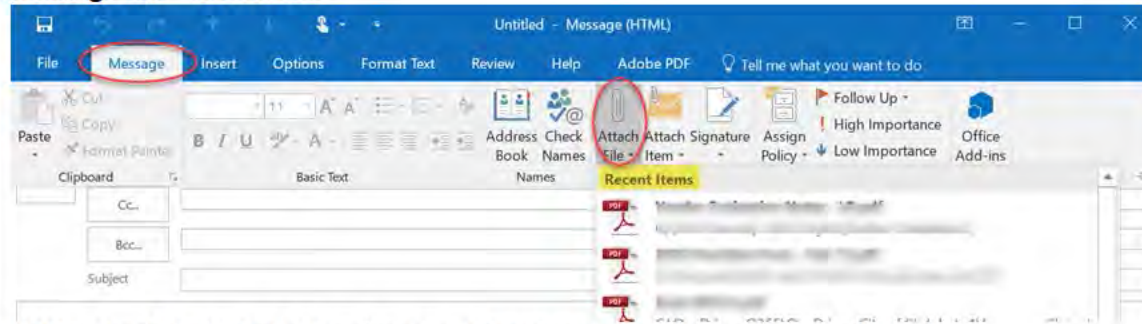
Automatically save.... Is OFF – when closing your message, you will be prompted 'Want to save your changes?'. Clicking 'Yes' will put the message in your Draft folder.



Attach a File

In the New Message window

Message tab – Attach File



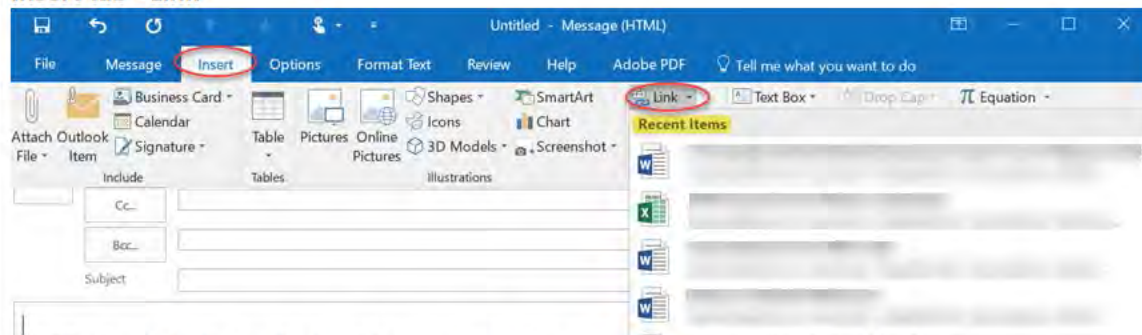
NOTE: By default, Outlook will present to you your most recently saved items.

Insert a Link

If the file exists in a shared location, don't attach – send a link!

In the New Message window

Insert tab - Link



NOTE: By default, Outlook will present to you your most recently visited links.

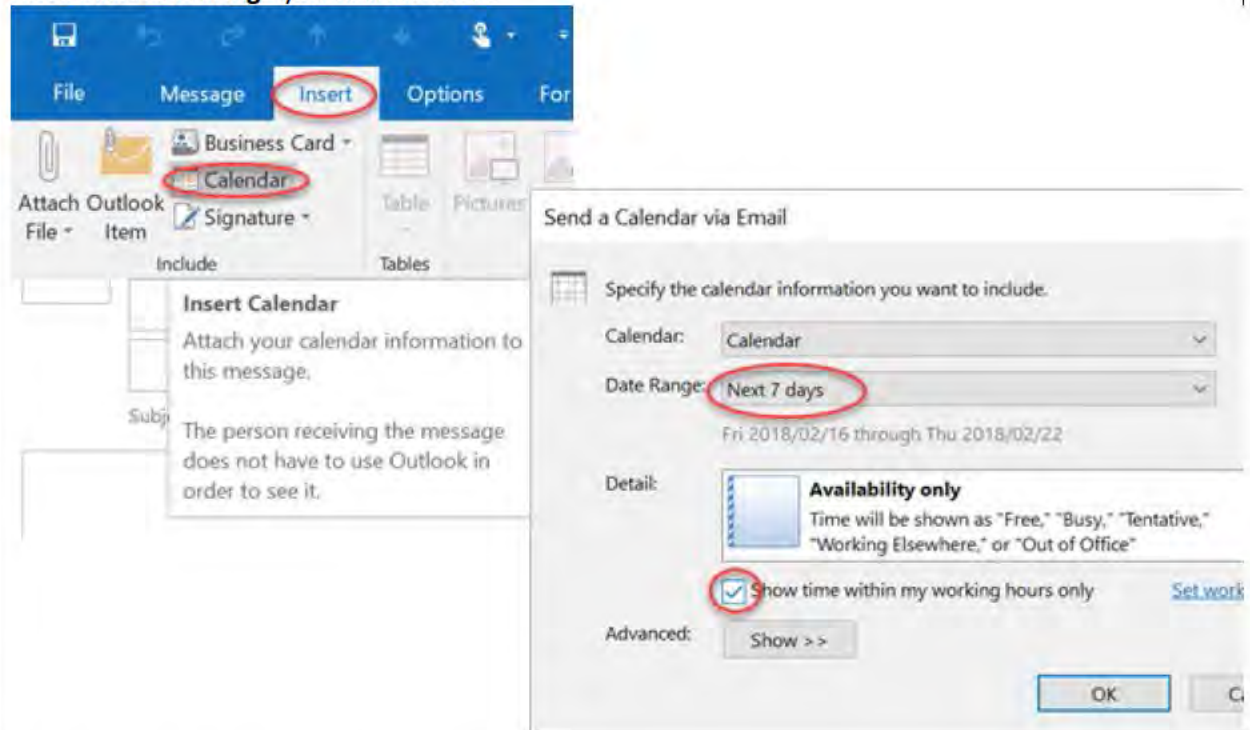
Attach a Calendar

To share your calendar with someone who does not have access to your schedule

In the New Message window

Insert tab – Calendar

Select the Date Range you want to share



Here's a look at the message recipient will receive:

Lori Reid Calendar

lreid@stjohns.ca

Friday, February 16, 2018 – Thursday, February 22, 2018

Time zone: (UTC-03:30) Newfoundland

(Adjusted for Daylight Saving Time)

February 2018

Su Mo Tu We Th Fr Sa

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28

☒ Busy ☒ Tentative ☐ Free
☒ Out of Office ☒ Working Elsewhere ☐ Outside of Working Hours

February 2018

Fri, Feb 16

☐ Before 8:00 AM Outside of Working Hours
☐ 8:00 AM – 2:30 PM Free
☒ 2:30 PM – 3:00 PM Busy
☐ 3:00 PM – 3:30 PM Free
☐ After 3:30 PM Outside of Working Hours

Sat, Feb 17 – Sun, Feb 18

☐ All Day Outside of Working Hours

Mon, Feb 19

☐ Before 8:00 AM Outside of Working Hours
☐ 8:00 AM – 9:00 AM Free
☒ 9:00 AM – 10:30 AM Busy
☐ 10:30 AM – 3:30 PM Free
☐ After 3:30 PM Outside of Working Hours

Tue, Feb 20

☐ Before 8:00 AM Outside of Working Hours
☐ 8:00 AM – 10:00 AM Free
☒ 10:00 AM – 11:00 AM Busy
☐ 11:00 AM – 3:30 PM Free
☐ After 3:30 PM Outside of Working Hours

Wed, Feb 21

☐ Before 8:00 AM Outside of Working Hours
☐ 8:00 AM – 3:30 PM Free
☐ After 3:30 PM Outside of Working Hours

Thu, Feb 22

☐ Before 8:00 AM Outside of Working Hours
☐ 8:00 AM – 2:30 PM Free
☒ 2:30 PM – 3:30 PM Busy
☐ After 3:30 PM Outside of Working Hours

Delete a message from your list

Select the message you want to delete, and then choose **Delete**.

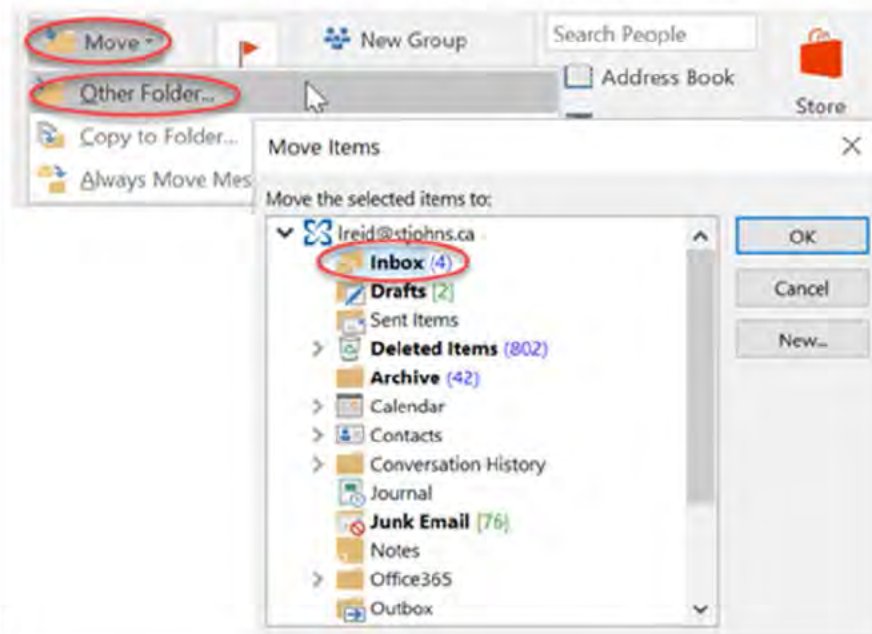
Your message is moved to the **Deleted Items** folder.



Unlike Lotus Notes, deleted items will stay in your deleted folder forever, until you 'remove' them – (same as Lotus Notes' 'Empty Trash'). Once removed, items will remain in your recycle for up to 14 days, after which they will be permanently deleted and unrecoverable from backup.

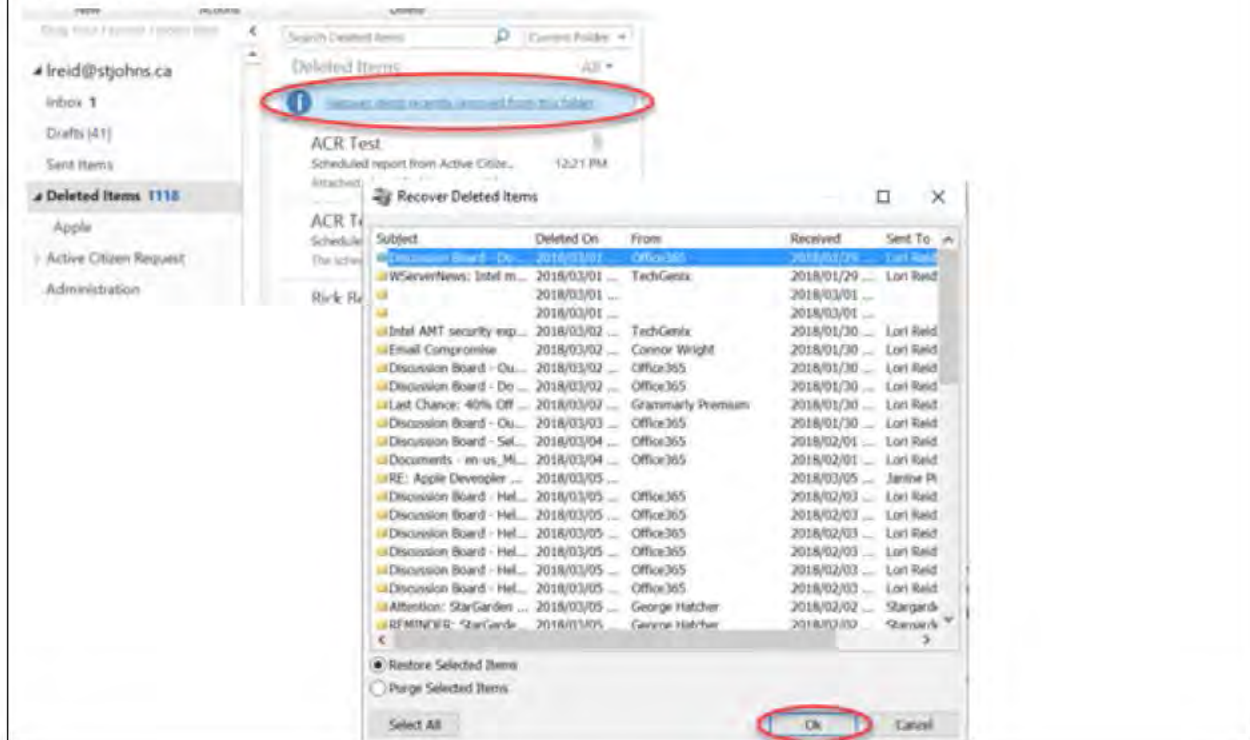
Restore a message

In your **Deleted Items** folder, select the message, and then choose **Move > Other Folder... > Inbox**. You can also click and drag the message to the desired folder.



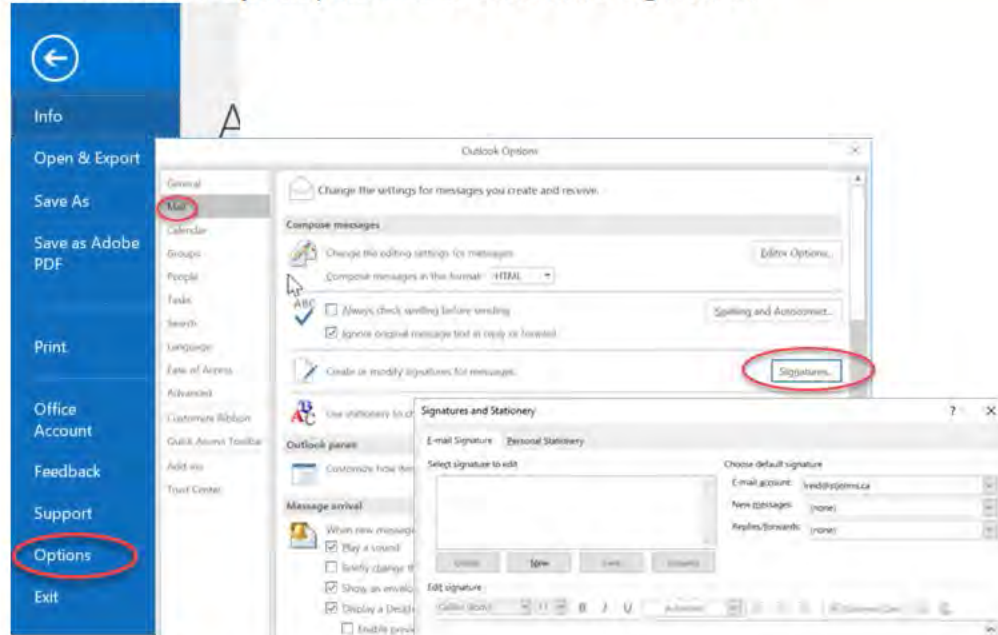
Restore a message from Recycle Bin

In your Deleted Items folder, click **Recover items recently removed from this folder** to see your list of available messages. Select the desired message(s), click **Ok**. The message will be returned to your Deleted Items folder.



Create an email signature

Choose File tab > Options, and then choose Mail > Signatures.



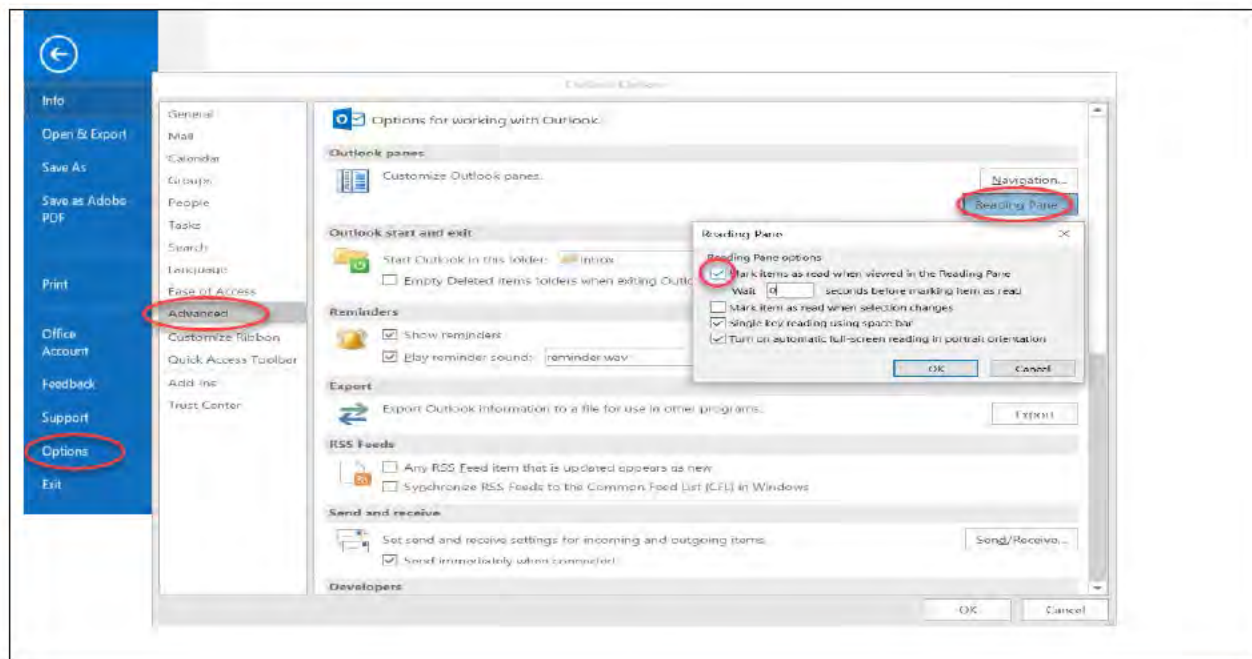
Mark as Read 'Refresh'

Outlook will 'un-bold' your message to indicate that it has been viewed. You can determine when Outlook should consider a message 'viewed'.

File -> Options -> Advanced -> Outlook panes

Click on the Reading Pane button and select your preferences

NOTE: Unread marks in Lotus Notes are not migrated to Outlook. All migrated email comes in as having been viewed.



Copy into New Meeting

Click and drag the message over the 'Calendar' icon at the bottom left hand side of your screen.



NOTE: In Lotus Notes, your mail file contained a single copy of your message – even if it appeared in multiple folders. If you deleted the message from any folder, it would be removed from all folders. In Outlook, all messages are stored as independent messages. If your message exists in multiple folders, you will have to delete it from each folder to completely remove it.

Your email **ARCHIVE** will also be migrated to Outlook but as part of phase II. In the interim, you will keep your Lotus Notes client on your workstations for access to your mail archive.

Calendar

Book a Meeting

In your Calendar, create a new meeting right from the ribbon, or select a meeting date and time directly from the calendar.

Enter your invitees (To:), Subject and date/time of the meeting.

Click the **Rooms** button to check availability of selected rooms (you can add multiple). Select your preferred room from the **Choose an available room** list

Confirm availability of your invitees using the **Suggested times** list in the bottom right hand corner.

Adjust your meeting time as necessary.

Send your meeting request.

The screenshot shows the 'Book a Meeting' dialog box in Outlook. The 'To:' field contains 'Coralie Young; Chris Gale; IS Project Room'. The 'Subject' is 'test meeting'. The 'Location' is 'IS Project Room'. The 'Start time' is 'Mon 2018/02/19 10:00 AM' and the 'End time' is 'Mon 2018/02/19 10:30 AM'. A red arrow points from the 'Rooms...' button to the 'To:' field with the text 'Check Multiple Rooms'. Another red arrow points from the 'Rooms...' button to the 'Room Finder' pane on the right with the text 'Select your preferred room.'. A third red arrow points from the 'Suggested times' list to the 'End time' field with the text 'See available times for all invitees and room availability.'. The 'Room Finder' pane shows a calendar for February 2018, a list of available rooms ('None', 'IS Project Room', 'IS Training Room'), and a list of suggested times with the number of available rooms for each time slot.

Room Finder

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1		
4	5	6	7	8		
11	12	13	14	15	1	
18	19	20	21	22	2	
25	26	27	28			

☐ Good ☐ Fair

Choose an available room:

- None
- IS Project Room
- IS Training Room

Suggested times:

Time	Available Rooms
9:00 AM - 9:30 AM	2 available rooms
9:30 AM - 10:00 AM	2 available rooms
10:00 AM - 10:30 AM	2 available rooms
10:30 AM - 11:00 AM	2 available rooms
11:00 AM - 11:30 AM	

NOTE:

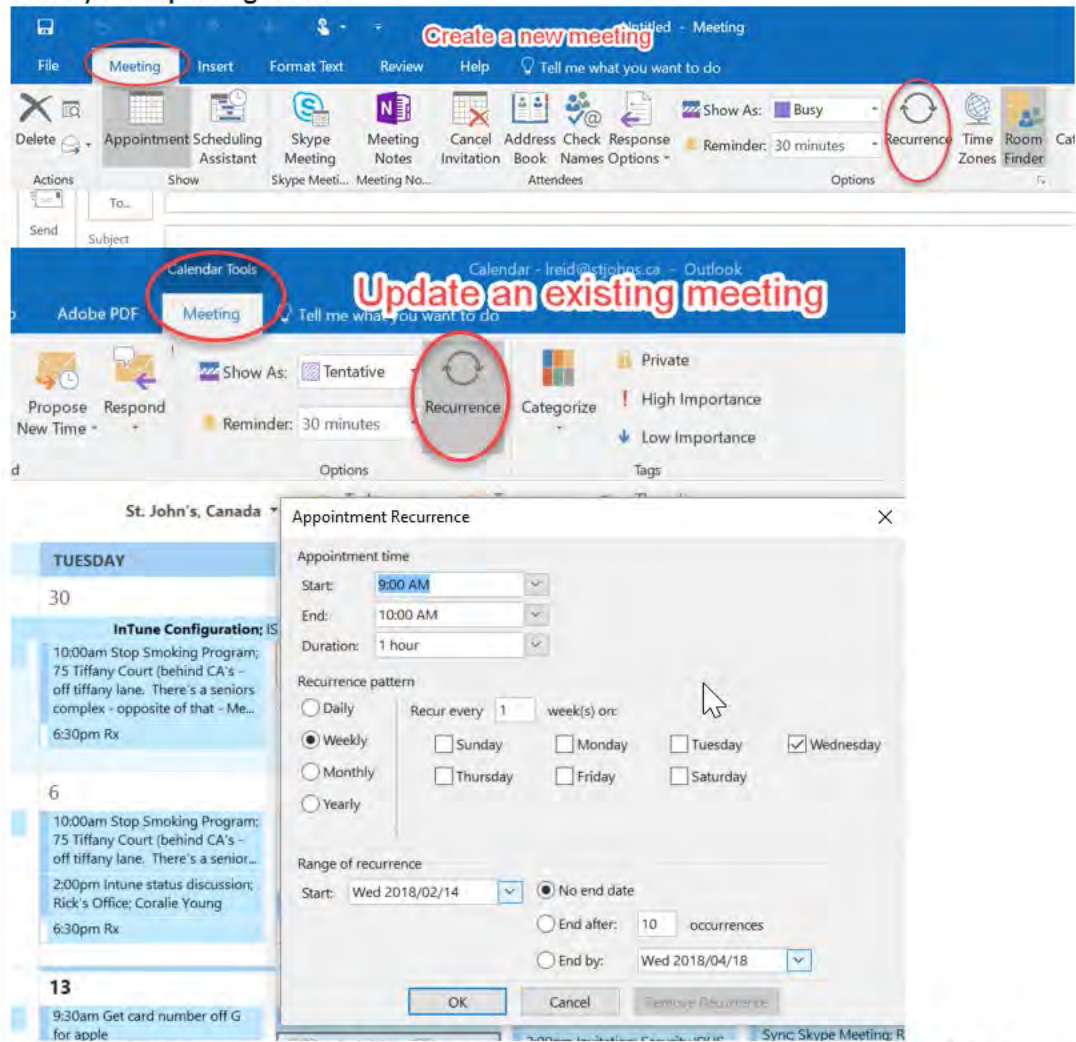
- You must select a preferred room. *Leaving more than one room selected will result in booking multiple rooms.*
- If you attempt to book a room that is not available, you will get an email to advise your request was declined. However, *your invitees will still see this room as the meeting location.* You must update the original invite, select an available room and **Send Update**.

Book a Recurring Meeting

Select **New Appointment/Meeting** from the ribbon or double click the existing meeting you want to change.

Under the **Meeting** tab, click on **Recurrence** button

Enter your repeating times



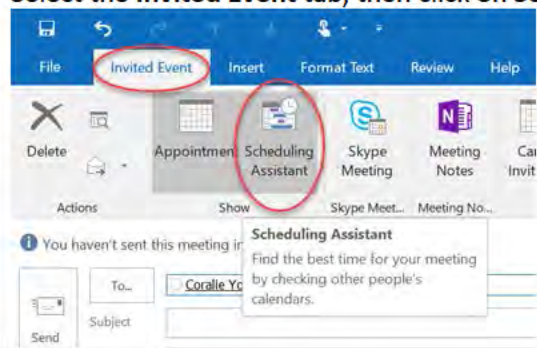
NOTE: Unlike Lotus Notes, Outlook does not provide the ability to set custom dates.

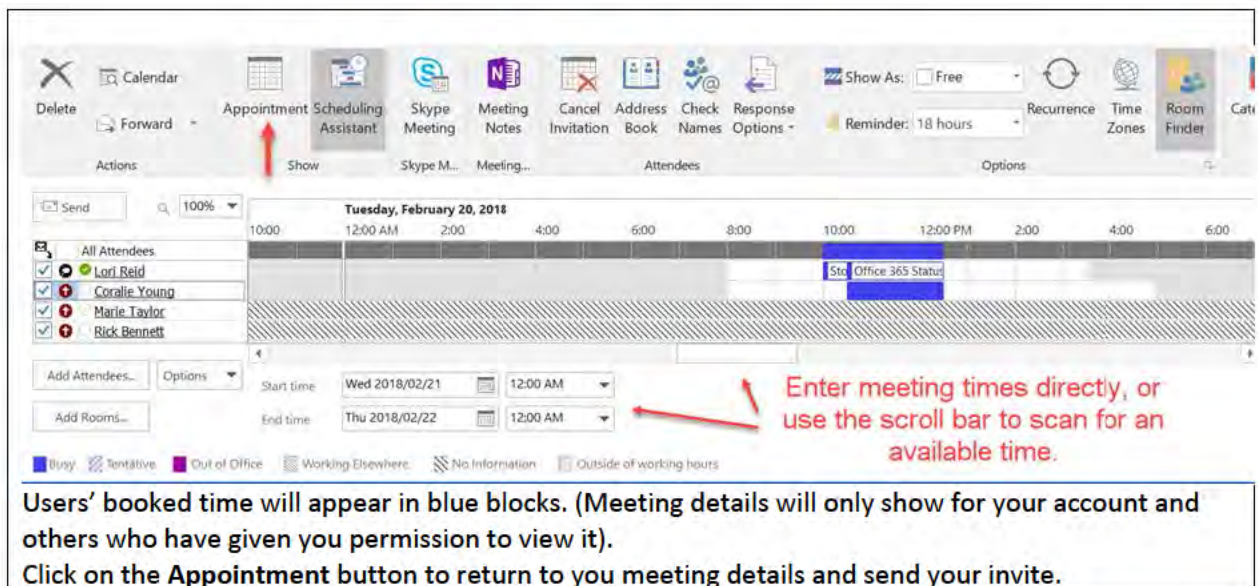
Check User Schedules

In the Calendar view, select **New Meeting** from the ribbon.

A new meeting window will open, enter the name of the users you want to attend in the To field.

Select the **Invited Event** tab, then click on **Scheduling Assistant** in the ribbon.



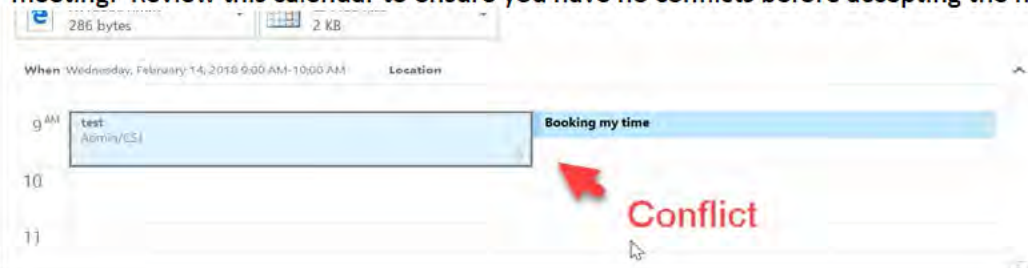


Users' booked time will appear in blue blocks. (Meeting details will only show for your account and others who have given you permission to view it). Click on the Appointment button to return to you meeting details and send your invite.

Calendar Conflicts

In Lotus Notes, if you attempted to accept a meeting for a time that you are already booked, Lotus Notes would alert you but allow you to accept the invite anyway.

Outlook will allow you to double book your meeting time without warning. When you click on a meeting invite, Outlook will display a mini-view of your calendar for the time of the requested meeting. Review this calendar to ensure you have no conflicts before accepting the meeting invite.



Enter a Reminder

In Lotus Notes, in the Calendar view, select 'New → Reminder' from the button bar.

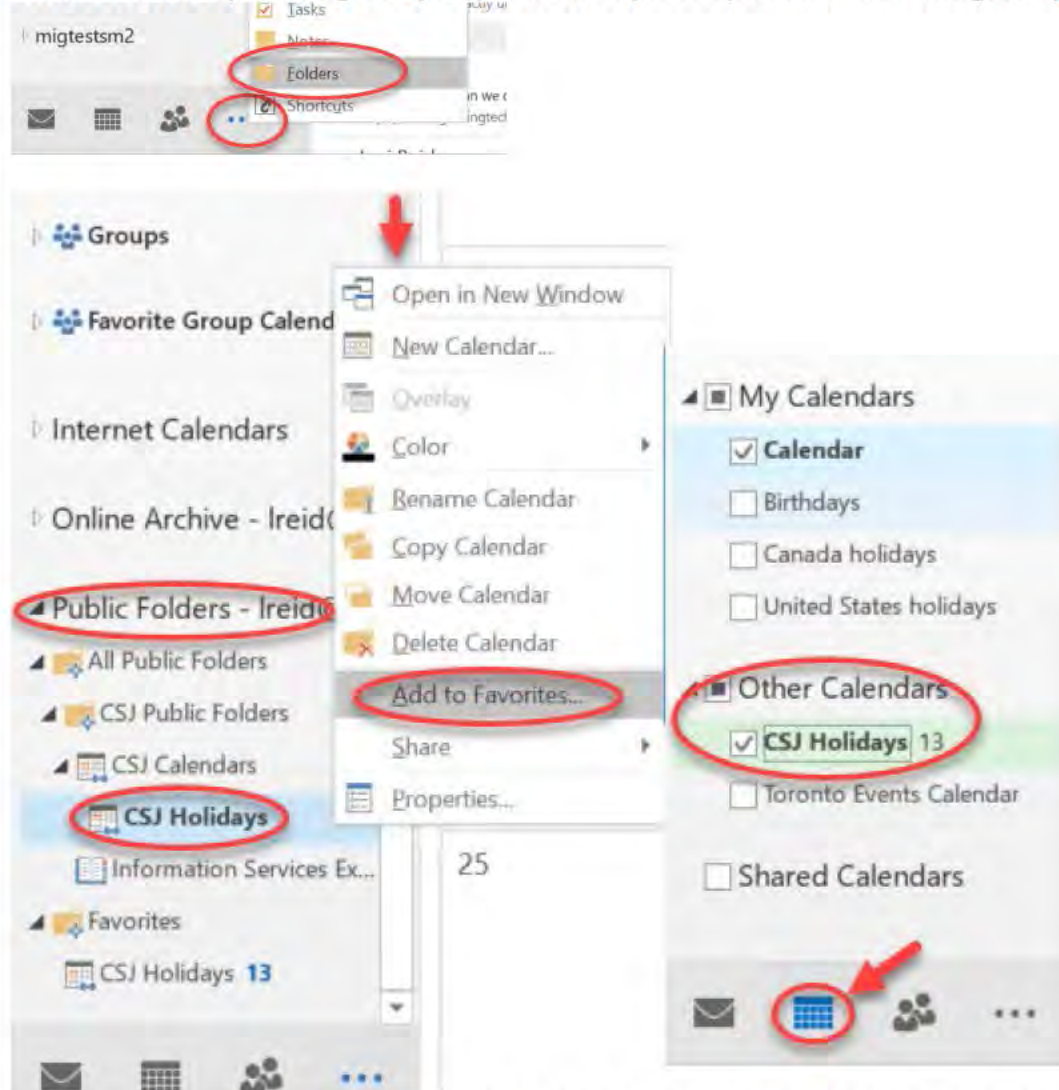
In Outlook, there is no Reminder type. But, you can book an Appointment and change the start and end times to be the same. This will place the entry in your calendar but will keep that time as 'available'.

Calendar Meeting - Booking a room/resource

Schedule a Meeting as normal but include only the room in the invitee list.

Calendar - Import Holidays

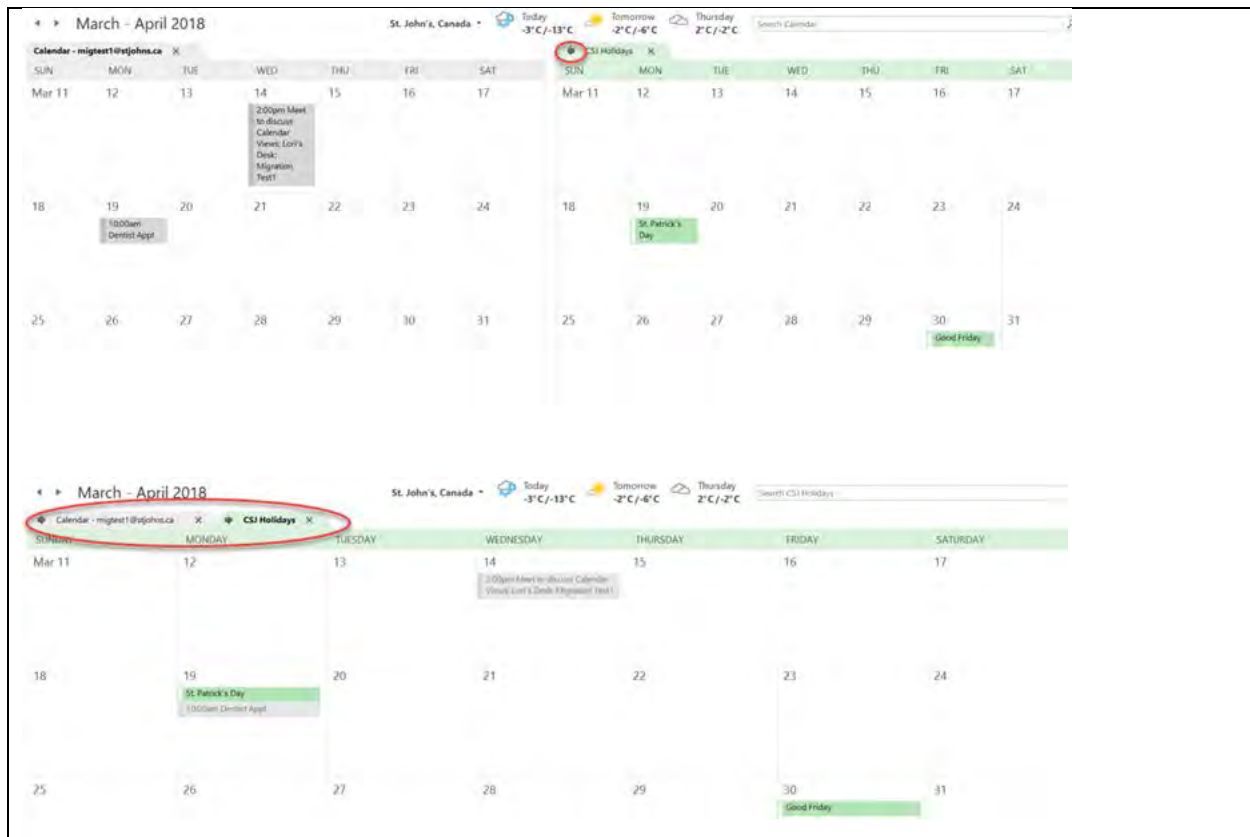
On the bottom of your navigation pane, click the ellipse to open the Folders navigation pane.



Scroll down the pane until you see **Public Folders**. Open the nested folders under **All Public Folders** until you see **CSJ Holidays**. Right click and **Add to Favorites**.

Return to the **Calendar** pane, (select calendar icon at bottom right), and select **CSJ Holidays**.


This will open the CSJ Holiday calendar in a separate pane to the right of your calendar. To merge your calendars to display as one, click the arrow found in the top tab of the calendar.



NOTE: Unlike Lotus Notes, CSJ Holiday time is not booked in your personal calendar and will show as 'available' time to others attempting to book meetings with you.

Contacts

Contacts - Add/Edit Contacts


Select the **People** icon at the bottom of the navigation pane  .
Select **New Contact** from the ribbon or double-click to edit a current contact and then fill in the details such as **Full Name**, **Phone Numbers** and **E-mail**. If you have a photo of the contact, you can add it from your computer. You can also add notes about the contact.
Select **Save & Close**.

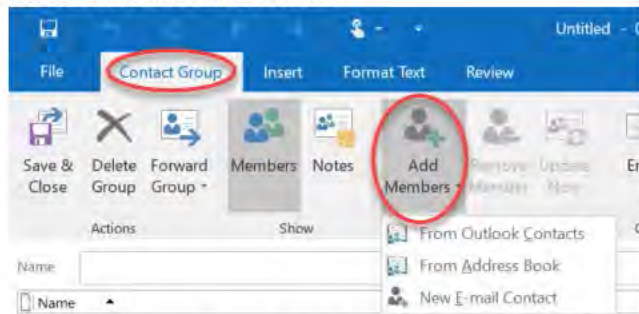
Create new contact from Sender

Click and drag the message over the 'Contacts' icon at the bottom of the navigation pane.



Contacts - Groups

On the Navigation pane, choose **People**  .
Select **Home > New Contact Group**.
In the **Contact Group** box, type the name for the group.
Select **Contact Group > Add Members**, and then select an option:
 Select from Outlook Contacts.
 Select from Address Book.
 Select New E-mail Contact.



Add people from your address book or contacts list and choose **OK**.
Choose **Save & Close**.

Other Features

Printing

There is no quick button in your ribbon to print an email or a list of emails. You must first click on the **File** tab to find your **Print** options.

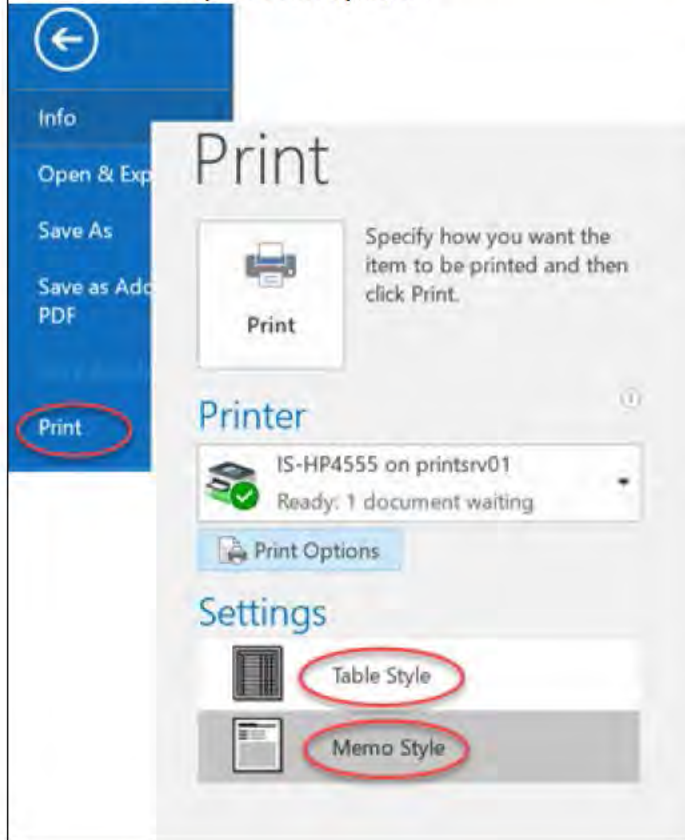


Table Style: prints the list of messages in the currently selected folder.

Memo Style: prints the currently selected message.

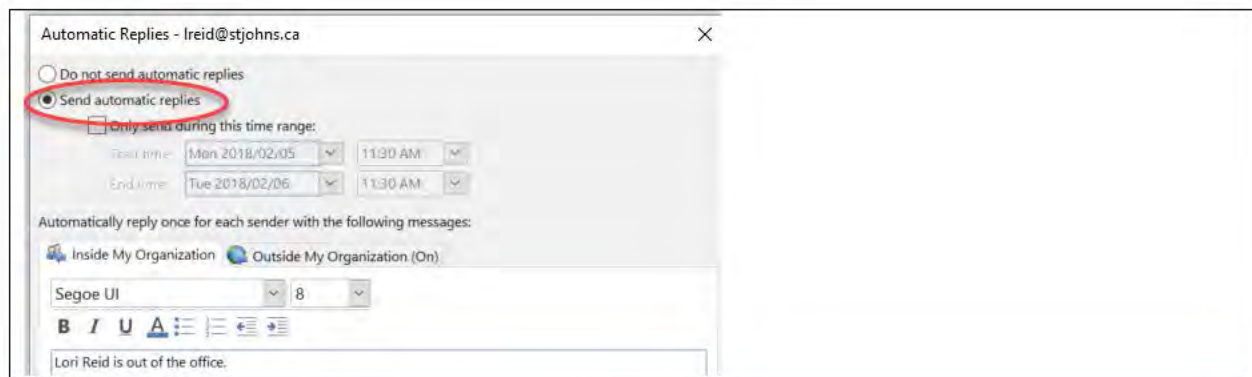
Once you've selected your **Style**, **Print**.

Out of Office

Click the **File** tab, select **Info > Automatic Replies**.

Choose **Send automatic replies**, enter the dates of your absence, and then type your message.





Share/Delegate your Email, Calendar and Contacts

Click on the File tab
Click Account Settings – select Delegate Access.

Account Information

lreid@stjohns.ca
Microsoft Exchange

+ Add Account

Account Settings
Change settings for this account

Access this account on the Internet
<https://outlook.office365.com/owa/>

Account Settings...
Add and remove accounts or change existing connection settings.

Delegate Access
Give others permission to receive items and respond on your behalf.

Download Address Book...

Once in the Delegates window click Add
Select the user from the drop down list and Add

Delegates

Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab.

Coralie Young

Add...

Remove

Permissions...

Properties...

Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:

☒ My delegates only, but send a copy of meeting requests and responses to me (recommended)

☐ My delegates only

☐ My delegates and me

OK

Cancel

Delegate Permissions: Coralie Young

This delegate has the following permissions

Folder	Permissions
Calendar	Editor (can read, create, and modify items)
Delegate	<input checked="" type="checkbox"/> Delegate receives copies of meeting-related messages sent to me
Tasks	None
Inbox	None
Contacts	None
Notes	None

☒ Automatically send a message to delegate summarizing these permissions

☐ Delegate can see my private items

OK

Cancel

size your incoming email messages, and receive updates when

For every Outlook item that you want to assign priveleges, click the associated drop down box and select the appropriate permissions.

For Calendar permissions only, you can select a checkbox **Delegate receives copies of meeting-related messages sent to me**. This will open the **Deliver meeting requests...** section of the previous window.

Add a shortcut to another user's Outlook

You must be invited to add another's email/calendar to your workspace. This invite must be triggered by the user who's email/calendar you wish to view or manage. (See **Share/Delegate your Email, Calendar and Contacts** above).

Once you are assigned permissions, you will receive an email invite to add that user's email/calendar to your workspace. Follow the instructions (as highlighted below) and **Open this Calendar**.

Open this Calendar

Thu 2018/02/15 10:33 PM

Test User 2

You're invited to share this calendar

to Lori Reid

Test User 2 (testuser2@stjohns.ca) has invited you to view his or her Calendar. Click the Open button above.

Test User 2 - Calendar
Microsoft Exchange Calendar

I'd like to share my calendar with you.

Test User 2 (testuser2@stjohns.ca) would like to share an you.

As a delegate, you've been given permission to view, edit, and delete items on behalf of Test User 2.

You'll receive invitations and responses for meetings sent by Test User 2. Test User 2 won't receive them.

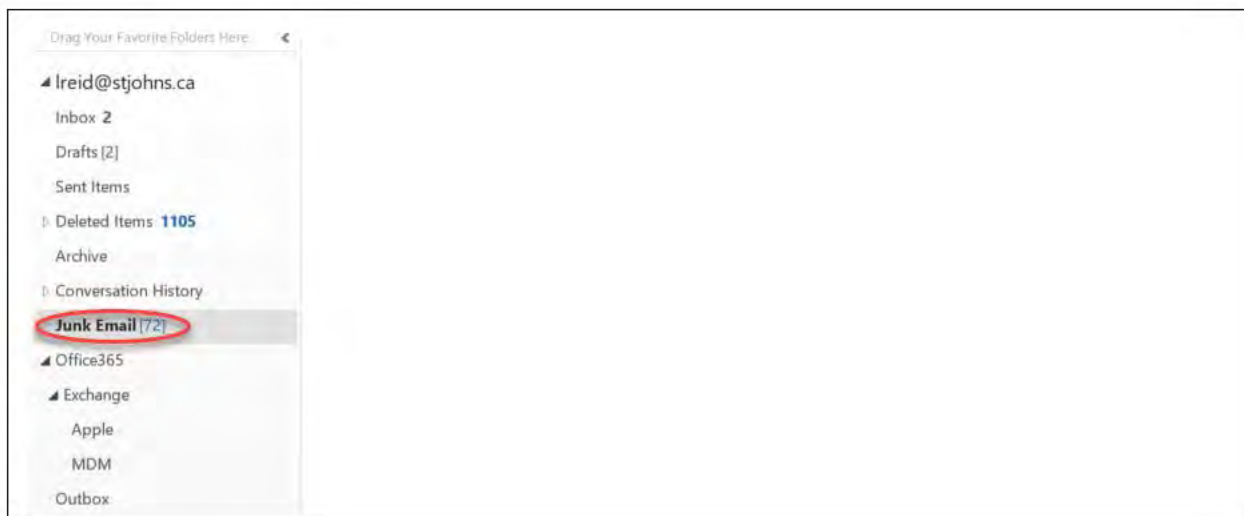
Calendar - migtestm1
Calendar - migtestm2
Calendar - migtest1@stjohns.ca
Birthdays - migtest1@stjohns.ca
Other Calendars
CSJ Holidays 15
Shared Calendars
IS Project Room
IS Training Room
United States holidays - migtest1@stjohns.ca
Test User 2

Not selected by default.

The calendar will automatically be added to your list of Shared Calendars at the bottom of your calendar navigation pane. NOTE: the new calendar will not be selected by default – you must check mark it to view it in your calendar pane.

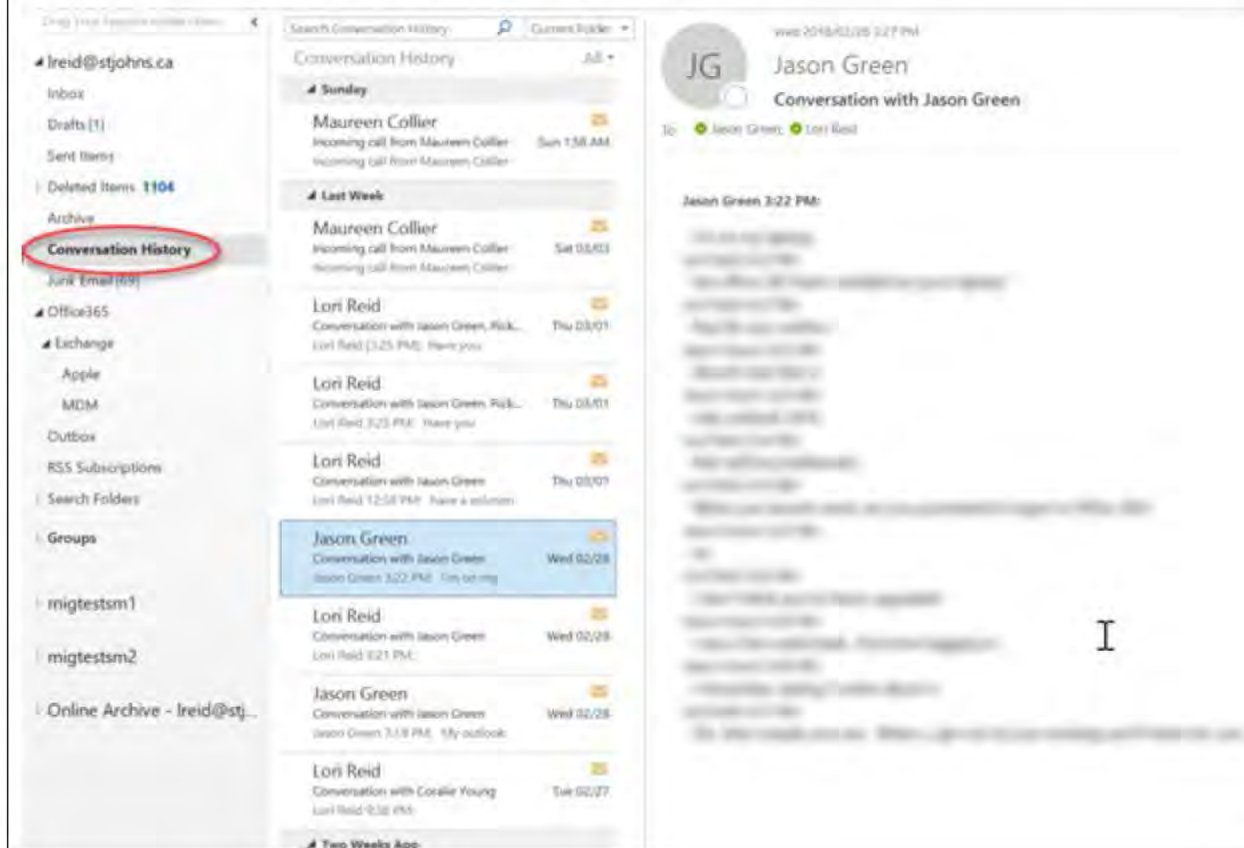
Junk Email

Microsoft will do a good job of determining junk email, but you will find this folder a lot busier than when using Lotus Notes. Please take some time to periodically check your Junk Email folder to ensure you are getting all your valid email.



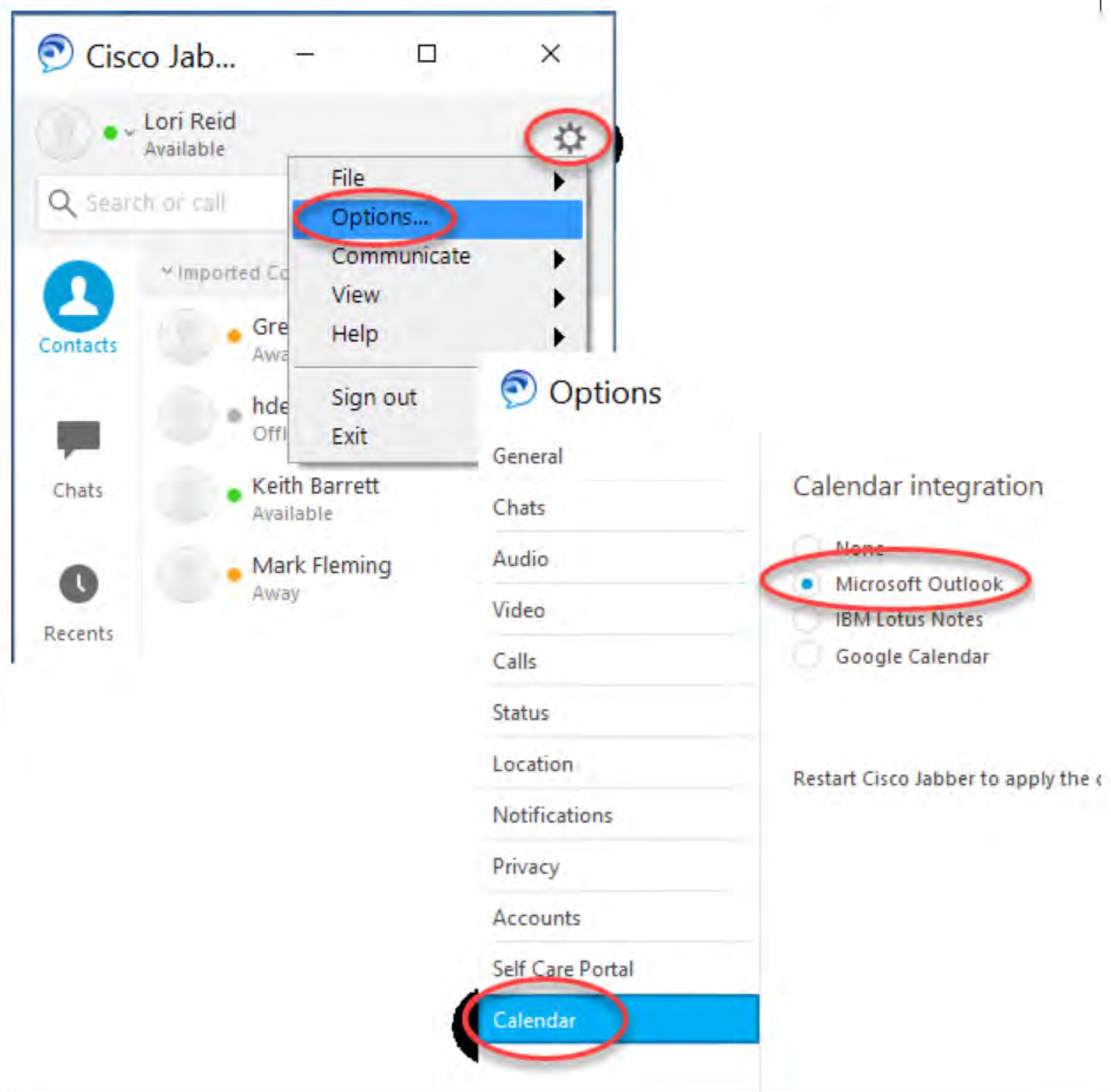
Skype IM and Outlook

If you choose Skype as your Instant Messaging client, your conversation history will be recorded and stored in Outlook's Conversation History folder.



Jabber and Outlook

By default, Jabber is set to connect to your Lotus Notes so that it can read your Calendar. This enables it to update/display your status (busy, in meeting, away, etc.). Now that you will have all your calendar activity in Outlook, you must change this setting in Jabber.



Webmail and Outlook

In Lotus Notes, to access your email over the web use the address
'<http://webmail.stjohns.ca>'.

In Outlook 365, to access your email over the web use the address
'<http://portal.office.com>'.

Outlook 2016 Tips & Tricks

Shortcuts and timesavers for
your favorite email and calendar app

Applies to Outlook 2016 for Windows



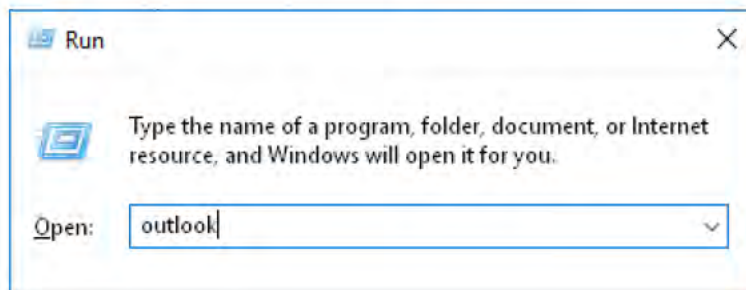
1. Get to your inbox fast

Just started up your computer and want to see your inbox right away? Try this.

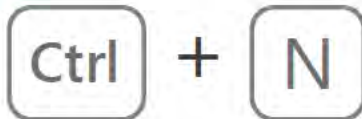
- 1 Press these keys:



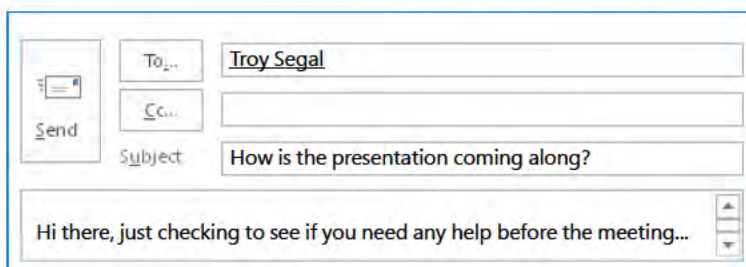
- 2 Type **outlook** and then press the **Enter** key.



- 3 When Outlook starts, press these keys to create a new email message:



- 4 Add your recipients, a subject line, and then write your message.



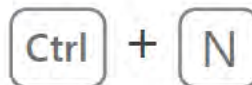
2. Stop hunting for attachments

Recently worked on something? Don't search for it — it's likely already on the **Attach File** menu.

- 1 Save a file in any app.



- 2 Create a new message.



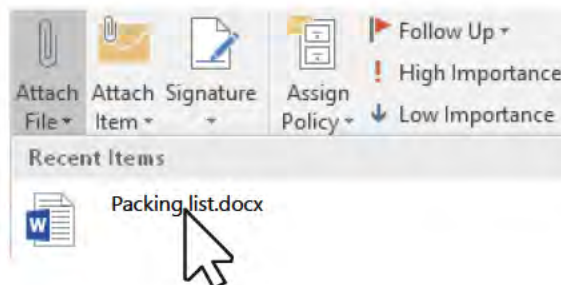
- 3 On the ribbon, click **Message**.



- 4 Click **Attach File**.



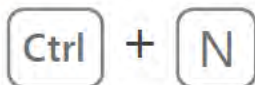
- 5 Select a recently saved file from the list.



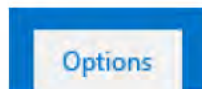
3. Where's the Bcc field?

Sending out an email to a bunch of people? Turn on the Bcc field so they can't see the recipients. Nor can they reply to all of the them. Here's how to bring up the Bcc field.

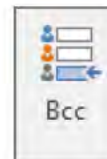
- 1 Create a new message.



- 2 On the ribbon, click **Options**.



- 3 Click the **Bcc** button.



- 4 The Bcc field shows up.



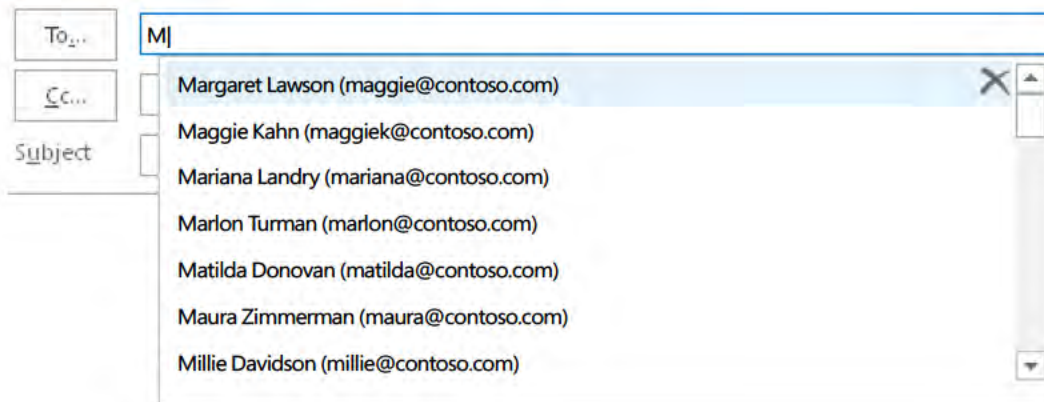
You're
done!

Bcc is sticky! What does that mean? It means that after you show it the first time, it will always show up from that moment on. If you turn it off — that's sticky, too! It will stay off in that case.

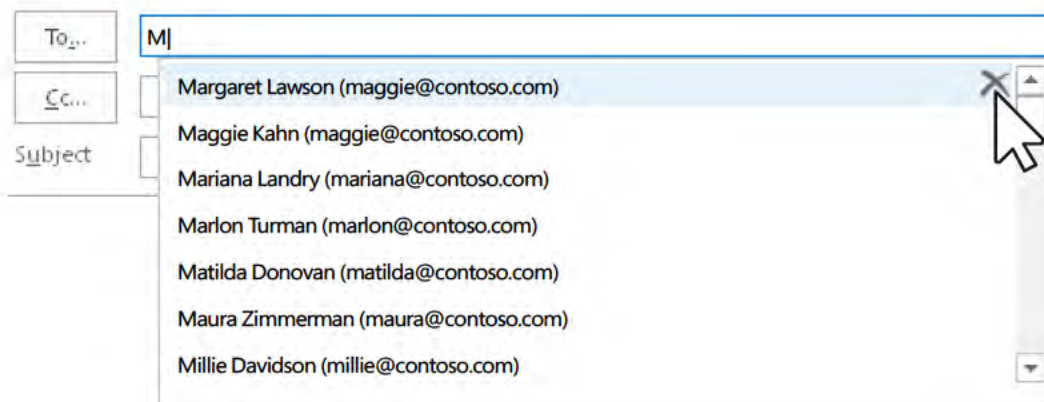
4. Get rid of outdated Auto-Complete addresses

Auto-Complete addresses are handy — except when they're not. Here's how to delete them.

Start typing a name, and you'll see the Auto-Complete list.




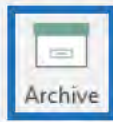
On the right, click the X to remove the address.



Want to delete all Auto-Complete suggestions? You can. Go To **File > Options > Mail**. Scroll down to the **Send messages** section. Then either click the **Empty Auto-Complete List** button, or uncheck **Use Auto-Complete** to turn it off.

5. Know when to Delete and when to Archive

The Delete and Archive buttons are next to each other. Here's when to use one versus the other.

Delete VS Archive	
	
How it works	How it works
✗ Clicking the Delete button will get rid of the message.	📁 Clicking the Archive button will keep the message.
Why it's special	Why it's special
★ It's the good old Delete button! Put plainly, it zaps away your message and eventually it will get deleted for good. (Well, unless you undo or recover it.)	★ It's a one-click way to keep a message. No need to carefully file it into a folder or subfolder. One click, or tap, files it away for safekeeping.
It moves messages to...	It moves messages to...
📁 The Deleted Items folder, which you probably empty from time to time. In some cases, your IT department may empty it for you.	📁 The Archive folder. This is just another folder to keep messages.
Does it reduce mailbox size?	Does it reduce mailbox size?
❓ Using the Delete button will eventually reduce the size of your overall mailbox, that is, if the Deleted Items folder gets emptied.	❓ No. It keeps things, it doesn't remove them or shrink your mailbox in any way.

6. Lightning-fast shortcuts for search

Need to find someone's message really fast? Try these quick shortcuts.

- 1 Press these keys:

Ctrl + E

- 2 Your cursor automatically jumps to the **Search** box.

All ▾ 🔍 Current Mailbox ▾

- 3 Type **Amy** to find all messages containing the word "Amy."

All ▾ 🔍 Current Mailbox ▾

- 4 Type this to find email from Amy.

All ▾ 🔍 Current Mailbox ▾

- 5 Type this to find email from Amy that was received this week.

All ▾ 🔍 Current Mailbox ▾

- 6 Type this to find email from Amy that includes attachments.

All ▾ 🔍 Current Mailbox ▾

7. Set an Automatic Reply for your vacation

Call it what you will: "Vacation reply," "Out of office" message, or "Automatic reply" — here's how to set it up so that people know you're out of the office.

1 Go to **Mail**.



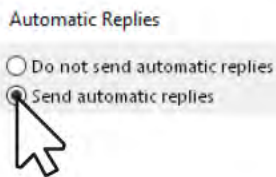
2 Click **File**.



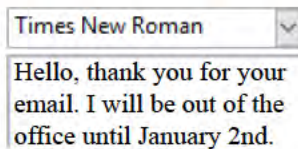
3 Click **Automatic Replies**.



4 Click this option.



5 Type your message, and then click **OK**.



You're
done!

NOTE Not all email accounts allow you to set automatic replies. See <https://aka.ms/alternativeAutoReply> for workarounds if this feature isn't available for you.

8. Turn a message into a meeting

Got an email thread that begs for setting up a meeting? Here's how to make that happen.

- 1 Open a message that needs to be turned into a meeting.



RE: Decision???

To Anne Gaines; Jeffery Groce; Julian Hargrave




I'm trying to think what we should do? Anne, what do you think? Option 2? Jeffery? Thoughts? I'm torn. Julian? Your opinions? I'm thinking there are pros and cons for each...

- 2 Press these keys:



- 3 The message turns into a meeting invitation with attendees. Set your **Location**, the **Start time**, and **End time**. Click **Send** and your meeting is all set up.

i You haven't sent this meeting invitation yet.

 Send	From	robinpruitt@contoso.com		
	To...	<u>Anne Gaines; Jeffery Groce; Julian Hargrave</u>		
	Subject	We need to make a decision		
	Location	Conference Room 1000		
	Start time	Mon 6/13/2016 	12:00 PM	▼
	End time	Mon 6/13/2016 	12:30 PM	▼

9. Jump around Outlook with ease

Sometimes you need to be in your calendar, and then quickly switch back to mail. Here are some shortcut keys that can help you do that.

Ctrl + 1



...takes you to **Mail**.

Ctrl + 2



...takes you to **Calendar**.

Ctrl + 3



...takes you to **People**.

Ctrl + 4



...takes you to **Tasks**.

10. Add a personal signature to messages

Signatures can be fancy, or very plain. Regardless of your style, here's how to create one:

- 1 Create a new message.



- 2 Click **Signature**.



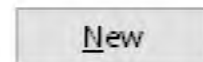
- 3 Click **Signatures...**



- 4 On the right, choose an email account.



- 5 On the left, click **New**.



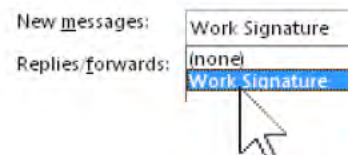
- 6 Type a name for the signature.

Work Signature

- 7 Make the signature.

Robin Pruitt
General Manager
Contoso, Ltd.

- 8 Under **New message**, select your signature.



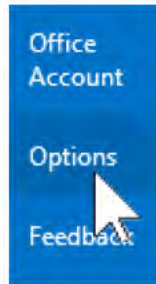
11. Change the Outlook colors

When you first install Outlook, it may appear too bright for you. If you want different parts of the Outlook interface to stand out, here's how to pick a different color theme.

1 Click **File**.



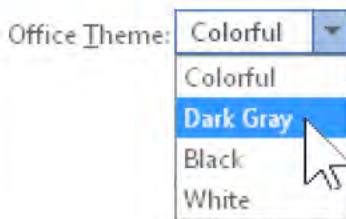
2 Click **Options**.



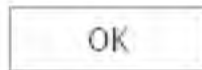
3 On the right, look for **Office Theme**.

Office Theme: Colorful ▼

4 Select another theme.



5 Click **OK**.



You're
done!

This works across all of your Office apps. Please note that if you change your Office Theme, it will change all of your Office app colors — from Outlook, to Word, to Excel, and so on.

12. Find your *Outlook on the web* address

Your company might provide you with *Outlook on the web*. That's a way to check your work email when you're not at your desk. Here's how to find the web address for it.

1 Click **File**.



2 Click **Info**, and if your company has Outlook on the web, it will appear there.

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.

<https://outlook.office365.com/owa/...>

3 Click the link to check it out.

<https://outlook.office365.com/c>



4 Sign in to see what it looks like.

Work or school account

☐ Keep me signed in

You're
done!

Thanks for reading!

Did this eBook help you? We'd love to know what you think.



Leave us feedback:

at <http://aka.ms/outlooktips-ebook>



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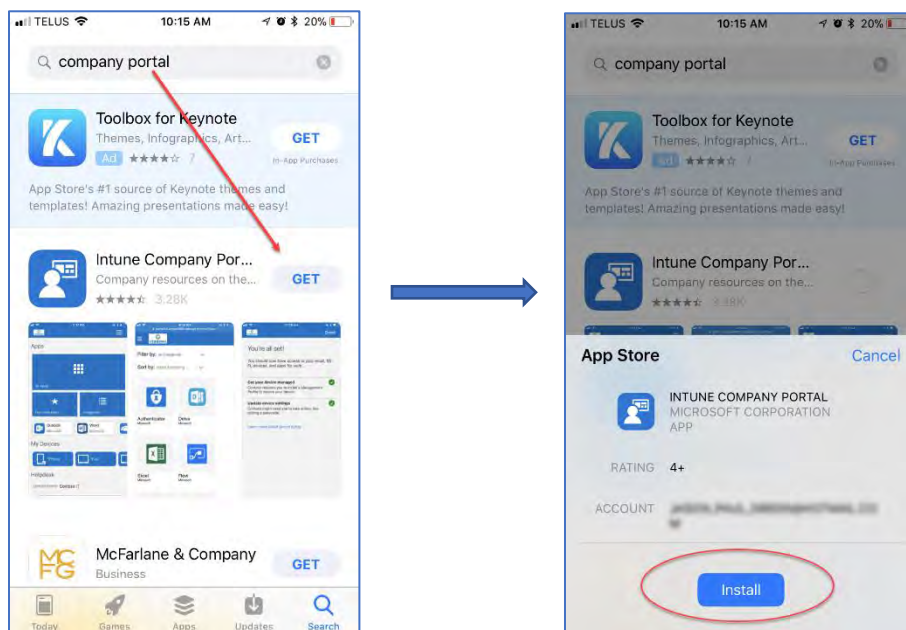
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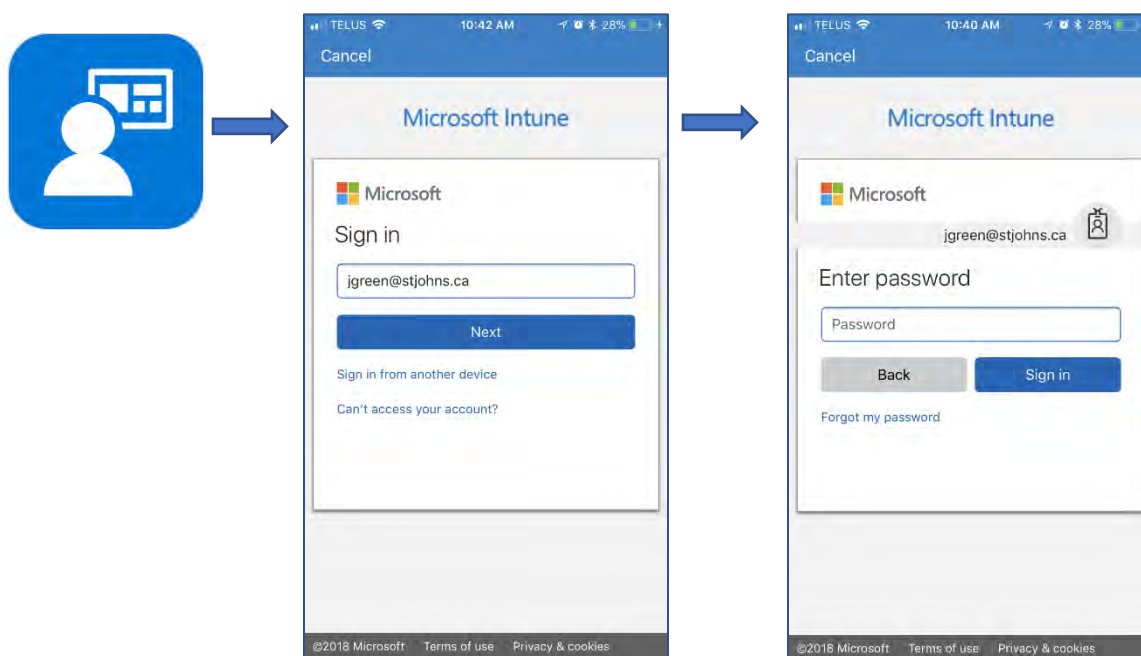
Migrating your iPhone and or iPad to Outlook

As part of the Office 365 and Outlook Migration Project, you will need to enroll your iPhone and/or iPad with a new Mobile Device Management system (MDM). Please complete the following steps on your iDevice(s) to complete the enrollment.

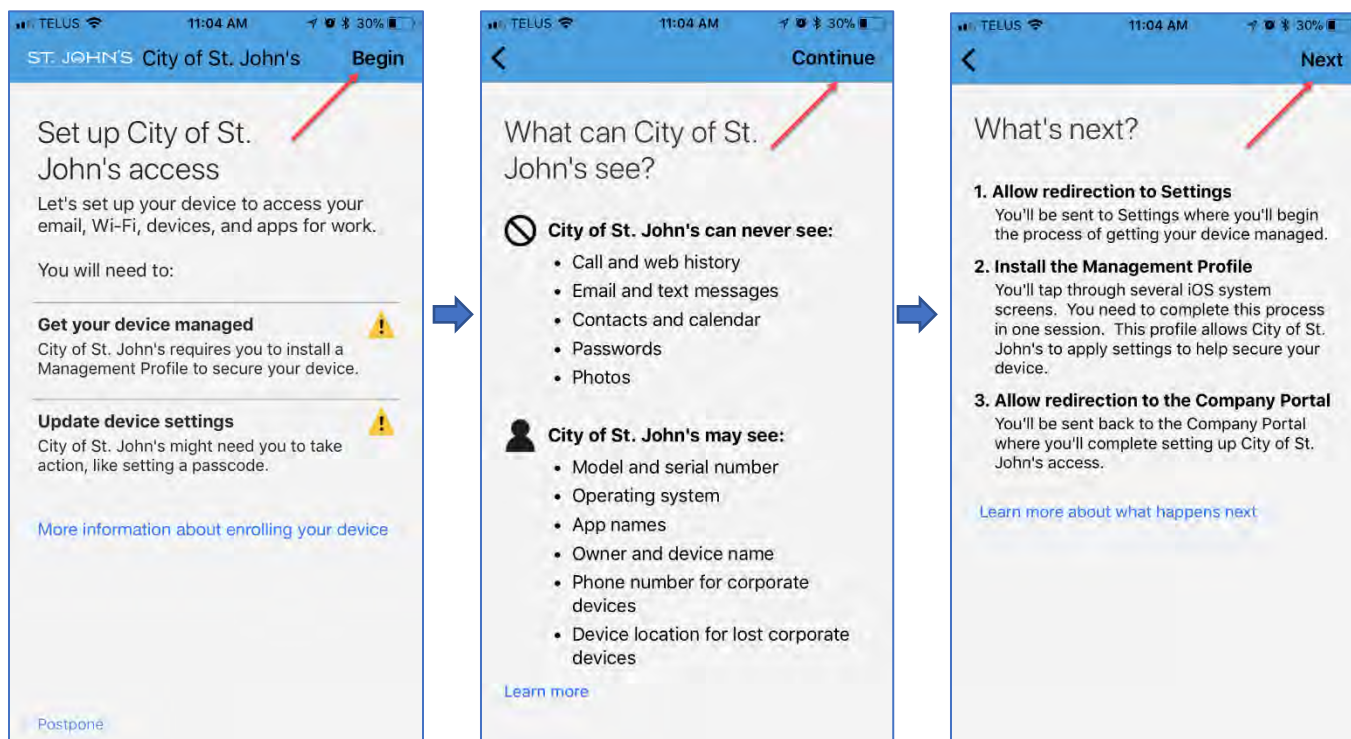
1. If you do not already have the “Company Portal” app installed, please install it by going to the App Store and search for “Company Portal”, then tap the “Get” button next to “Intune Company Portal” and select install.



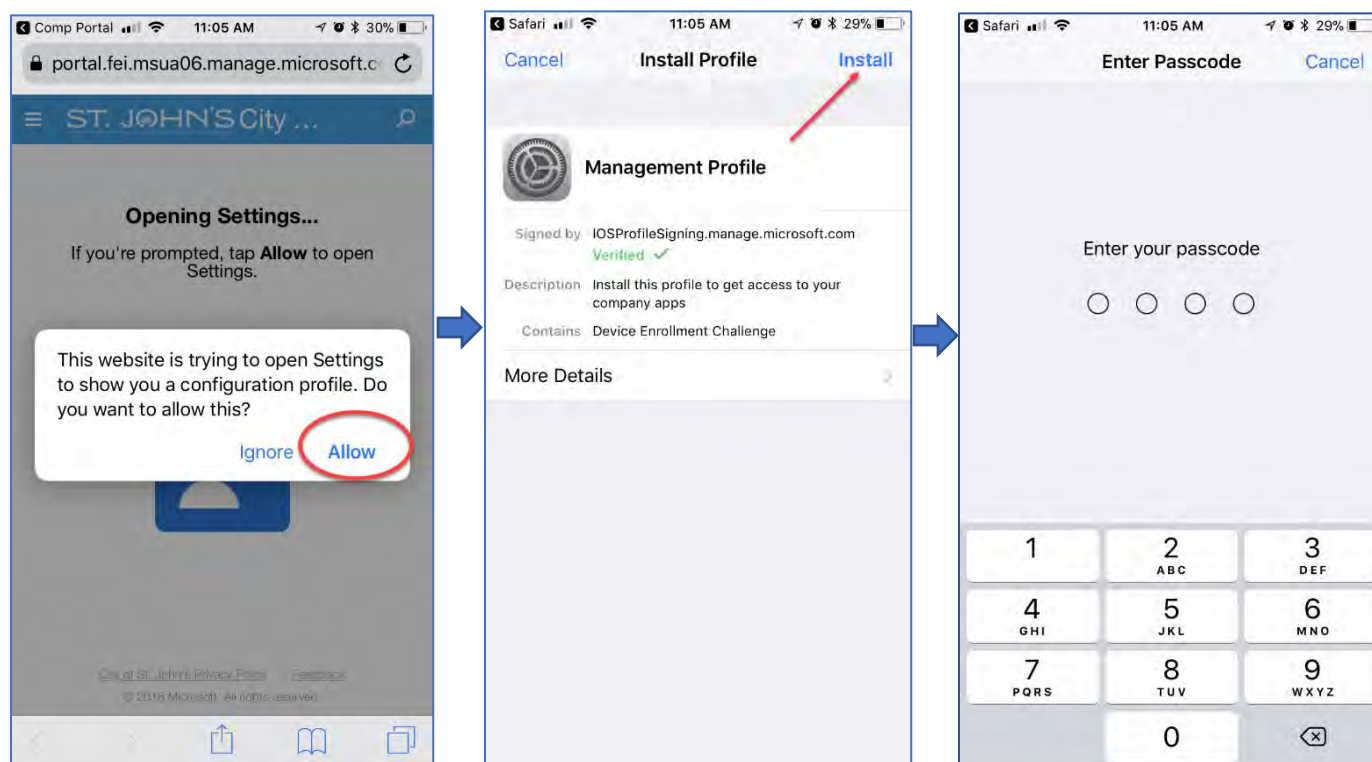
2. Locate the App on your device and tap on it to open. Sign in with your full city email address (ex: igreen@stjohns.ca), tap “Next”, enter your Windows password and tap “Sign in”



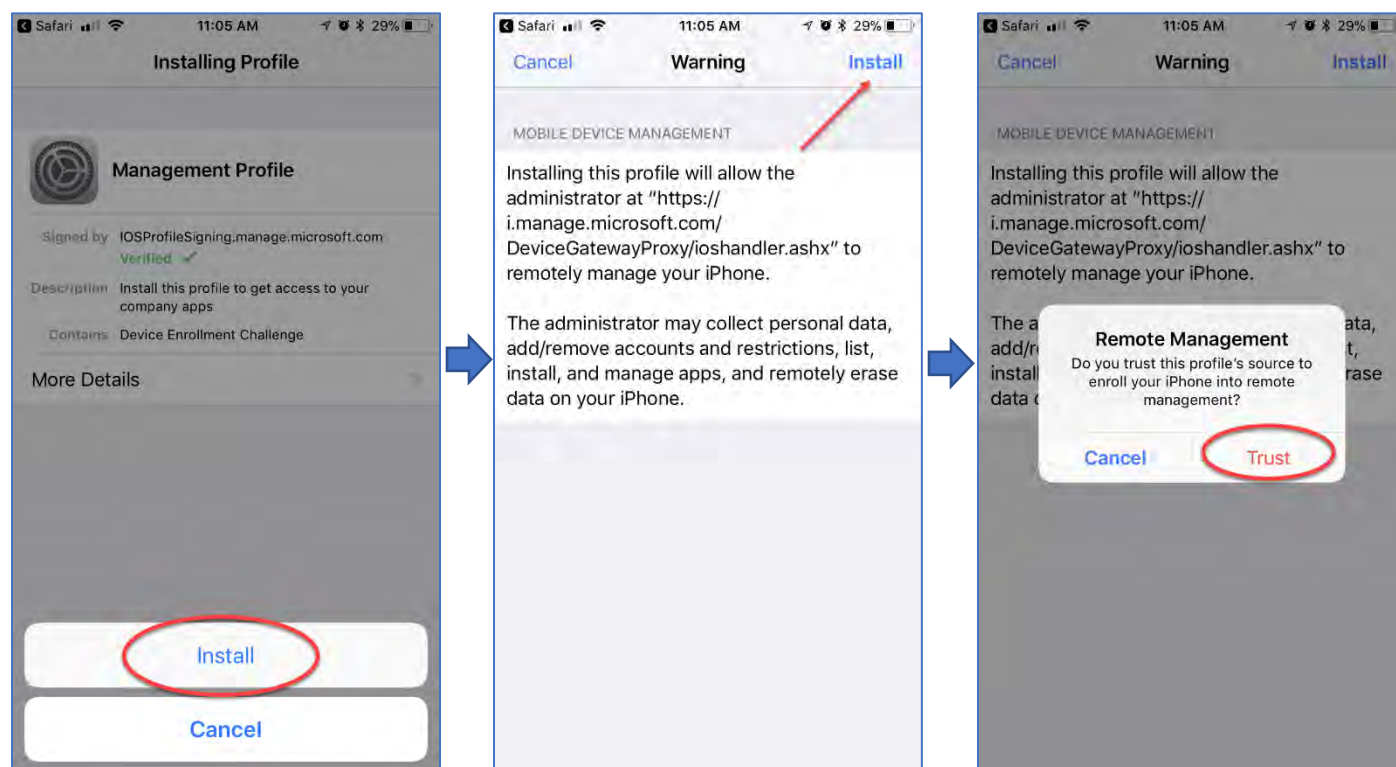
3. Tap "Begin" in the top righthand corner, then "Continue", then "Next":



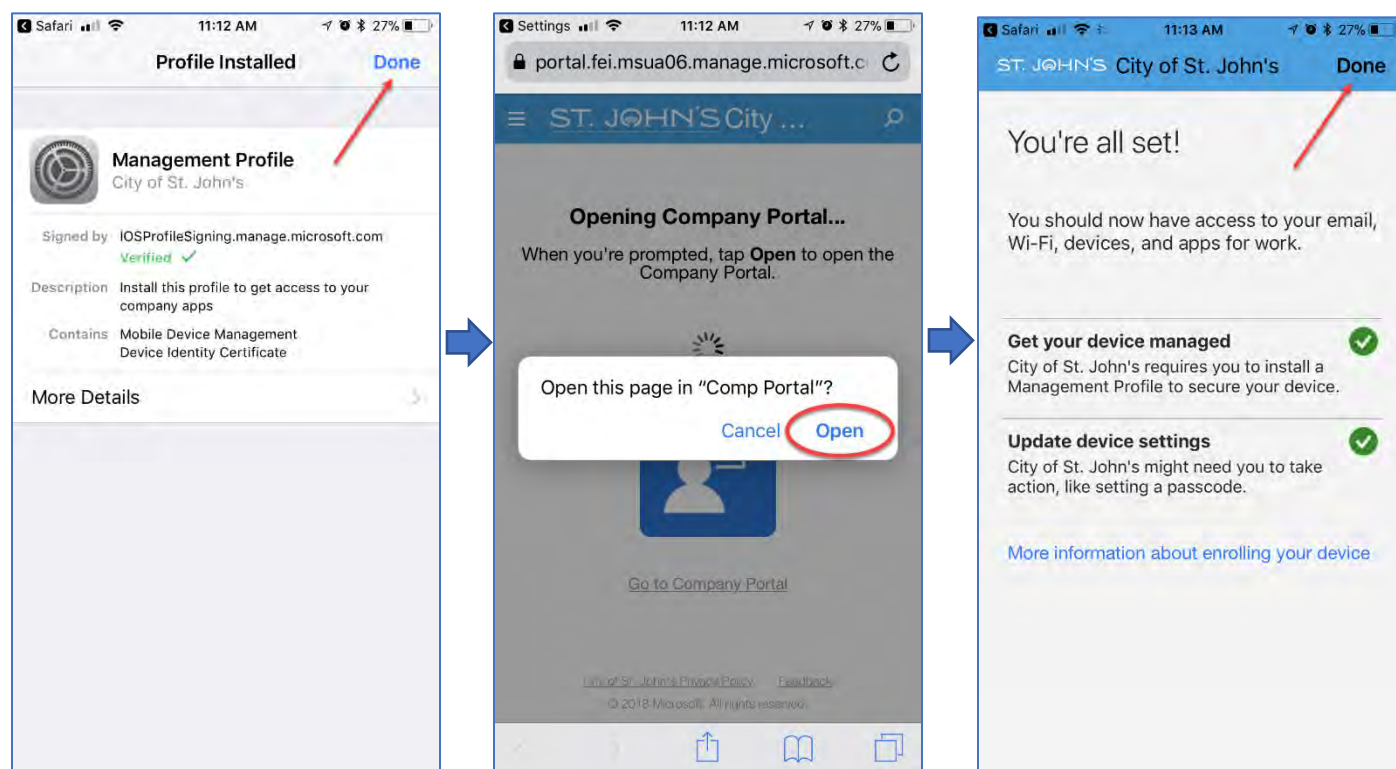
4. Tap "Allow", then "Install" and enter your Passcode for your device.



5. You will be prompted to install the Management Profile. Tap “Install”, “Install” and then “Trust”



6. When prompted, Tap “Done”, “Open” and “Done”.

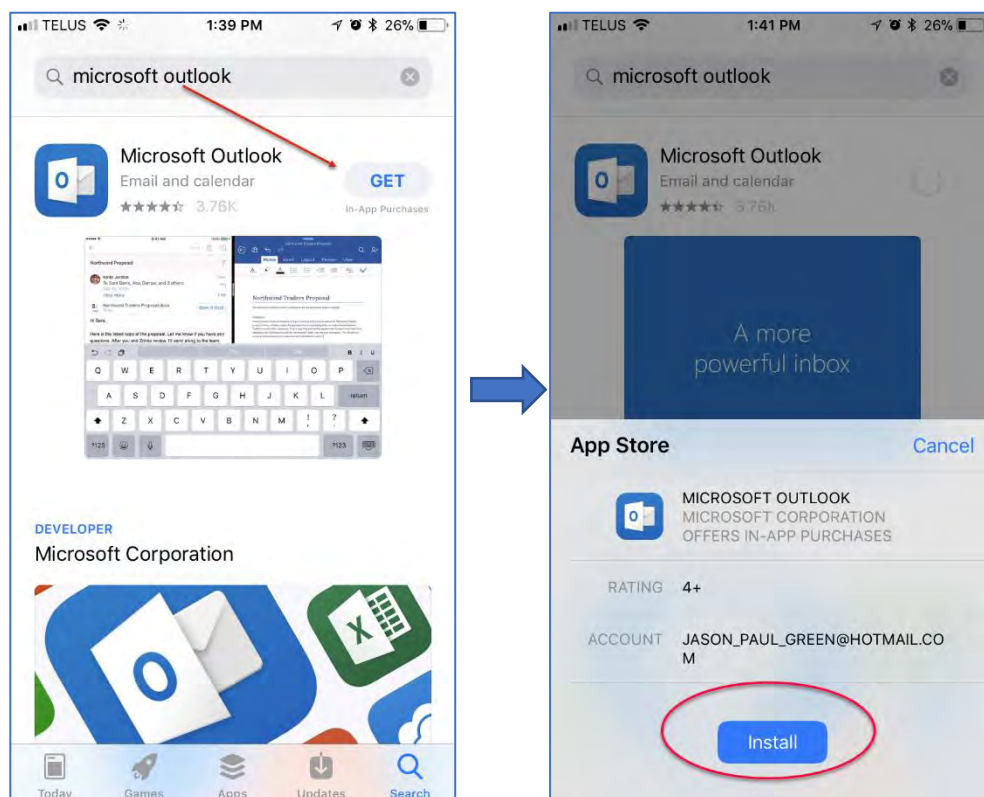


Your device is now enrolled. The instructions on the following pages are to get your new Outlook Email!

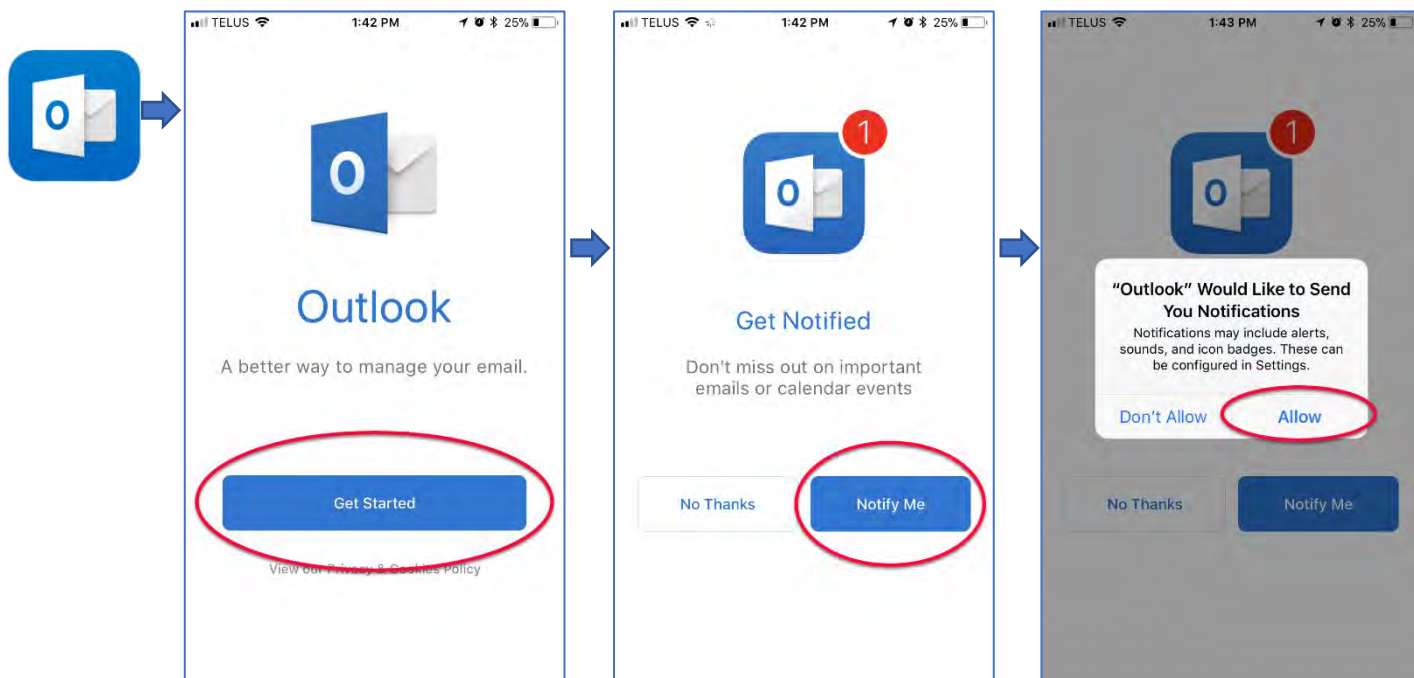
Accessing your new Outlook Email

1. If you do not already have the "Outlook" app installed, please install it by going to the App Store and search for "Microsoft Outlook" then tap the "Get" button next "Microsoft Outlook" and select install.

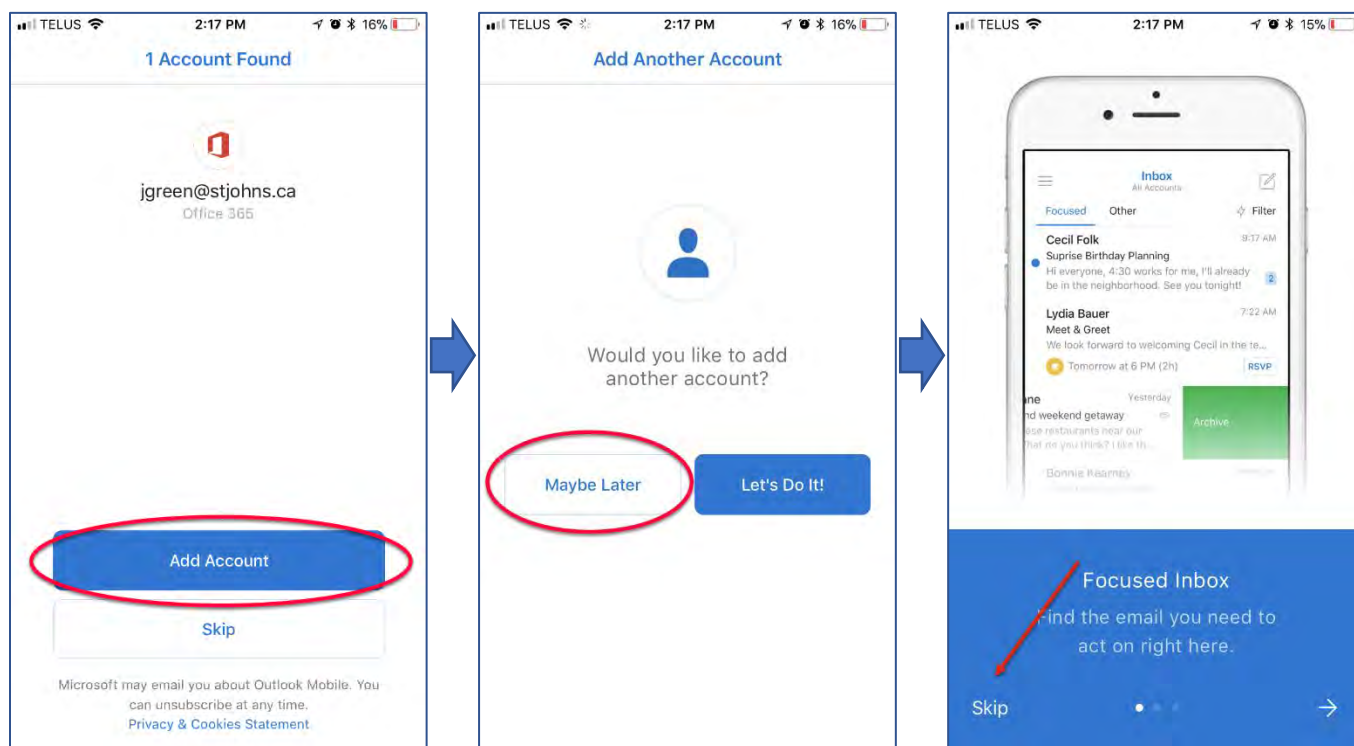
***See page 7 if you already have the Outlook app installed**



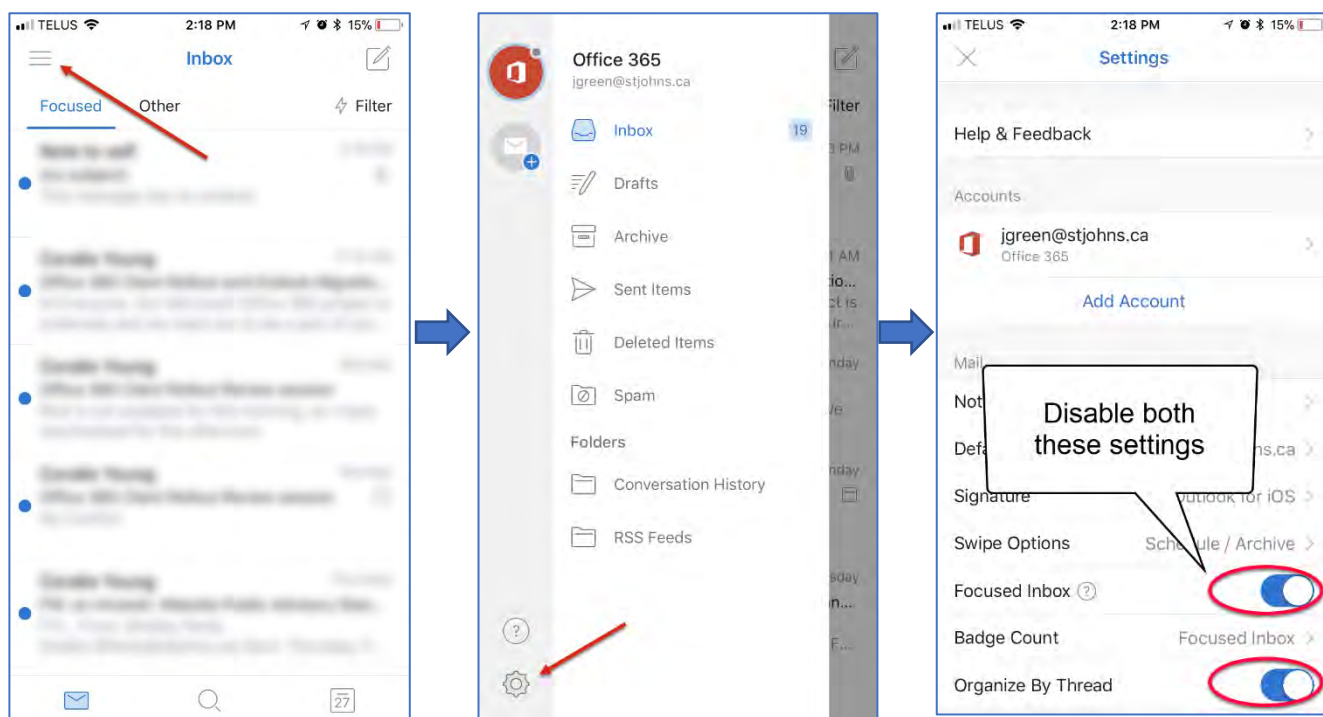
2. Locate the App on your device and tap on it to open. Tap "Get Started", "Notify Me" and then "Allow"



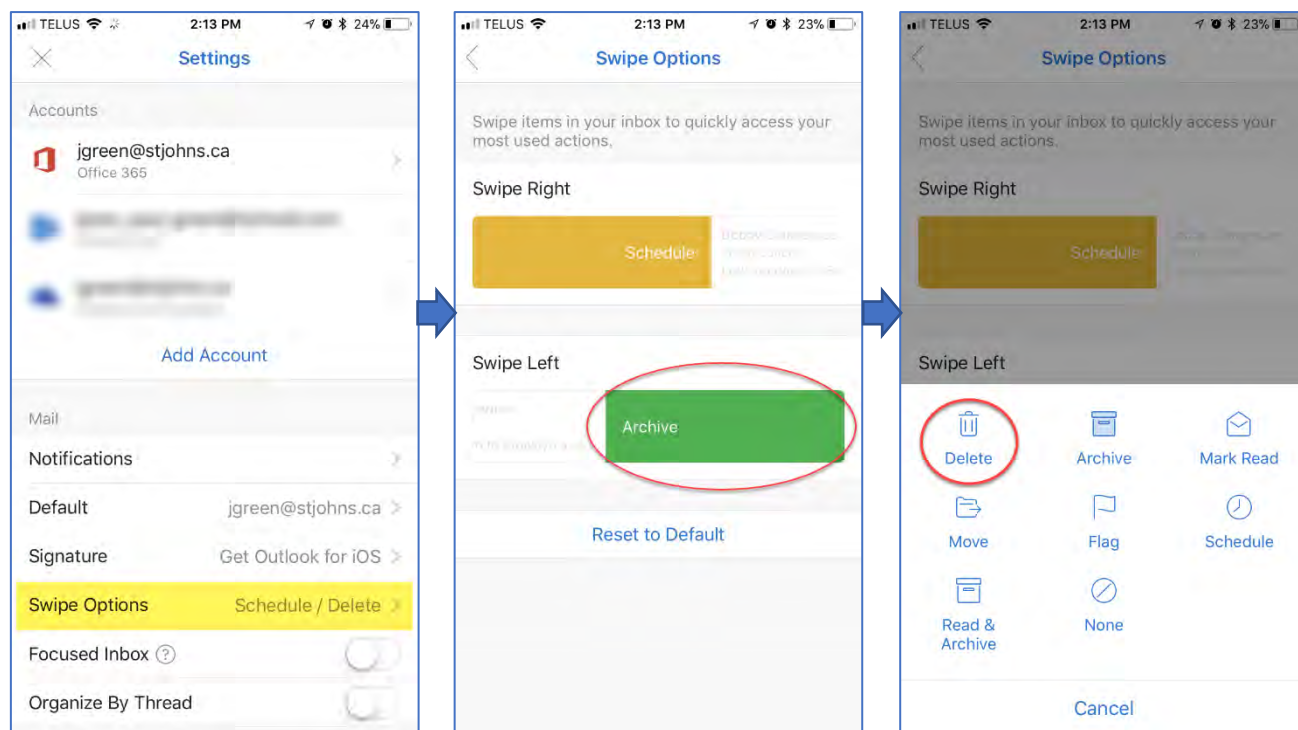
3. The Outlook app should find your city email account. Tap on “Add Account”, “Maybe Later” and then “Skip”



4. Your email should now be visible on your device however there are couple of **settings** that we recommend you disable to remove the possibility of inadvertently missing perhaps important emails. Select the Menu option in the top left corner of your Outlook app, then select the gauge wheel bottom left, and then **DISABLE both “Focused Inbox” and “Organize by Thread”**

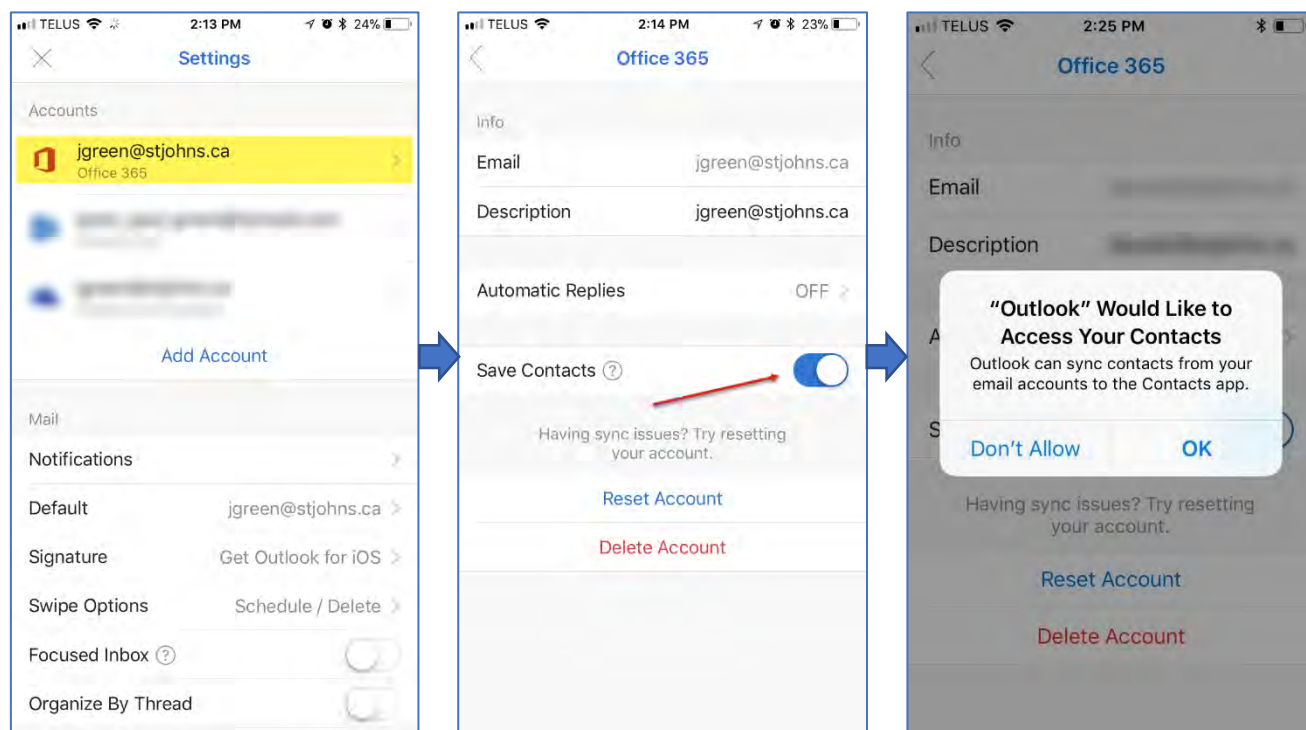


5. While still in the Settings menu, select “Swipe Options”, tap “Archive” and choose the “Delete” icon.



6. Lastly, while still in the Settings menu, select your Office 365 account, toggle on “Save Contacts” and “Ok”

- **You may be prompted to turn on iCloud contacts. This is ok to do.**
- **The contacts app is VIEW ONLY. To add or edit contacts, you must use the Outlook app.**

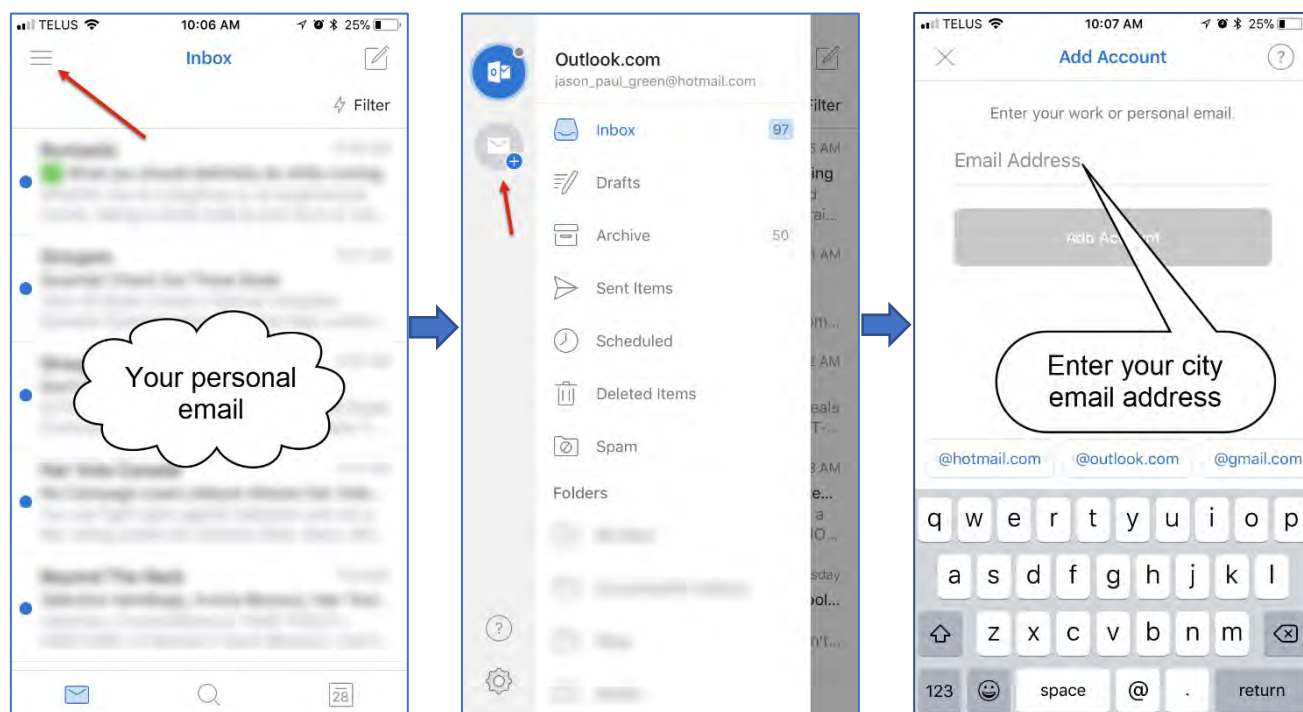


You're all set!

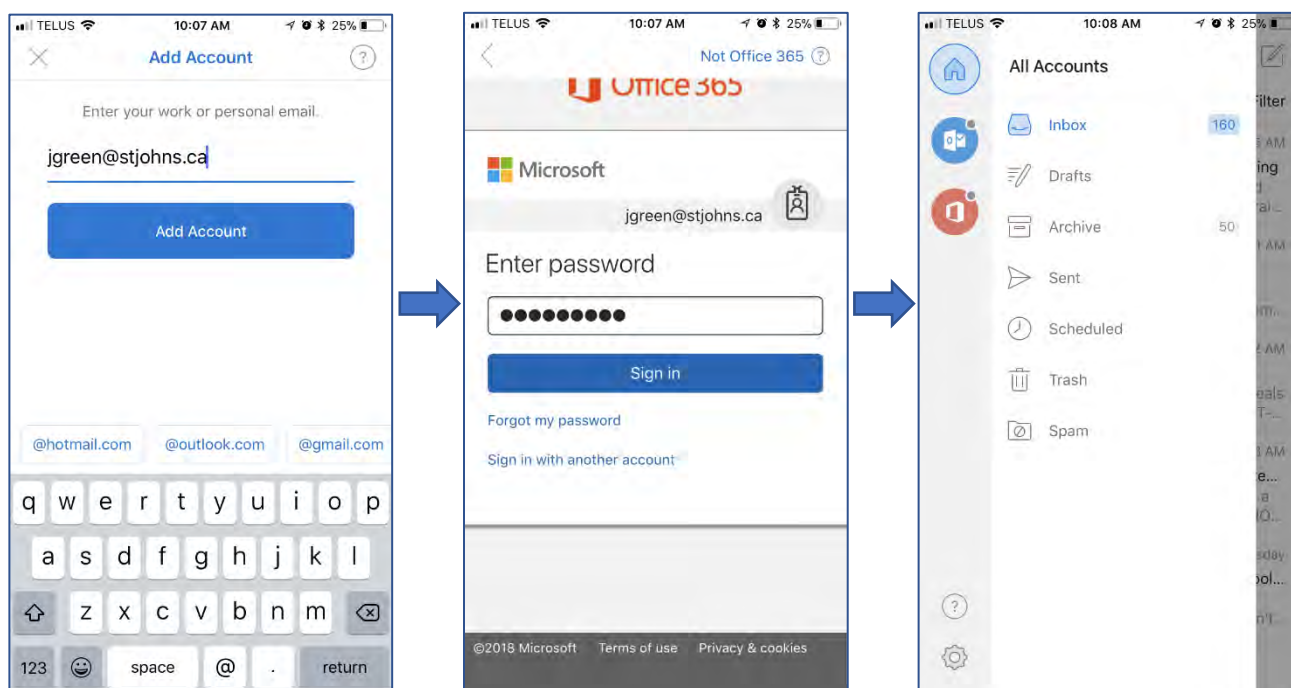
Adding your City Email to your already existing Outlook App

This section is for individuals who have outlook on their device(s) already for their personal email (@hotmail.com and @outlook.com.)

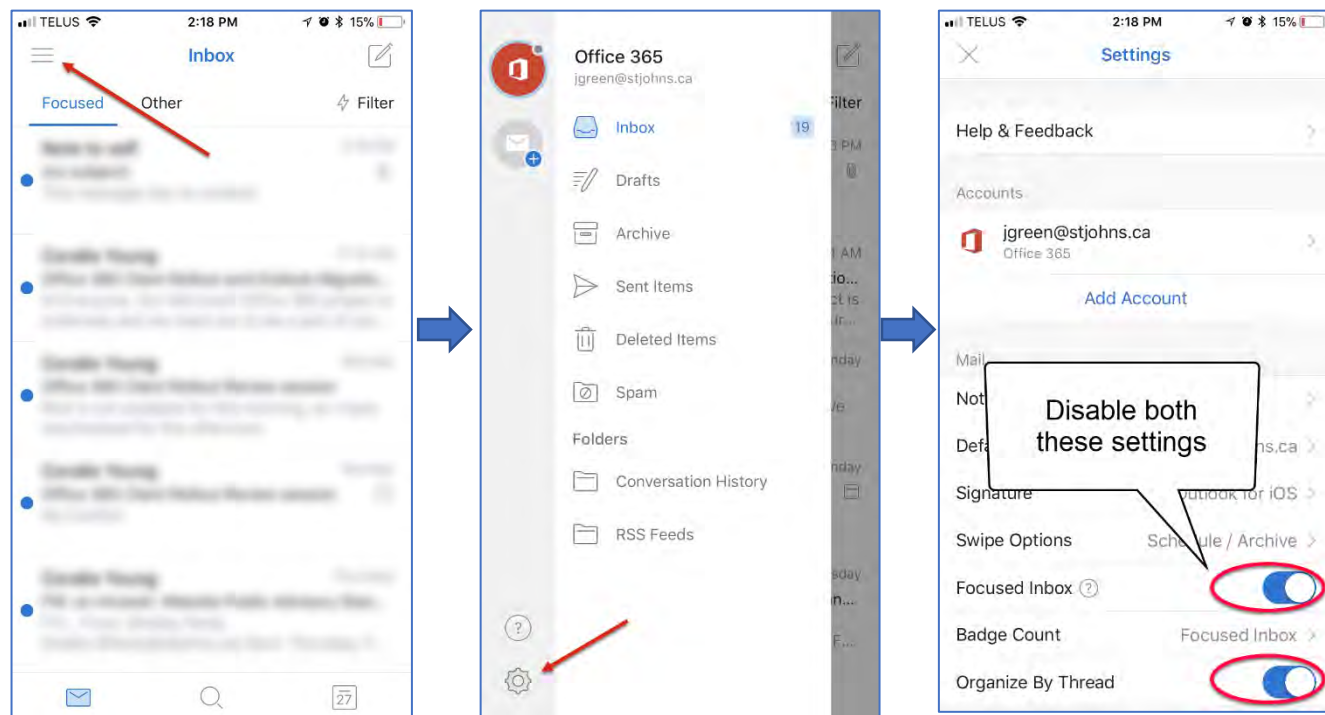
1. Tap the Menu in the top left-hand corner of your screen, then tap the add email icon and then type your city email address.



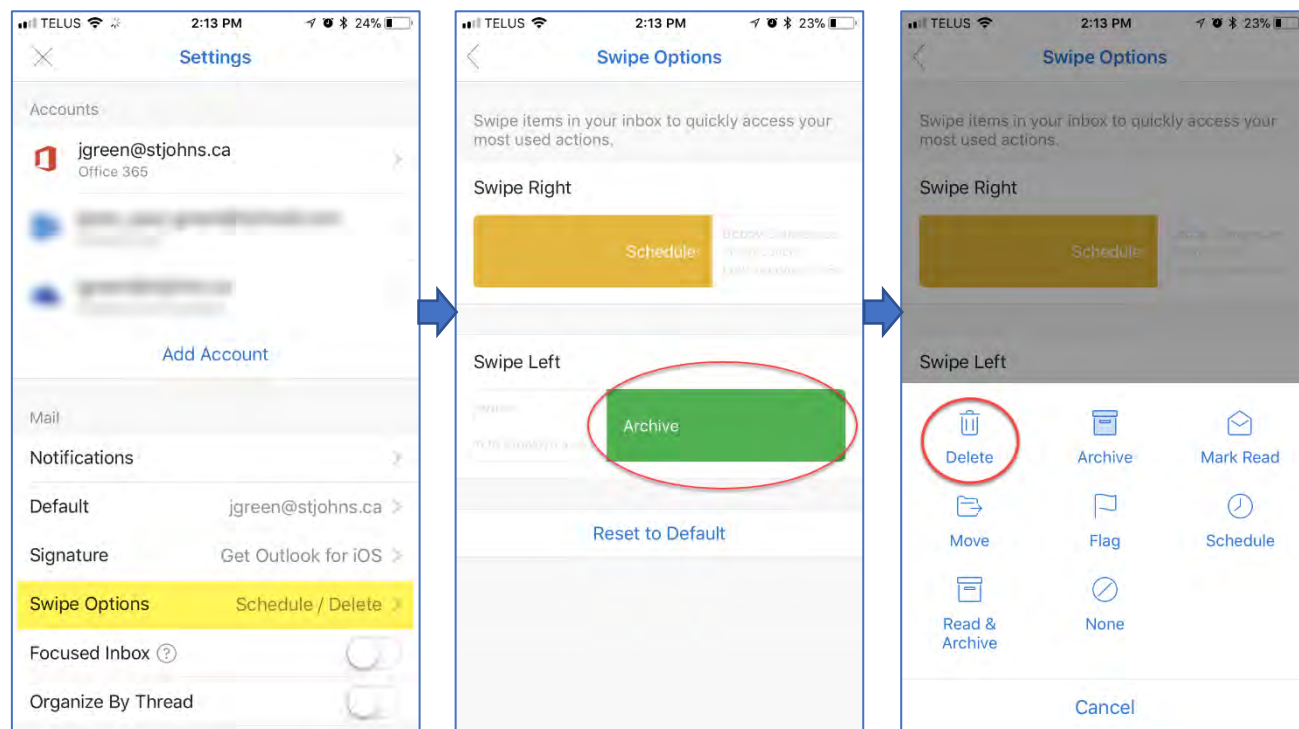
2. Tap "Add Account", enter you Windows password and tap "Sign in". You're all Set! See page next page for disabling "Focused Inbox" and "Organize by Thread."



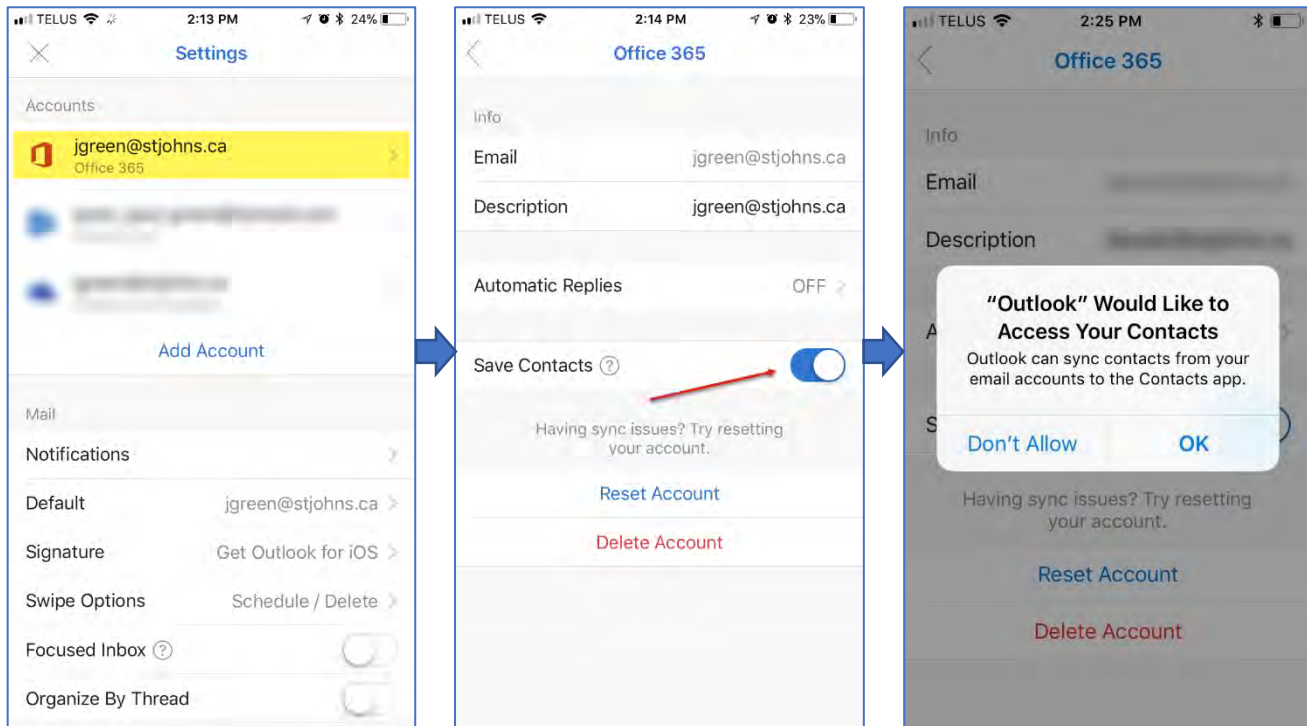
3. There are couple of setting that we recommend you disable to remove the possibility of inadvertently missing perhaps important emails. Select the Menu option in the top left corner of your Outlook app, then select the gauge wheel bottom left, and then **DISABLE** both “**Focused Inbox**” and “**Organize by Thread**”



4. While still in the Settings menu, select “Swipe Options”, tap “Archive” and choose the “Delete” icon.



5. Lastly, while still in the Settings menu, select your Office 365 account, toggle on “Save Contacts” and “Ok”
- **You may be prompted to turn on iCloud contacts. This is ok to do.**
 - **The contacts app is VIEW ONLY. To add or edit contacts, you must use the Outlook app.**



You're all set!