

# Volunteer with SHHA Email

*This page is for volunteers who already have an SHHA mailbox and may also have role-based inbox access.*

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## What You Should Use

- Your **SHHA email account** for routine communication.
  - **Committee mailing lists** for group communication.
  - **SharePoint links** for committee files.
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## Shared Role Inbox Basics

If you hold an officer or chair role, you may be assigned a shared role inbox.

- Open it from your normal account at [outlook.office.com](https://outlook.office.com).
- Reply from the role inbox for official role business.
- Keep records in the role mailbox for continuity.

See [FAQ — Reply from role mailbox](#) for full instructions, and [FAQ — Can't see shared inbox](#) if the mailbox doesn't appear.

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## File Sharing Rule

For committee documents:

1. Upload to SharePoint.
2. Copy link.
3. Send link to committee list.

Avoid one-off attachments for files that should remain in committee records.

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# If You Are Not Seeing Something

- Confirm you are signed in with your SHHA account.
- Confirm your committee membership is current.
- Contact **ITHelp@sandiahomeowners.org** if access is still missing.

## Related Pages

- [Overview](#)
- [FAQ](#)
- [Quick Reference](#)

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