Hawaii Public Utilities Commission Updated Instructions for SharePoint

Water Carriers Working Group Meeting #3

10/15/2020

State of Hawaii
Public Utilities Commission

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.

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Alternative Read Only SharePoint Mirror

- A mirror has been created that has read access to WG materials:
  - ███████████████████████
  - 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 "█████████████████".

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Getting Started

- You should have received an email from <u>Andrew.j.Okabe@Hawaii.gov</u>.
- Click on "Open".

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4

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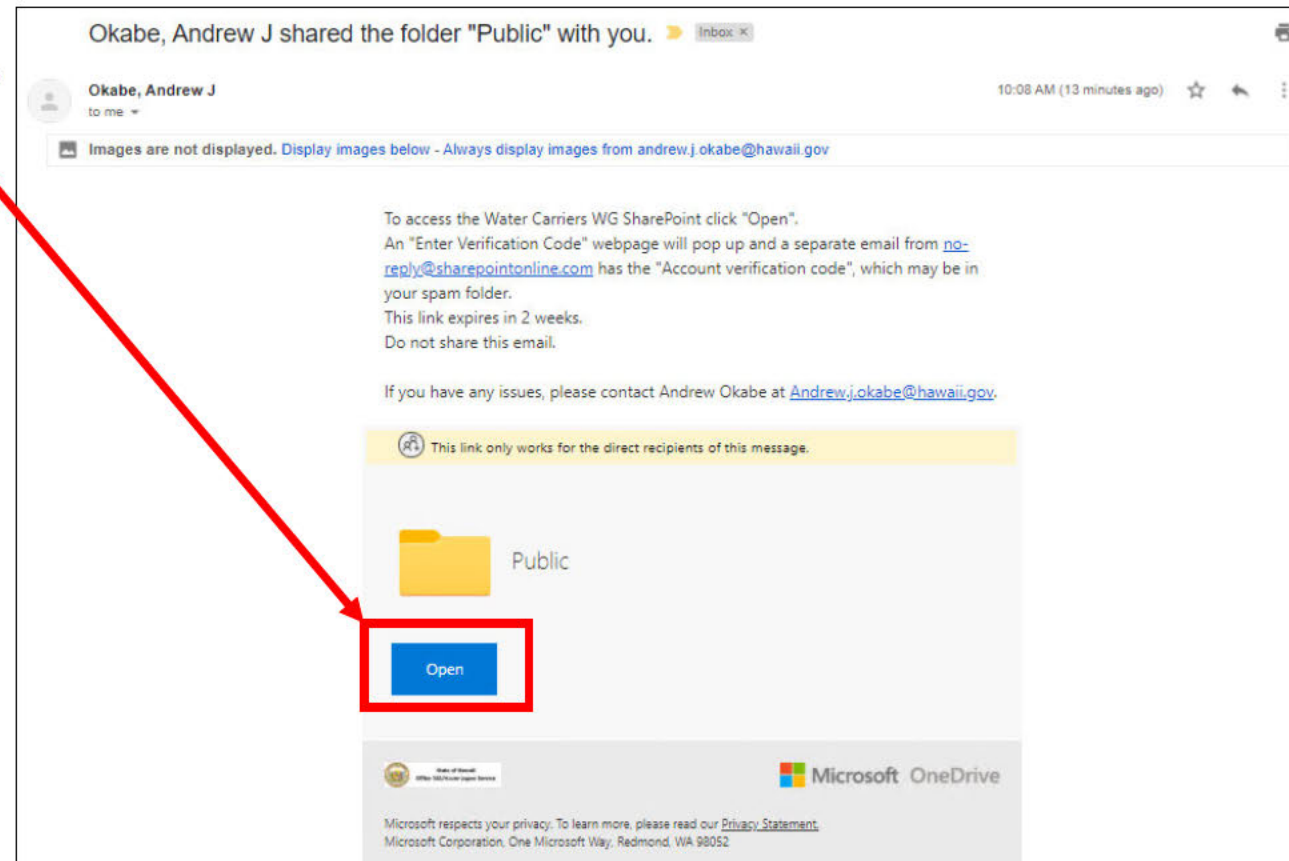
Get a Verification Code

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

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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".

Start Using SharePoint

- Download by clicking to the left of the folder and then "Download".

- Open items by clicking on the item name.

Accessing the SharePoint After Verification

There are several ways to easily access the Working Group SharePoint (after verification):

- Use this ███████.

- 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.

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9/17/2020

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

Thank You!

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