

# Hawaii Public Utilities Commission Instructions for SharePoint

Water Carriers Working Group Meeting #2

9/17/2020

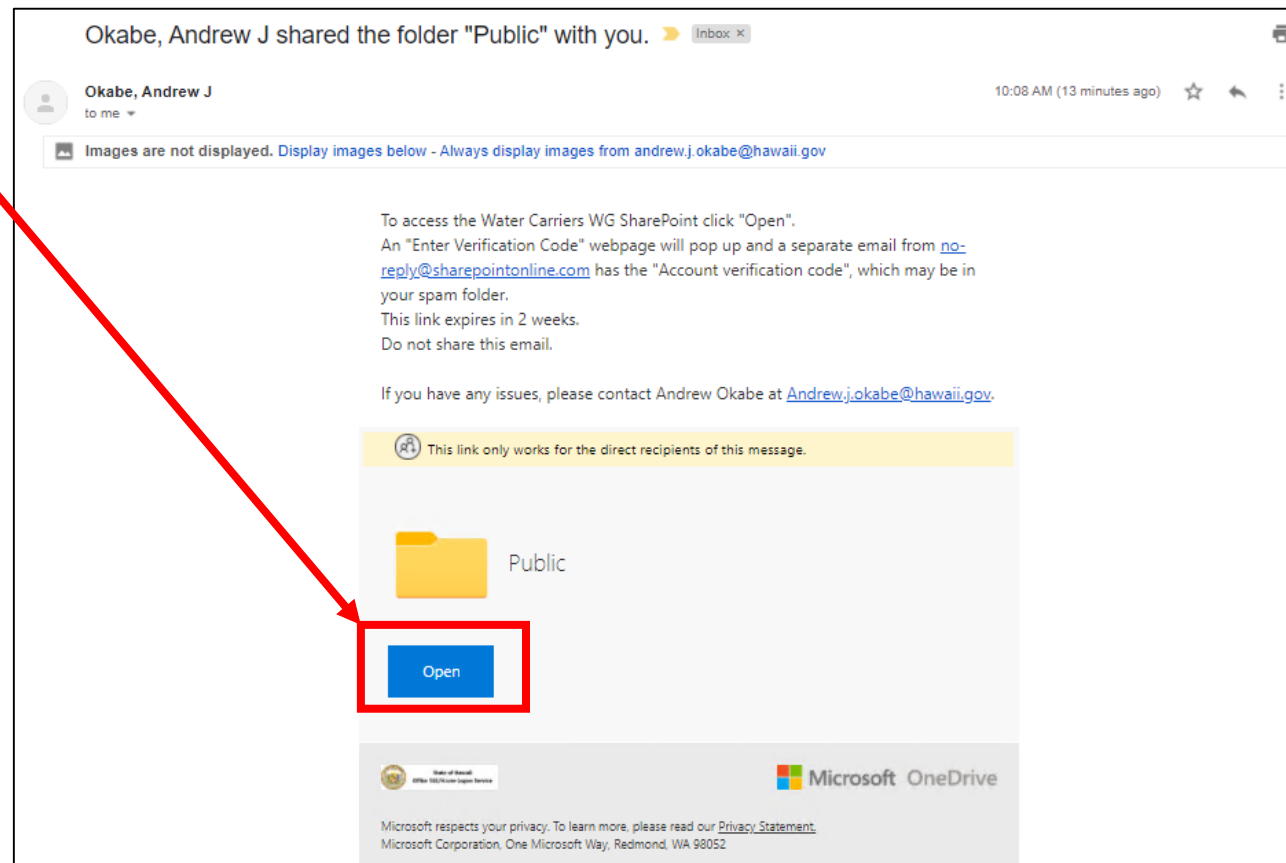


# SharePoint for File Sharing

- A single place to share presentation materials, notes, other documents, managed by HPUC Staff
  - Read only access and private at this time.
  - HPUC Staff will post any materials to the SharePoint and create new folders as necessary.
  - Adding shared access can only be done by HPUC Staff.
  - Requires verification via email.
  - Link cannot be shared and is unique per participant.

# Getting Started

- You should have received an email from [Andrew.j.Okabe@Hawaii.gov](mailto:Andrew.j.Okabe@Hawaii.gov).
- Click on “Open”.



# Get a Verification Code

- The “Request Verification Code” webpage will appear, click on “Send Code”, when the processing is done the “Enter Verification Code” webpage will appear.

The image shows two screenshots of a Microsoft verification process. The first screenshot is titled "Request Verification Code" and shows a message: "You've received a secure link to: Public". Below this, it says "To verify your identity, we'll send a code to you at **andrew** [redacted]". A blue button labeled "Send Code" is highlighted with a red box. A red arrow points from the "Send Code" button to the second screenshot. The second screenshot is titled "Enter Verification Code" and shows the same message: "You've received a secure link to: Public". Below this, it says "To open this link, enter the code we just emailed to **andrew** [redacted] [Send again](#)". There is an input field labeled "Enter code" and a blue button labeled "Verify". At the bottom, there is a checkbox labeled "Keep me signed in".

# Enter the Verification Code

- You will receive an email from [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com) with your verification code, put this into the “Enter Verification Code” webpage, and checkmark “Keep me signed in”, click on “Verify”.

The image shows two screenshots. The left screenshot is an email from [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com) with the subject "is your Microsoft SharePoint verification code." The email body contains a message from SharePoint: "Hello. For security purposes, you must enter the code below to verify your account to access Public. The code will only work for 15 minutes and if you request a new code, this code will stop working." Below this text is a yellow box labeled "Account verification code:" containing a blacked-out code. The right screenshot is the "Enter Verification Code" webpage. It shows a Microsoft logo at the top, followed by the title "Enter Verification Code". Below the title, it says "You've received a secure link to:" followed by a folder icon labeled "Public". Then it says "To open this link, enter the code we just emailed to **andrew** [blacked out] [Send again](#)". There is a text input field containing the same blacked-out code as in the email. Below the input field is a blue button labeled "Verify". At the bottom, there is a checkbox labeled "Keep me signed in" which is checked. Red arrows connect the email content to the webpage: one arrow points from the email subject to the "Enter Verification Code" title; another points from the email sender to the "Public" folder; a third points from the email body text to the "To open this link..." text; a fourth points from the "Account verification code:" box to the input field; a fifth points from the "Verify" button to the "Verify" button; and a sixth points from the "Keep me signed in" checkbox to the "Keep me signed in" checkbox.

# Start Using SharePoint

- Download by clicking to the left of the folder and then “Download”.
- Open items by clicking on the item name.

The screenshot shows the Office 365 interface for a SharePoint site titled "PUC WG for Water Carriers (SR125 SD1)". The breadcrumb path is "Documents > General > Public". A folder named "Working Group Meeting #1 July 31 2020" is selected, indicated by a red box. A red arrow points from this folder to a secondary screenshot showing a download confirmation dialog for the file "Declaration of Policy.pdf".





Name	Modified
Declaration of Policy.pdf	August 19
Minutes from Working Group Meeting 1_07...	6 days ago
Order-37156_Dkt-2020-0084.pdf	August 19
SR125_SD1_.pdf	August 19

The screenshot shows the Office 365 interface for a SharePoint site titled "PUC WG for Water Carriers (SR125 SD1)". The breadcrumb path is "Documents > General > Public". Two folders are selected, indicated by red boxes and checkmarks: "Working Group Meeting #1 Jul..." and "Working Group Meeting #2 Se...". A red arrow points from the "Download" button in the top right corner to the selected folders.

Name	Modified	Modified By
Working Group Meeting #1 Jul...	About an hour ago	Okabe, Andrew J
Working Group Meeting #2 Se...	About an hour ago	Okabe, Andrew J

# Accessing the SharePoint After Verification

There are several ways to easily access the Working Group SharePoint:

- Use the shared link that will be included in all emails with documents to distribute (except for meeting notices).
- Add the SharePoint webpage as a bookmark on a browser while on the SharePoint webpage, and utilize the bookmark when needed.
  - For Computers: click the  or  symbol to the right-hand side of the address bar or press Control+D on the keyboard (Command+D for Safari).
  - For iPad/iPhone: Tap the “More” icon at the top and tap on “Add Bookmark”.
  - For Android: Tap the  icon at the top and tap on the  icon.

Either method requires verification, which is good for two weeks. After the two-week period, re-verification will be required.



For questions regarding SharePoint or to request additional access please email  
[Andrew.j.Okabe@Hawaii.gov](mailto:Andrew.j.Okabe@Hawaii.gov)

Thank You!



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