RI Housing MORs - SharePoint User Guide

Overview
RI Housing utilizes SharePoint, a document management tool where you can easily upload documentation to one place to conduct a safer and more socially distant review.

SharePoint provides the following benefits:
- Safe, encrypted mechanism for sharing documentation
- Organized to ensure you are not missing any documents required for MORs
- Drag and drop policies directly into the folder, completely paperless. No need to give your reviewer a binder of photocopies.
- Uploads will be kept in your drive for perpetuity so that your next MOR will only require items that have changed.
- You can begin uploading documents at any time, you do not need to wait for your MOR to be scheduled
- Corrections/responses to the MOR may also be uploaded to the folder creating a secure transfer of documents that may have personally identifiable information.
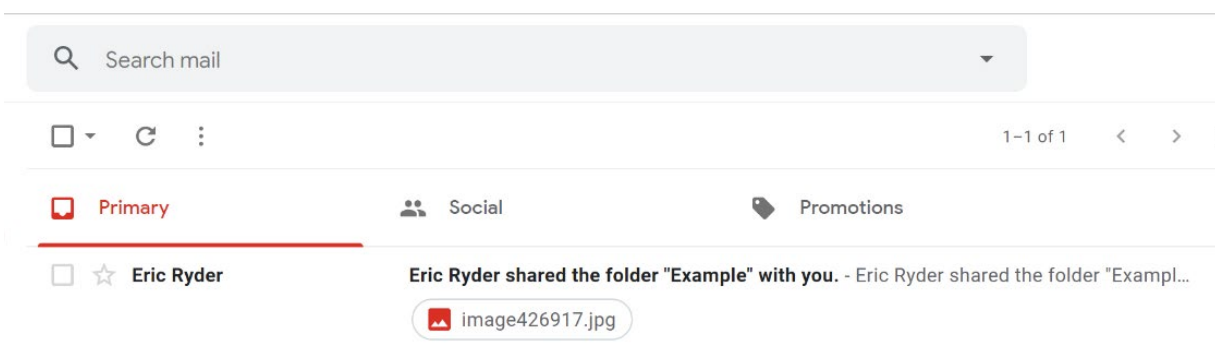
You can contact your asset manager at Rhode Island Housing with any comments, questions, or concerns.
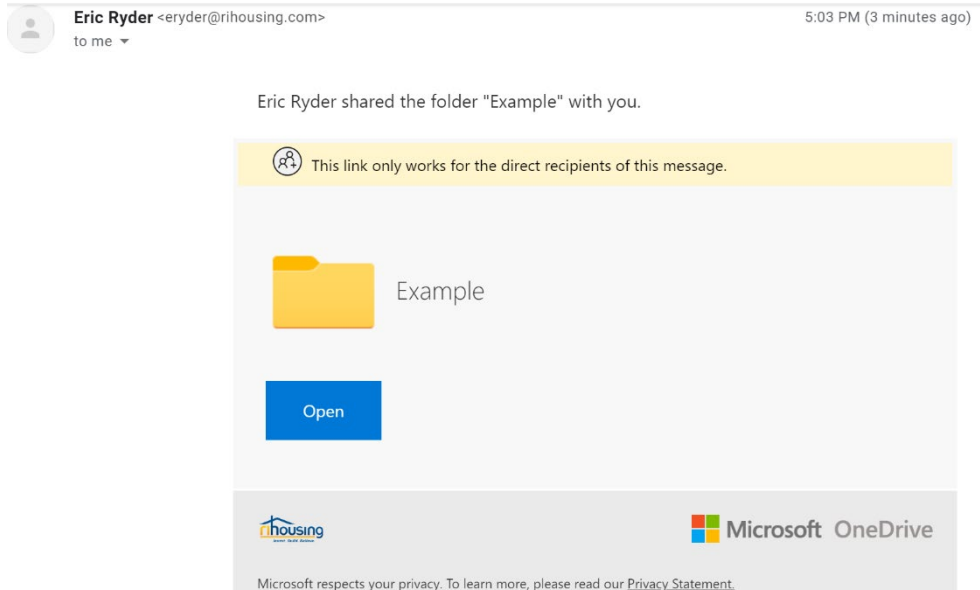
How to use
This guide will be using Gmail as an example of your email inbox. The same concepts should apply if you use a different e-mail client.

Getting Started

You will receive an email from someone at Rhode Island housing sharing a folder with you.
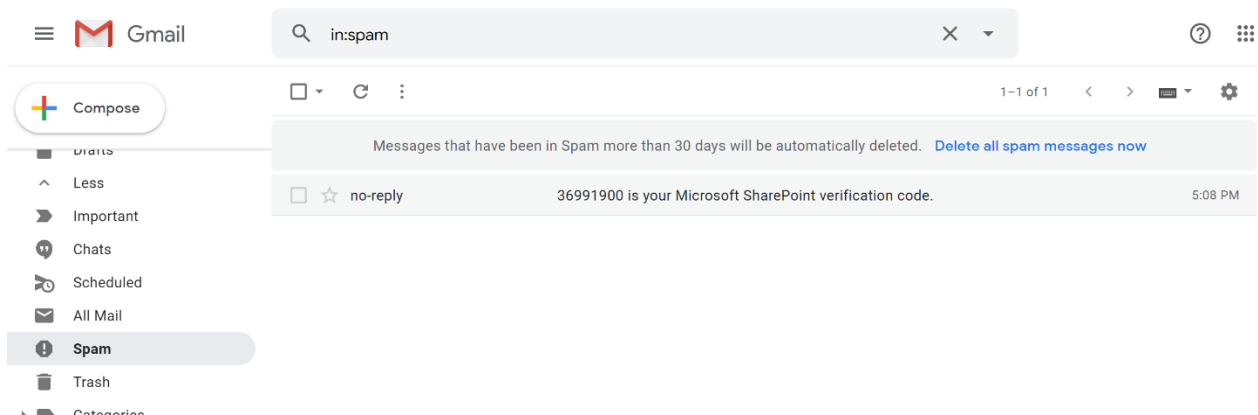
The body of the email will look like this

Eric Ryder <eryder@rihousing.com>   5:03 PM (3 minutes ago)
to me ▾

Eric Ryder shared the folder "Example" with you.

This link only works for the direct recipients of this message.

Example

Open

Microsoft respects your privacy. To learn more, please read our Privacy Statement.

Click the [Open] button to be taken to a new page.

From the new page, click [Verify] to send a code to your email. Check "Keep me signed in" to avoid having to do this in the future.

IMPORTANT: Depending on what you use for email, your verification code may get sent to your spam folder. Check there if it does not appear in your inbox.

≡ M Gmail   🔍 in:spam   × ▾   ⑦ ⠿

Compose

☐ ▾ C ⋮   1–1 of 1   ‹ › ▬ ▾ ⚙

                Messages that have been in Spam more than 30 days will be automatically deleted. Delete all spam messages now

☐ ☆ no-reply   36991900 is your Microsoft SharePoint verification code.   5:08 PM

Drafts
∧ Less
⫸ Important
☺ Chats
🕓 Scheduled
✉ All Mail
❗ Spam
🗑 Trash
   Categories

Enter your code on the Sharepoint Page (The codes are unique. The one below will not work for you.)
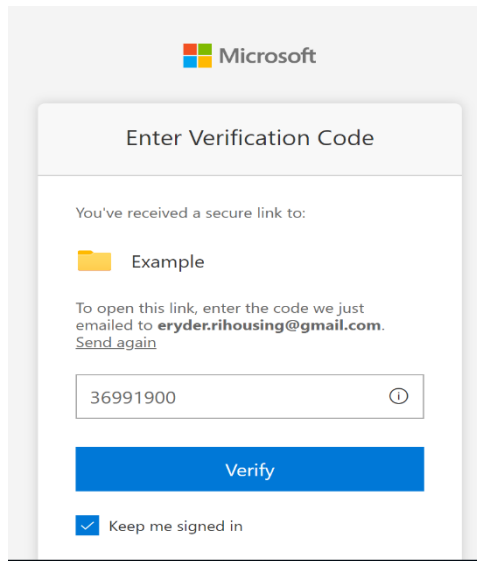
Once you have access to the SharePoint site, we highly recommend adding it to your bookmarks. That will make it much easier to access in the future. The other option is to save the email and use the link in there to access the site.

The page you see will look like this but will have the MOR folders where you will upload the appropriate documents.
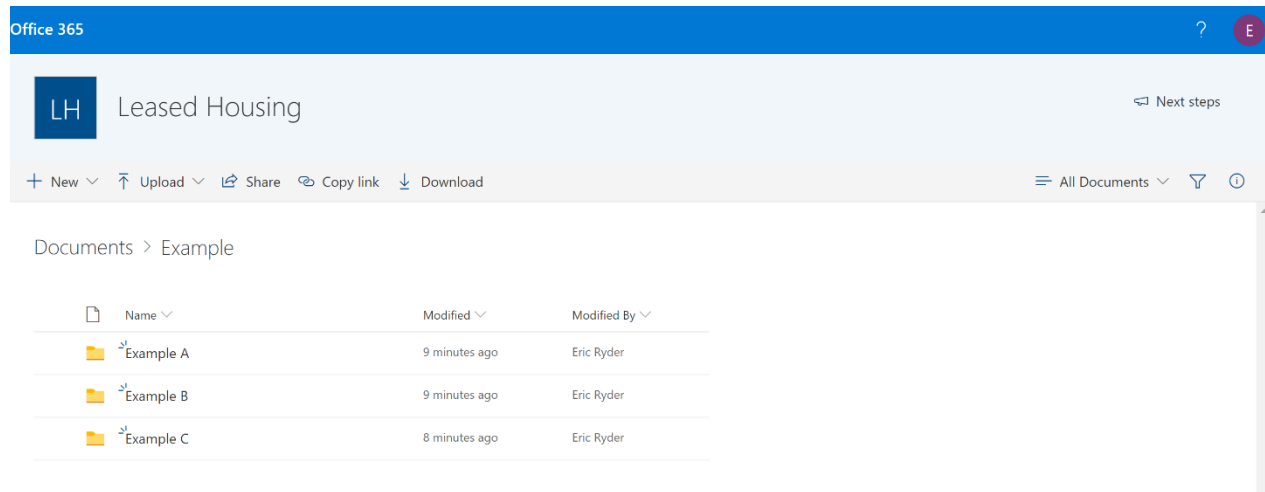
Once you are in the appropriate folder, simply click Upload and upload your documents.

Troubleshooting

If the steps above didn't work for you make sure you are using Google Chrome.

If you are still having trouble, try opening the SharePoint Link in a Google Chrome Incognito browser session.
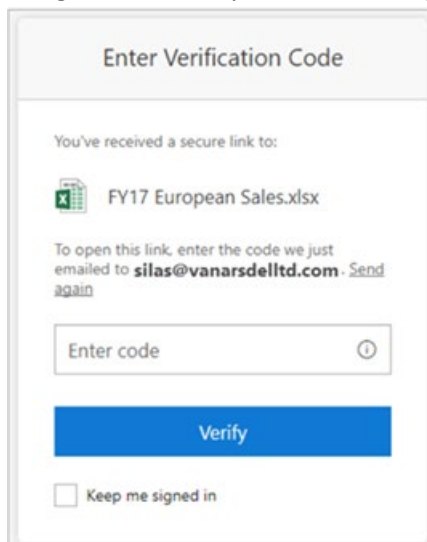You can press Ctrl+Shift+N to open the session inside Chrome or click the New incognito window option from the menu.
Make sure you are using the same email address that the that the link and code are sent to.
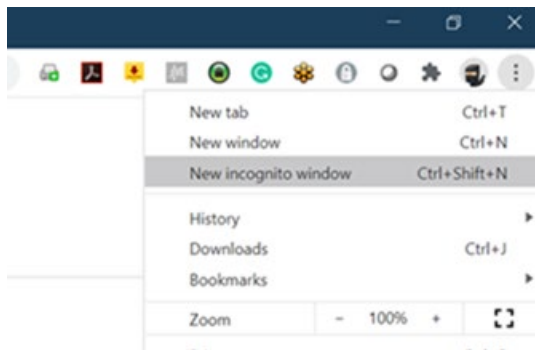
You should also make sure you are using the code from the most current verification email. If it's older than a few hours, delete the email and have a new one sent. The code expires once a new code is generated so all the old codes are invalid.

Check your Junk Email or Spam folder to locate the newest verification message if it's not delivered to your inbox. You can click the Send Again link to send a new verification code (this will make all other validation codes invalid so you can delete all those old emails). Do not click this multiple times as that will generate multiple emails and again, only the newest one is valid.