

Quick Start for New Volunteers

Start Here: Which Type of Volunteer Are You?

1. **Volunteer without an SHHA email address**
2. **Volunteer with a role-based SHHA address**

Most volunteers are in Category 1.

Category 1: Volunteers Who Do Not Get Their Own SHHA Email Address

Who this is

- Committee members
- Project volunteers
- Most external participants

What you get

- You are added to one or more SHHA mailing lists (Microsoft Groups), such as `csc@sandiahomeowners.org`, `acc@sandiahomeowners.org`, and `shha-all@sandiahomeowners.org`.
- You receive messages at your existing email address.
- You do not need a paid SHHA Microsoft 365 license.

If something is wrong

If you are missing messages, contact office staff so membership can be checked and updated.

Category 2: Volunteers Who Do Get a Role-Based SHHA Address

Who this is

Volunteers serving in specific leadership roles, such as committee chairs or executive roles.

Role-based addresses are shared inboxes

- `accchair@sandiahomeowners.org`
- `cscchair@sandiahomeowners.org`
- `president@sandiahomeowners.org`
- `vicepresident@sandiahomeowners.org`
- `secretary@sandiahomeowners.org`
- `treasurer@sandiahomeowners.org`

These addresses are tied to the role, not the person.

Important access rule

- You do not sign in directly as the role address.
- Access is granted to your own licensed account.
- You open the shared mailbox from your normal account.

If something is wrong

If you cannot open the role mailbox, ask staff or IT admin to verify permissions.

Who Maintains This

- Group membership updates: Anna (staff)
- Technical escalation and access troubleshooting: IT admin

There is an automated Power Automate notification whenever group membership changes.

Fast Checklist for New Volunteers

- Confirm which category applies to you.
 - Confirm you are on the correct committee mailing list(s).
 - If you hold a role, confirm you can open the shared role mailbox.
 - Report any missing access to office staff.
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