

# 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)	<a href="https://outlook.com">outlook.com</a>	Staff, officers, chairs
OneDrive / personal files	<a href="https://onedrive.com">onedrive.com</a>	Licensed users
Admin console (manage users & groups)	<a href="https://admin.microsoft.com">admin.microsoft.com</a>	IT admins only
Committee files (SharePoint)	See <a href="#">SharePoint Sites</a> 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	<a href="mailto:SHHA-all@sandiahomeowners.org">SHHA-all@sandiahomeowners.org</a>
Board of Directors	<a href="mailto:board@sandiahomeowners.org">board@sandiahomeowners.org</a>
Architectural Control Committee (ACC)	<a href="mailto:ACC@sandiahomeowners.org">ACC@sandiahomeowners.org</a>
Communications & Publications Committee (CPC)	<a href="mailto:CPC@sandiahomeowners.org">CPC@sandiahomeowners.org</a>
Community Service & Membership Committee (CSMC)	<a href="mailto:CSMC@sandiahomeowners.org">CSMC@sandiahomeowners.org</a>
Covenant Support Committee (CSC)	<a href="mailto:CSC@sandiahomeowners.org">CSC@sandiahomeowners.org</a>
Environment & Safety Committee (ESC)	<a href="mailto:ESC@sandiahomeowners.org">ESC@sandiahomeowners.org</a>
Executive Committee (EC)	<a href="mailto:EC@sandiahomeowners.org">EC@sandiahomeowners.org</a>

Group / Committee	Email Address
Finance Committee (FC)	<a href="mailto:FC@sandiahomeowners.org">FC@sandiahomeowners.org</a>
Governance Committee (GC)	<a href="mailto:GC@sandiahomeowners.org">GC@sandiahomeowners.org</a>
Admins (Staff + IT)	<a href="mailto:M365admins@sandiahomeowners.org">M365admins@sandiahomeowners.org</a>
IT Help Desk	<a href="mailto:ithelp@sandiahomeowners.org">ithelp@sandiahomeowners.org</a>

## 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	<a href="mailto:president@sandiahomeowners.org">president@sandiahomeowners.org</a>
Vice President	<a href="mailto:vicepresident@sandiahomeowners.org">vicepresident@sandiahomeowners.org</a>
Secretary	<a href="mailto:secretary@sandiahomeowners.org">secretary@sandiahomeowners.org</a>
Finance Chair / Treasurer	<a href="mailto:treasurer@sandiahomeowners.org">treasurer@sandiahomeowners.org</a>
Architectural Control Committee Chair	<a href="mailto:ACCChair@sandiahomeowners.org">ACCChair@sandiahomeowners.org</a>
Communications & Publications Chair	<a href="mailto:CPCChair@sandiahomeowners.org">CPCChair@sandiahomeowners.org</a>
Community Service & Membership Chair	<a href="mailto:CSMCCChair@sandiahomeowners.org">CSMCCChair@sandiahomeowners.org</a>
Covenant Support Committee Chair	<a href="mailto:CSCChair@sandiahomeowners.org">CSCChair@sandiahomeowners.org</a>
Environment & Safety Chair	<a href="mailto:ESCChair@sandiahomeowners.org">ESCChair@sandiahomeowners.org</a>

## 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
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Board of Directors	<a href="https://shha.sharepoint.com/sites/BOARD/">https://shha.sharepoint.com/sites/BOARD/</a>
Architectural Control Committee (ACC)	<a href="https://shha.sharepoint.com/sites/ACC/">https://shha.sharepoint.com/sites/ACC/</a>
Communications & Publications Committee (CPC)	<a href="https://shha.sharepoint.com/sites/CPC/">https://shha.sharepoint.com/sites/CPC/</a>
Community Service & Membership Committee (CSMC)	<a href="https://shha.sharepoint.com/sites/CSMC/">https://shha.sharepoint.com/sites/CSMC/</a>
Covenant Support Committee (CSC)	<a href="https://shha.sharepoint.com/sites/CSC/">https://shha.sharepoint.com/sites/CSC/</a>
Environment & Safety Committee (ESC)	<a href="https://shha.sharepoint.com/sites/ESC/">https://shha.sharepoint.com/sites/ESC/</a>
Executive Committee (EC)	<a href="https://shha.sharepoint.com/sites/EC/">https://shha.sharepoint.com/sites/EC/</a>
Finance Committee (FC)	<a href="https://shha.sharepoint.com/sites/FC/">https://shha.sharepoint.com/sites/FC/</a>
Governance Committee (GC)	<a href="https://shha.sharepoint.com/sites/GC/">https://shha.sharepoint.com/sites/GC/</a>

**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
<a href="mailto:office@sandiahomeowners.org">office@sandiahomeowners.org</a>	General office inquiries, mailing list changes, GRIT submissions
<a href="mailto:ithelp@sandiahomeowners.org">ithelp@sandiahomeowners.org</a>	IT support — access issues, SharePoint help, mailbox permissions
<a href="mailto:itadmin@sandiahomeowners.org">itadmin@sandiahomeowners.org</a>	Archive-only — member of every group for recordkeeping (not monitored)
sandiahomeowners@gmail.com	Legacy Gmail address — <b>TODO:</b> document current purpose and who monitors this
shhagrit@gmail.com	GRIT newsletter Gmail — <b>TODO:</b> 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](#).

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