

Hawaii Public Utilities Commission Updated Instructions for SharePoint

Water Carriers Working Group Meeting #3

10/15/2020



SharePoint for File Sharing

- A single place to share presentation materials, notes, other documents, managed by HPUC Staff
 - Read 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.

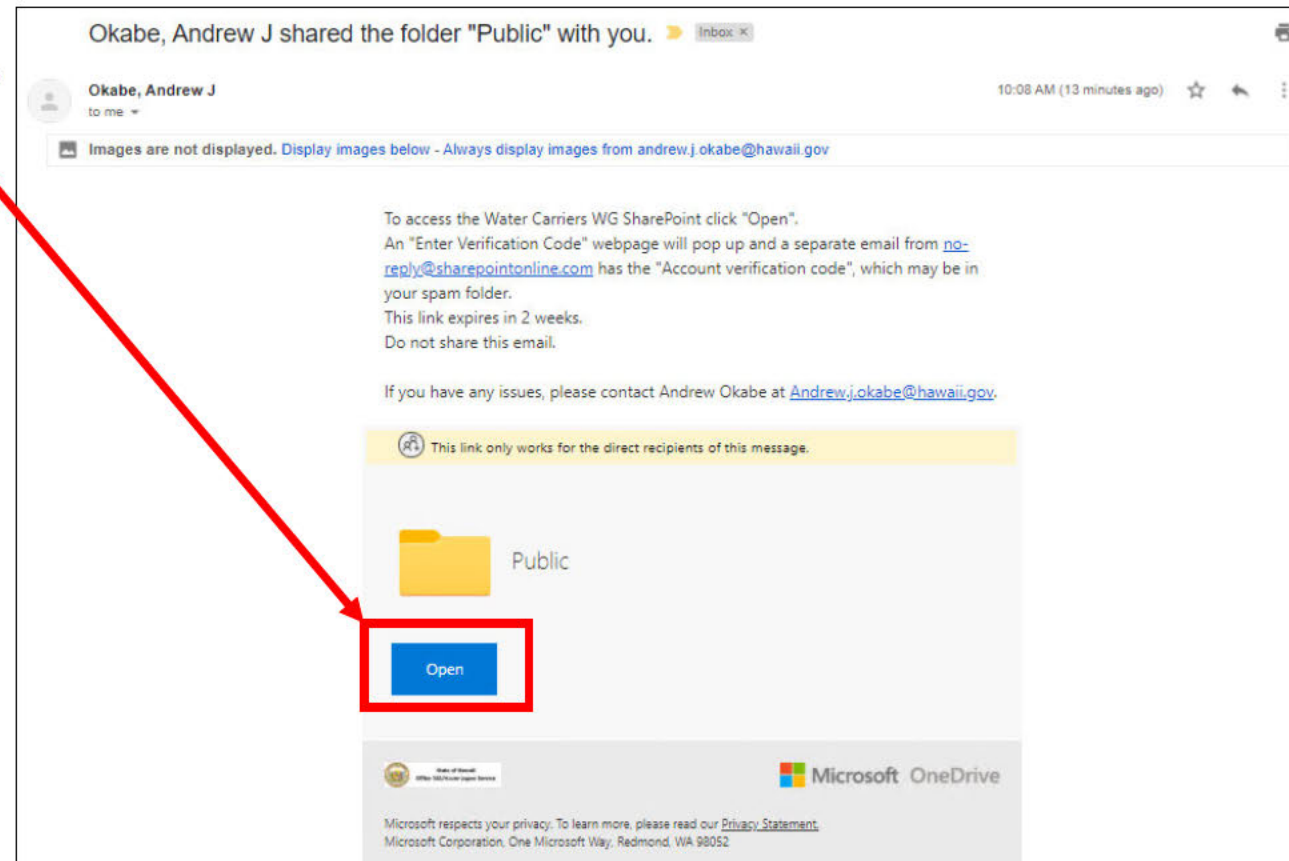


Alternative Read Only SharePoint Mirror

- A mirror has been created that has read access to WG materials:
 - [REDACTED]
 - Read only access
 - Can be shared and does not need verification.
 - Synchronized WG SharePoint periodically by HPUC staff.
 - Anyone with the Link can access the files.
 - Password is “[REDACTED]”.

Getting Started

- You should have received an email from 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 diagram illustrates the two-step process for obtaining a verification code. It consists of two side-by-side screenshots of Microsoft webpages, connected by a red arrow pointing from the first page to the second. A red box on the first page highlights the 'Send Code' button, with a red arrow pointing to it from the text in the first bullet point.

Request Verification Code

You've received a secure link to:

Public

To verify your identity, we'll send a code to you at **andrew [redacted]**

Send Code

By clicking Send Code you allow State of Hawaii to use your email address in accordance with their privacy statement. State of Hawaii has not provided links to their terms for you to review.

© 2017 Microsoft Privacy & Cookies

Enter Verification Code

You've received a secure link to:

Public

To open this link, enter the code we just emailed to **andrew [redacted]** [Send again](#)

Enter code ⓘ

Verify

☐ Keep me signed in

Enter the Verification Code

- You will receive an email from 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 diagram illustrates the process of verifying a Microsoft SharePoint account. It shows an email from no-reply@sharepointonline.com with a subject line "[REDACTED] is your Microsoft SharePoint verification code." The email body contains a message from SharePoint and a yellow box labeled "Account verification code:" containing a blacked-out code. Red arrows indicate the flow of information: one arrow points from the verification code in the email to the input field on the "Enter Verification Code" page, another points from the "Keep me signed in" checkbox in the email to the same checkbox on the verification page, and a third points from the "Verify" button in the email to the "Verify" button on the verification page. The "Enter Verification Code" page also shows a "Public" link and a "Send again" button.

Microsoft

Enter Verification Code

You've received a secure link to:

Public

To open this link, enter the code we just emailed to **andrew [REDACTED]** [Send again](#)

[REDACTED]

[Verify](#)

☒ Keep me signed in

Start Using SharePoint

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

Office 365

PY PUC WG for Water Carriers (SR125 SD1)
Private group 6 members

Search + New Share Copy link Download ... All Documents

Documents > General > Public

Name	Modified
Working Group Meeting #1 July 31 2020	3 hours ago
Working Group Meeting #2 September 17 ...	3 hours ago

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

Search Download Copy to 2 selected

Documents > General > Public

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 (after verification):

- Use this [REDACTED].
- 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, or if the browser is cleared of data, re-verification will be required. Verification is required for each device/browser to access SharePoint.

For questions regarding SharePoint or to request additional access please email
Andrew.j.Okabe@Hawaii.gov

Thank You!



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