

Quick Links & Directory

Essential links, mailing lists, SharePoint sites, and chair inboxes — start here.

- [Quick Links & Directory](#)
- [Committee and Group Email Guide](#)

Quick Links & Directory

Bookmark this page. It has every link you need for day-to-day SHHA work.

Login Links

What you need	Where to go	Who uses it
Email (staff & role mailbox holders)	outlook.com	Staff, officers, chairs
OneDrive / personal files	onedrive.com	Licensed users
Admin console (manage users & groups)	admin.microsoft.com	IT admins only
Committee files (SharePoint)	See SharePoint Sites below	All volunteers

Mailing Lists (Committee & Group Email Addresses)

Send an email to any address below to reach every current member of that group. You do not need to know individual email addresses.

Group / Committee	Email Address
All staff and volunteers	SHHA-all@sandiahomeowners.org
Board of Directors	board@sandiahomeowners.org
Architectural Control Committee (ACC)	ACC@sandiahomeowners.org
Communications & Publications Committee (CPC)	CPC@sandiahomeowners.org
Community Service & Membership Committee (CSMC)	CSMC@sandiahomeowners.org
Covenant Support Committee (CSC)	CSC@sandiahomeowners.org
Environment & Safety Committee (ESC)	ESC@sandiahomeowners.org
Executive Committee (EC)	EC@sandiahomeowners.org
Finance Committee (FC)	FC@sandiahomeowners.org

Group / Committee	Email Address
Governance Committee (GC)	GC@sandiahomeowners.org
Admins (Staff + IT)	M365admins@sandiahomeowners.org
IT Help Desk	ithelp@sandiahomeowners.org

Chair & Officer Inboxes (Shared Role Mailboxes)

These addresses belong to the *position*, not the person. When leadership changes, the inbox (and its full email history) transfers to the successor.

Role	Shared Mailbox
President	president@sandiahomeowners.org
Vice President	vicepresident@sandiahomeowners.org
Secretary	secretary@sandiahomeowners.org
Finance Chair / Treasurer	treasurer@sandiahomeowners.org
Architectural Control Committee Chair	ACCChair@sandiahomeowners.org
Communications & Publications Chair	CPCChair@sandiahomeowners.org
Community Service & Membership Chair	CSMCChair@sandiahomeowners.org
Covenant Support Committee Chair	CSCChair@sandiahomeowners.org
Environment & Safety Chair	ESCChair@sandiahomeowners.org

SharePoint Sites (Committee Document Libraries)

Each committee has its own SharePoint site for storing documents, meeting minutes, and work products. Click the link for your committee below.

Committee / Group	SharePoint URL
Board of Directors	https://shha.sharepoint.com/sites/BOARD/

Committee / Group	SharePoint URL
Architectural Control Committee (ACC)	https://shha.sharepoint.com/sites/ACC/
Communications & Publications Committee (CPC)	https://shha.sharepoint.com/sites/CPC/
Community Service & Membership Committee (CSMC)	https://shha.sharepoint.com/sites/CSMC/
Covenant Support Committee (CSC)	https://shha.sharepoint.com/sites/CSC/
Environment & Safety Committee (ESC)	https://shha.sharepoint.com/sites/ESC/
Executive Committee (EC)	https://shha.sharepoint.com/sites/EC/
Finance Committee (FC)	https://shha.sharepoint.com/sites/FC/
Governance Committee (GC)	https://shha.sharepoint.com/sites/GC/

Tip: If you get "Access Denied" when clicking a SharePoint link, you likely need to [accept your Microsoft invitation first](#). See the FAQ for troubleshooting.

Other SHHA Email Addresses

Address	Purpose
office@sandiahomeowners.org	General office inquiries, mailing list changes, GRIT submissions
ithelp@sandiahomeowners.org	IT support — access issues, SharePoint help, mailbox permissions
itadmin@sandiahomeowners.org	Archive-only — member of every group for recordkeeping (not monitored)
sandiahomeowners@gmail.com	Legacy Gmail address — TODO: document current purpose and who monitors this
shhagrit@gmail.com	GRIT newsletter Gmail — TODO: document current purpose, who monitors, and relationship to M365

Task Group Email Help

Need to explain how to use a temporary task-group address? Share this page: [Task Group Email Guide](#).

Committee and Group Email Guide

This page explains what a committee/group email address is and how to use it.

If you are a participant using a personal email (Gmail, Yahoo, etc.), this page is for you.

Short Answer

Yes. Use your committee/group mailing-list address as the preferred address for group-wide communication.

When you email that address, your message goes to all current participants.

Why This Is Useful

- You send one email to everyone without typing each person's address.
- Group correspondence is archived separately for record-keeping.
- New participants can review ongoing conversations more consistently.

What This Address Is For

- Send updates to the whole committee/group
- Ask the whole group a question
- Share meeting notes or next steps with everyone
- Keep group communication in one place

What This Address Is Not For

- Private one-to-one conversations
- Sensitive information that should only go to staff or leadership
- File attachments that belong in SharePoint long term

For long-term files, upload to SharePoint first, then send the SharePoint link to the group.

Which Email Address Should I Use To Send?

Use your normal email account (your personal email).

You do **not** log in directly to the group address as a mailbox.

The group address is a distribution address, not a personal account.

Quick Decision Flow

1. Need everyone in the committee/group to see this? Use the committee/group mailing-list address.
2. Need only one person to see this? Email that person directly.
3. Sharing a document people will keep working on? Put it in SharePoint and email the link to the committee/group address.

FAQ

"Should we use this as the preferred email address for the committee/group?"

Yes. Use it for group-wide communication.

"Can we send mail from this address?"

No. Participants should send from their own email account to the group address.

"Do I need to use Teams because Microsoft mentioned Teams in invitation emails?"

No. External volunteers should use email and SharePoint links.

If Microsoft emails mention Teams, that is default wording and can be ignored for this workflow.

Related Pages

- [Quick Reference](#)
- [Volunteer without SHHA Email](#)
- [FAQ](#)