Using MS Office 365 for New Jersey Area 44 General Service

Bruce R.

Computer & Technology Committee

AA Northern New Jersey Area 44

Presentation Objectives

➢ Describe use of MS Office 365 at NJ Area 44 for:

  ✓ Emails and Calendar Events

  ✓ Document Storing and Sharing

  ✓ Role-based IDs

➢ Show how MS Office 365 at NJ Area 44 aligns with AA Traditions

➢ Discuss challenges with using MS Office 365 for NJ AA service members

Usage of MS Office 365 at Northern NJ AA Area 44

- Office 365 implemented January 2019 for Area 44
- Intended for:
  - Area 44 Officers
  - 7 Standing Committees
  - 13 Special Committees
  - 35 Districts
  - GSRs from >1100 area groups
- 600+ IDs assigned
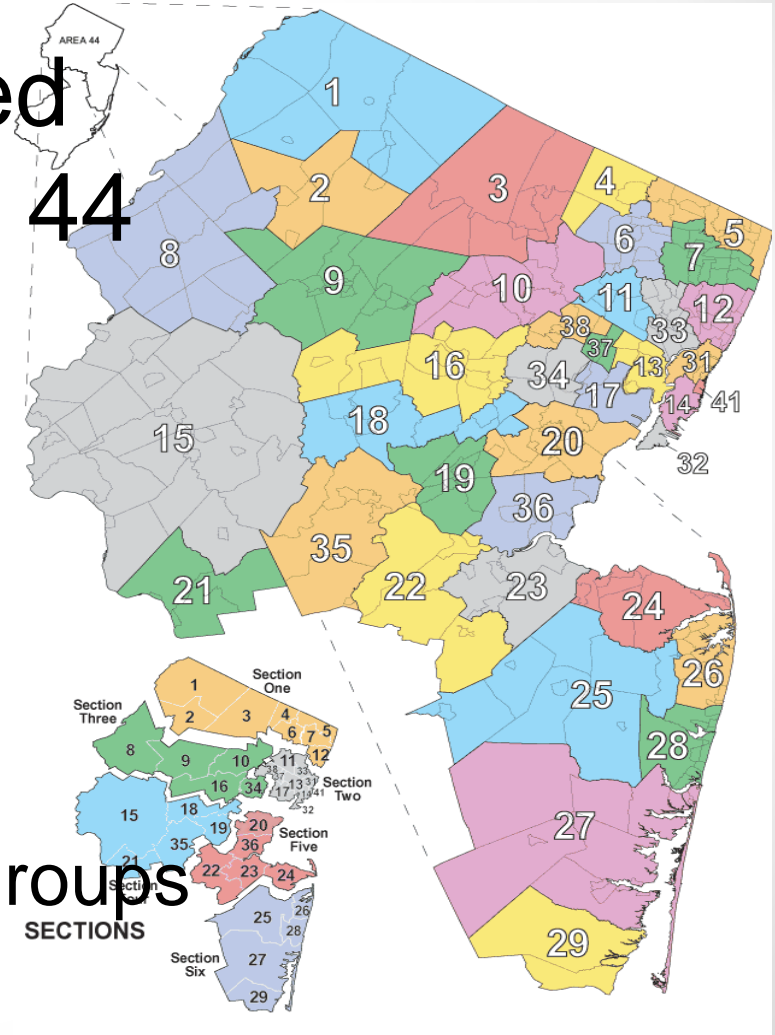
Primary Uses of MS Office 365 at NJ AA Area 44

- **Outlook** for email and calendar events
- **SharePoint** for document storage and sharing
- **Teams** for video conferencing and collaboration
- **Office Apps** for creating and editing documents

Collectively called *Share44*

Share44 Welcome Page

Benefits for Using Outlook at NJ Area 44

- Role-based IDs instead of personal email accounts to maintain anonymity

- AA service members based on display name rather than name (e.g. Area Chair vs Joe S)

- Push calendar events for committee and district events, with online meeting links

- Send emails to all *Share44* users or to specific committees or districts by use of distribution lists and email directory

- Emails retained after rotation

Benefits for Using SharePoint at NJ Area 44

- Documents stored on SharePoint servers instead of personal devices

- IDs assigned to security groups for access rights to document subsites

- Documents can be shared to specific groups or with all *Share44* users

- Files and information maintained after rotation

- Online forms (e.g., Assembly registration)

Share44 and the AA Traditions
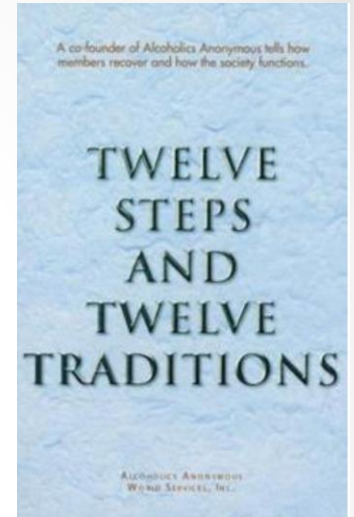
- How MS Office 365 is used in accordance with:

  o **Tradition 5**: Carrying the message

  o **Tradition 6:** Never endorsing an outside enterprise

  o **Tradition 7:** Declining outside contributions

  o **Tradition 12**: Maintaining personal anonymity

Share44 and Tradition 5

Carry the message to the alcoholic who still suffers

- **Share44** is used to help Area 44 service members carry the message
- Tools to help service members carry the message include:
  - Email communication and calendar events
  - Document storage and sharing for flyers, minutes, budgets, and guidelines
  - Video conferencing and collaboration
  - IDs for Bridging the Gap

Share44 and Tradition 6

Never endorse or lend the AA name to any outside enterprise

- *Share44* domain changed from OnMicrosoft.com to NJArea44.Org

- System is named *Share44* instead of MS Office 365

- External links provided only to AA sites

- AA uses several technology tools such as Microsoft, Google, Facebook, and Zoom without implying endorsements

Share44 and Tradition 7

Fully self-supporting, declining outside contributions

- Area 44 RUS Corporation is a non-profit 501(c)(3) organization

- MS Office 365 Enterprise E1 Plan is provided free to non-profit organizations
  - Must provide IRS non-profit documents
  - Must renew license annually
  - At least 85% of assigned IDs must use the system within the past 90 days

September 18, 2022

Share44 and Tradition 12

Anonymity is the spiritual foundation of all Traditions

- ***Share44*** does not include any Personal Identifiable Information (PII) in user profiles

- Role-based IDs used instead of personal email IDs to maintain anonymity

- Confidential account file with names and personal contact information is accessible only to C&T committee members

- Automatic email forwarding to personal email accounts is blocked

- Emails sent with ***Share44*** IDs used to contact corrections and treatment prospective AA members

Challenges With *Share44*

- Users:
  - Want to use their personal email accounts
  - Cannot remember their IDs and passwords
  - Do not like Teams compared to Zoom
  - Do not read help documents sent with IDs
  - Not familiar with shared document systems
  - Email cleanup following rotation
- Service members have multiple service roles, which complicates role-based IDs/display names
- Training and support take resources and time
- Microsoft requires 85% usage for past 90 days

Share44 Usage by Area 44 Service Members

Group	#IDs	%Active
Area Officers and Delegates	10	100%
Area Standing and Special Committee Chairs/Co-Chairs	44	64%
Area Standing and Special Committee Members	113	36%
District DCM/Alt-DCMs	60	65%
GSRs/Alt-GSRs	275	35%
Others (e.g., Interested AAs, Liaisons, Past Delegates, other district members)	112	39%
Total Users	**622**	**42%**

September 18, 2022

Summary: Benefits of *Share44* for NJ Area 44

- Role-based IDs and email directory for ease of use and to maintain anonymity

- Shared mailboxes and distribution lists for emails to districts, committees, and BTG

- Calendar for events with online meeting links

- Documents centrally stored and shared

- IDs used for external accounts such as Zoom and QuickBooks for continuity after rotation

Summary: *Share44* and the AA Traditions

- **Tradition 5:** Used to help NJ AA service members carry the message

- **Tradition 6:** Use NJArea44.Org domain to avoid endorsement of MS

- **Tradition 7**: Self-supporting with a free subscription for non-profits

- **Tradition 12**: Maintains anonymity without using personal identifiable data

Summary: Challenges of *Share44* for NJ Area 44

- User commitment for using and learning **Share44**

- Significant committee effort needed for training, support, and maintenance

- Multiple service roles do not fit well with role-based IDs and role display names

Thank You for Listening

Questions?

Contact Information:
- ❑ Bruce R
- ❑ Area 44 Computer & Technology Committee
- ❑ NNJGS Area 44, 2325 Plainfield Ave, Suite 2J, South Plainfield, NJ 07080
- ❑ **Email**: computer@njarea44.org