



*#BleedGreen*

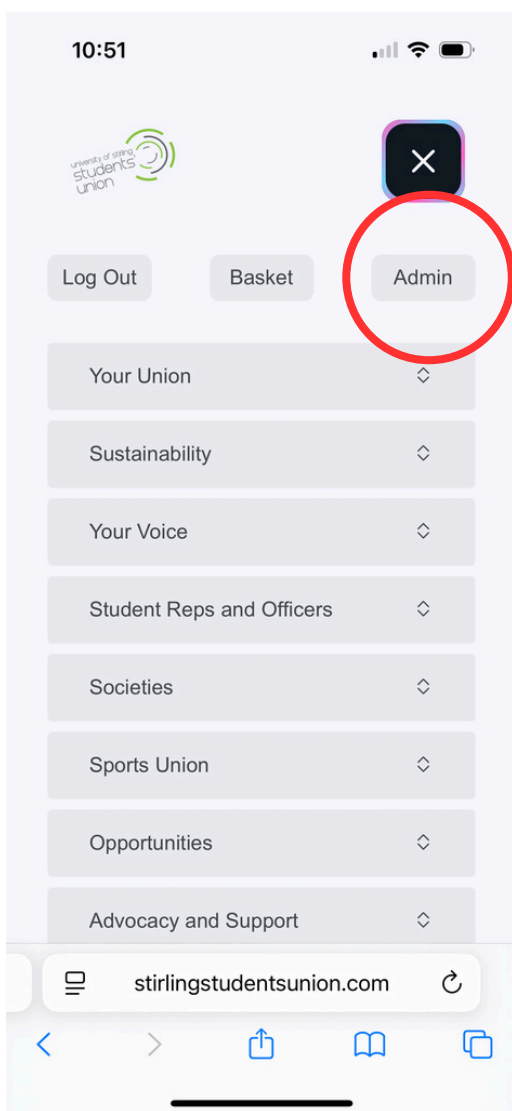
# SPORTS UNION CLUB EMAILS GUIDE



**In 2025/26 the Sports Union are delighted to introduce centralised Microsoft Office accounts for Club Committees to use.**

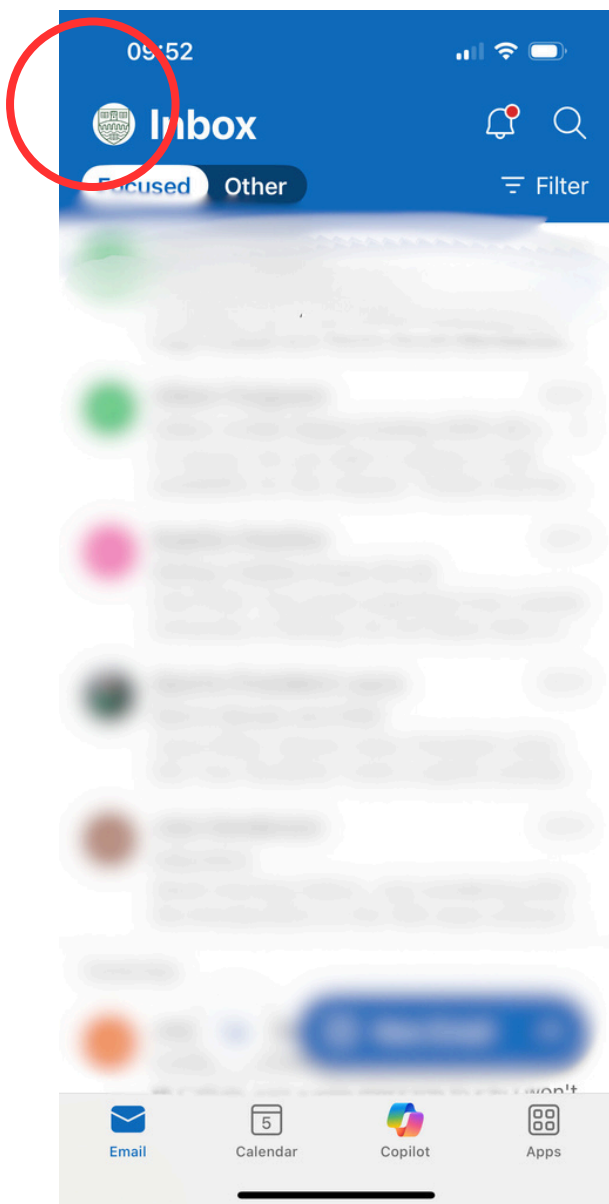
**This guide has been created to upskill members on how to access this, make the most of its functionalities and educate future role holders.**

# Updating Club Webpage



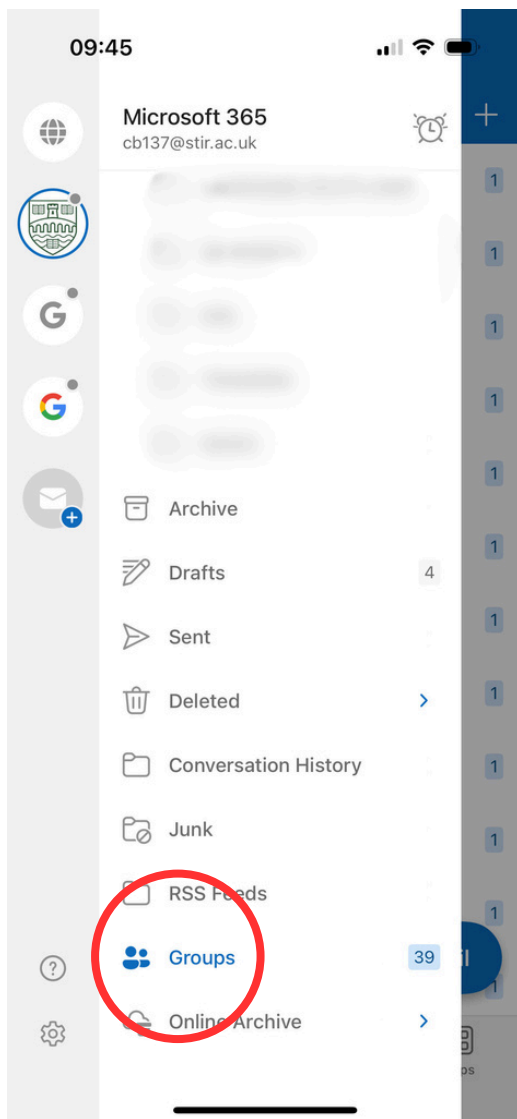
- Log in to Students' Union website
- Click "Admin"
- Click "X Club Admin Tools"
- Click "Edit Page"
- Update Email Address to your club email address

# Accessing Outlook Inbox



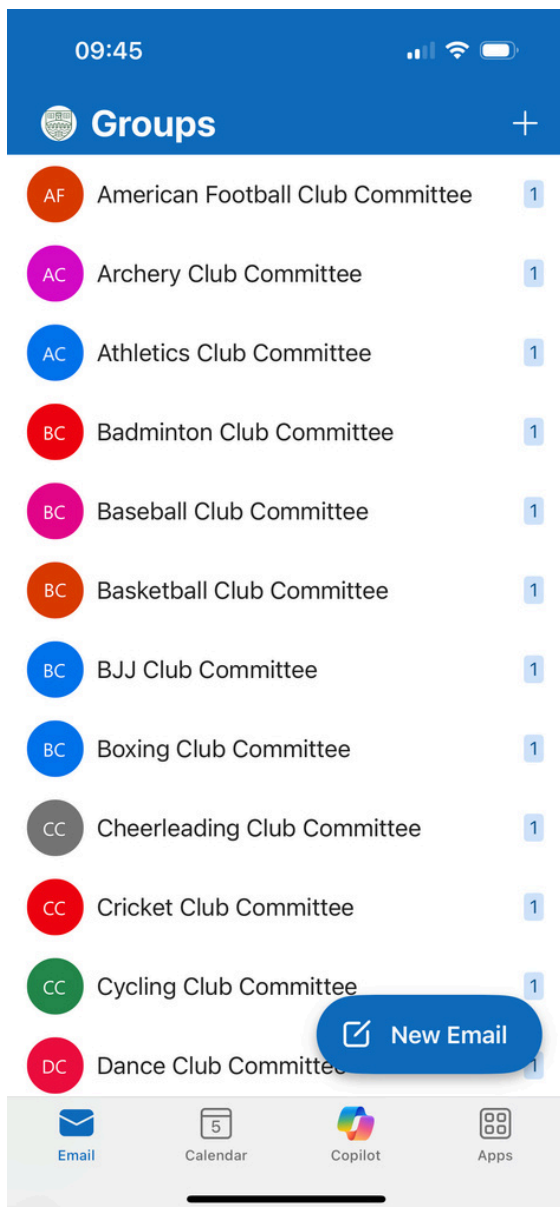
- Open Outlook
- Click icon in top left corner

# Accessing Outlook Inbox



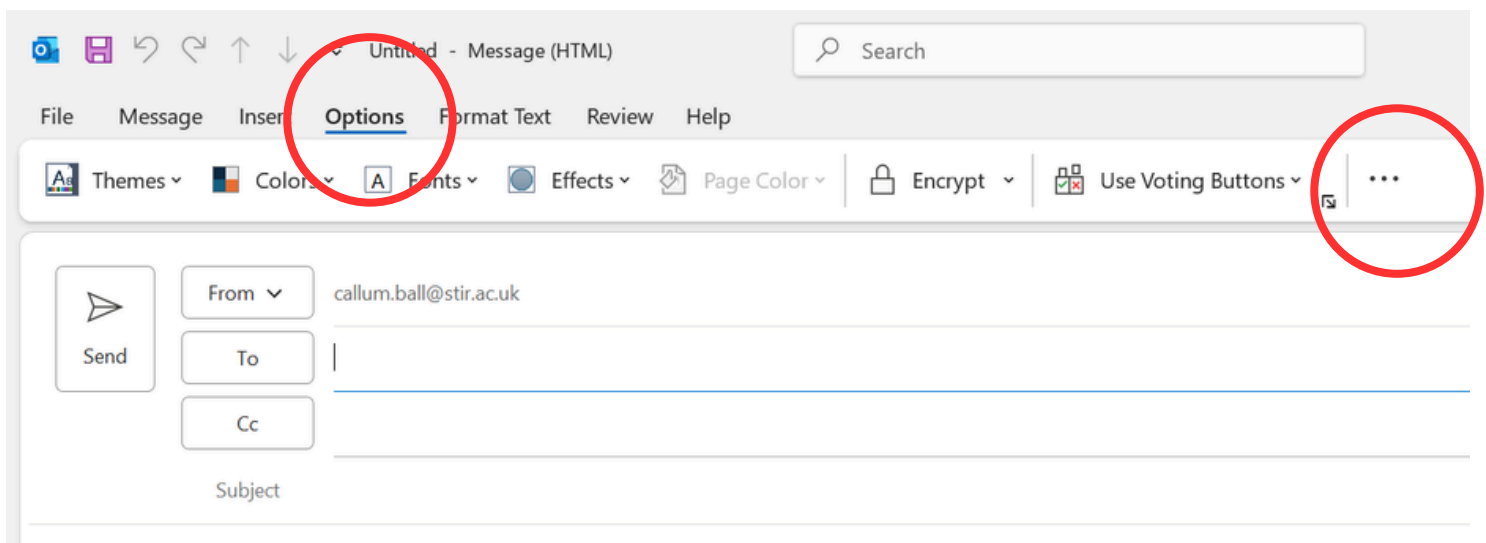
- Your Folder menu will open
- Scroll down to Groups
- Click “Groups”

# Accessing Outlook Inbox



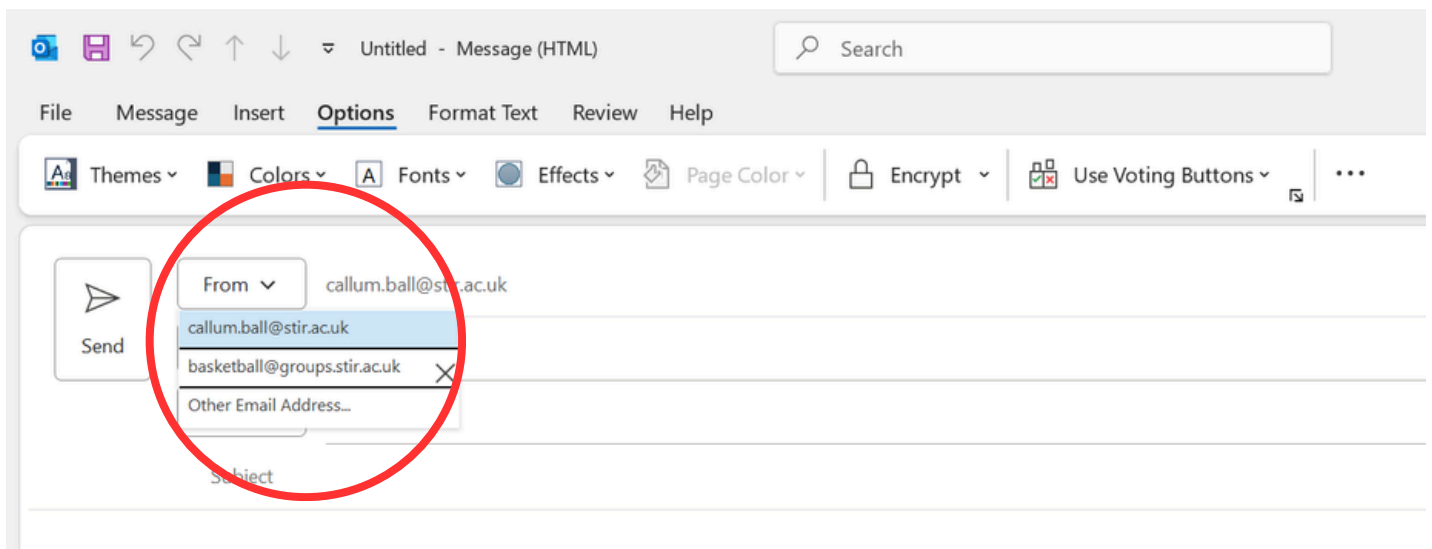
- Click on “X Club Committee”

# Sending emails from Club account - Step 1



- Click “New Email”
- Click “Options”
- Click “...”
- Select “Show Fields” and Click “From”
- Return to email

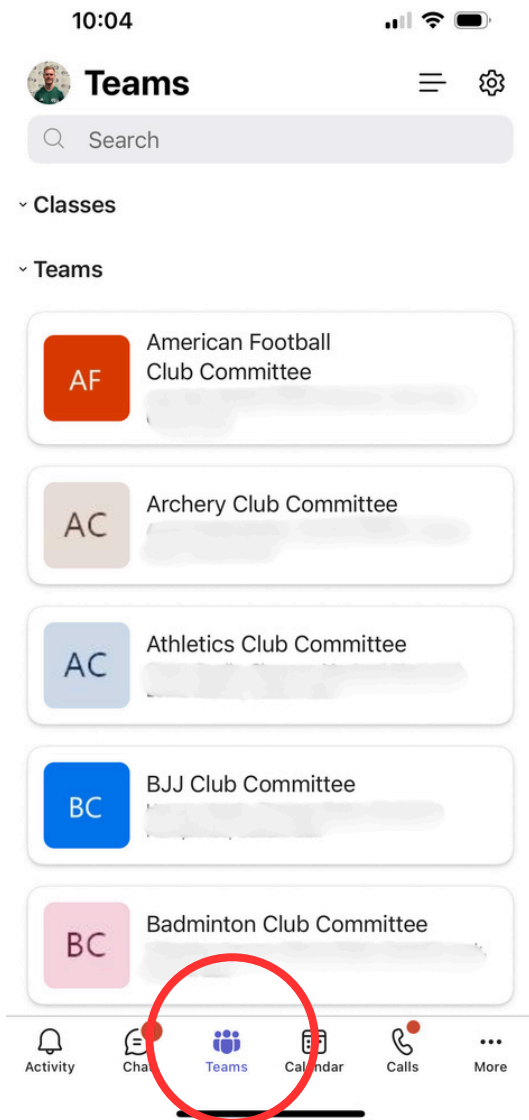
# Sending emails from Club account - Step 2



- Click “From” (dropdown box)
- Click “Other Email Address”
- Input Club email address
- Send a tester email
- Club Email Address will be retained as option for future emails

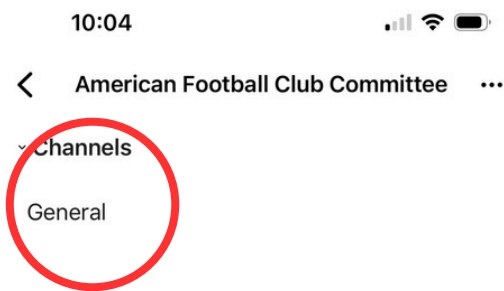


# Accessing Teams



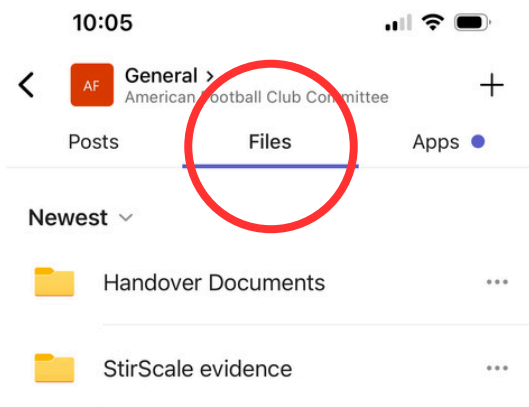
- Open MS Teams
- Click Teams button
- Navigate to your club

# Accessing Teams



- Click “General”

# Accessing Teams



- Click “Files”
- Create Handover Documents
- Create Stirscale Evidence



# Accessing Teams

**Share folders directly with recipient -  
this link is live meaning that  
anything you add subsequently will  
also be accessible**

# Other functions

## Microsoft Calendar

- Plan meetings, campaigns and events
- Accessible to all members if preferred

## Microsoft Project

- Assign tasks to committee members
- Track progress of projects

## Microsoft Contacts

- Maintain your network
- E.g sponsors, governing body, Active Schools

# OpsPal

- Head to [opspal.com](https://opspal.com). Click “Create an account”
- Username = Sports Union
- Last Name = Club Name
- Email = club’s [@groups.stir.ac.uk](mailto:@groups.stir.ac.uk)
- Password = secure and easy to pass on
- Organisation: University of Stirling
- If you encounter any issues, reach out to [sportoperations@stir.ac.uk](mailto:sportoperations@stir.ac.uk)