



COMMITTEE MEMBERS USER GUIDE



UNIVERSITY
OF MANITOBA



Contents

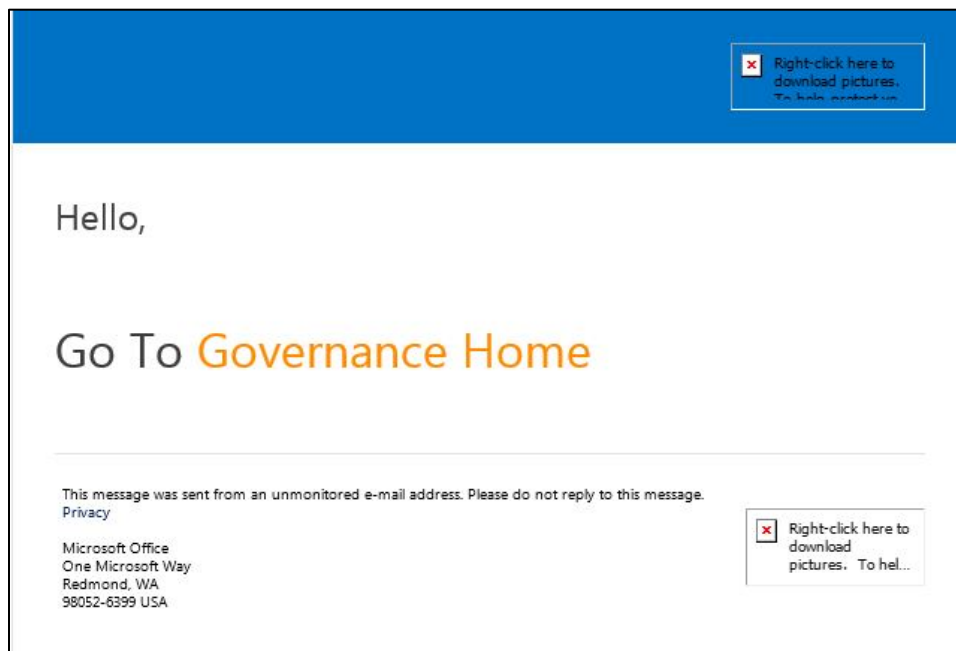
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Getting started – on your desktop

You will receive two separate emails inviting you to the SharePoint University Governance site. The first will be an invitation to the **Governance Home** site, and the second an invitation to the **Committee** site.

Step 1: Click on the **Governance Home** link from the first emailed invitation, as shown in the figure below:



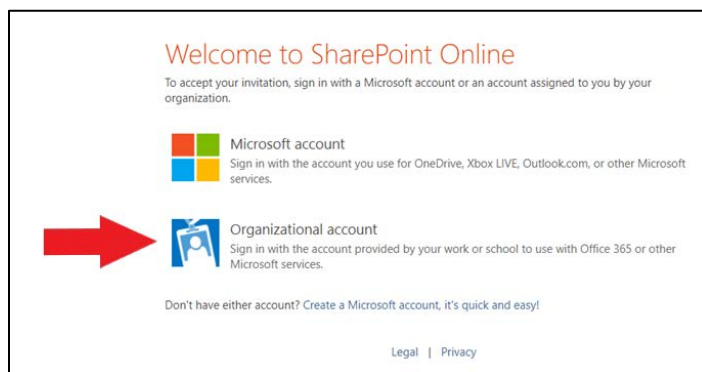
There are two ways in which you can sign in to the SharePoint University Governance Site: using a University of Manitoba email address (Organizational account – [go to page 3](#)) or a non-University of Manitoba email address (Microsoft Account – [go to page 6](#)).



Logging in to the SharePoint University Governance site for the first time

To sign-in using a **University of Manitoba email address**, please use the following instructions:

Step 2: Click **Organizational account** as shown in the figure below:



Step 3: Enter your firstname.lastname@umanitoba.ca email address. Click **Next**.

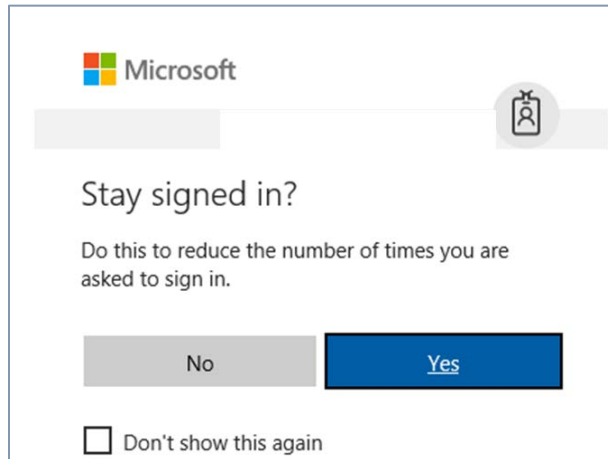
You will then be re-directed to the University of Manitoba sign-in page, as shown in the figure below:

Your firstname.lastname@umanitoba.ca email address will already be filled into the email address field.



Enter your **UMNetID password** in the password field. Click **Sign in**.

Select **NO** to stay signed in:



The image shows a Microsoft sign-in dialog box. At the top left is the Microsoft logo. To its right is a grey bar with a user profile icon. Below this is the text "Stay signed in?" followed by "Do this to reduce the number of times you are asked to sign in." At the bottom, there are two buttons: "No" (grey) and "Yes" (blue). Below the buttons is a checkbox labeled "Don't show this again".

Step 4: You will be redirected to the **Governance Home site** within the SharePoint University Governance site:



Step 5: **Bookmark** this **Governance Home** site

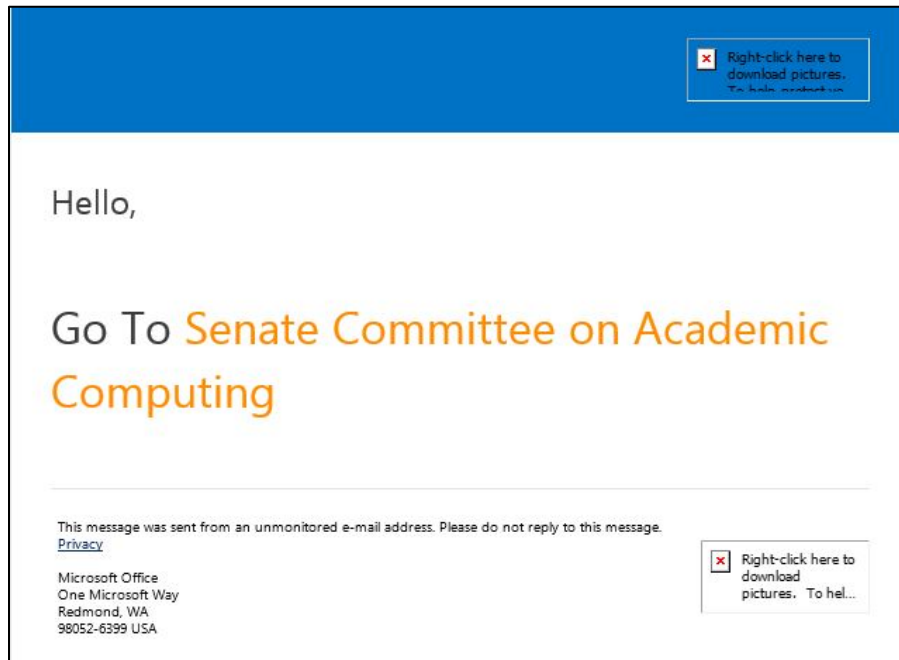
NOTE: If you are sent to the **SharePoint Home site**, please refer to page 24 of this guide for instructions on getting back to the **Governance Home site** to access your Committee site.

Step 6: **LOG-OUT** of the SharePoint University Governance site by clicking on your **name** on the



top-right corner of the page, and selecting **Sign out**. Microsoft will confirm when you have been completely signed out of your account. Continue to **Step 7**:

Step 7: Click on the **Committee site** link from the second emailed invitation, as shown in the figure below:



Step 8: The Microsoft **Pick an Account** dialog box will appear. Select your email address, and sign-in using your **UMNetID password**.

Step 9: You will be redirected to the **Committee site** within the SharePoint University Governance site.

Step 10: LOG-OUT of the SharePoint University Governance site by clicking on your **name** on the top-right corner of the page, and selecting **Sign out**. Microsoft will confirm when you have been completely signed out of your account.

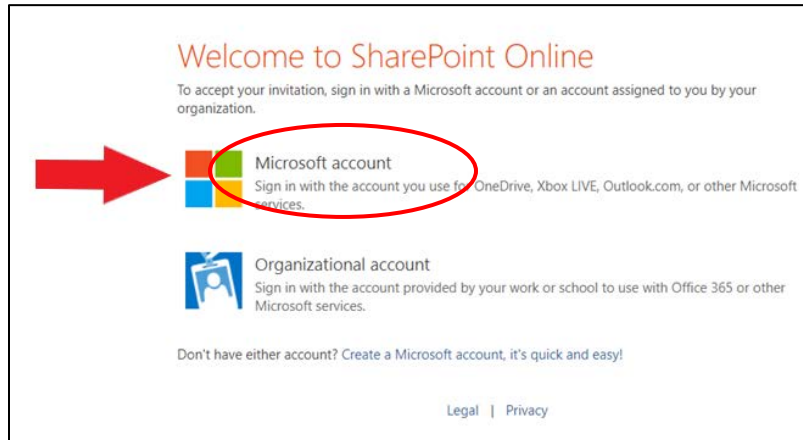
For any future log-in, refer to **Accessing your committee site** on **page 10**.

To view and download meeting materials, refer to **Viewing your committee meeting materials** on **page 12**.

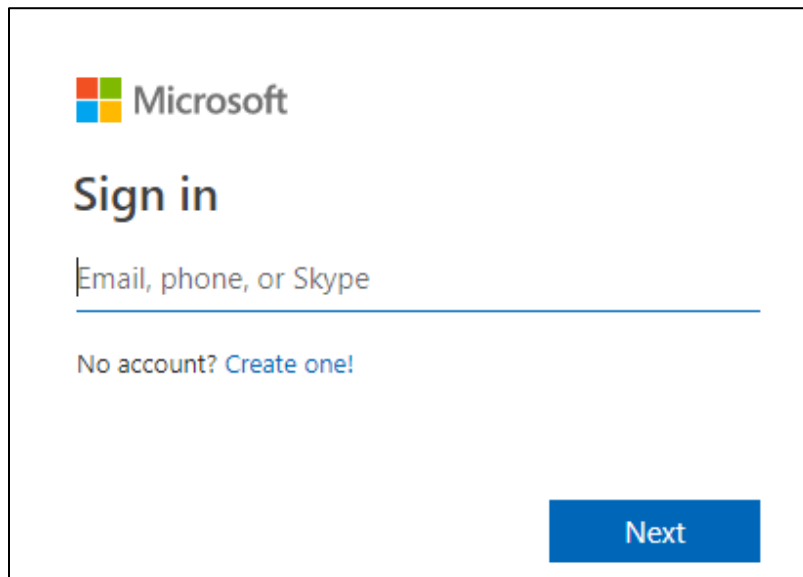


To sign-in using a **non-University of Manitoba email address**, please use the following instructions:

Step 1: Click **Microsoft account** as shown in the figure below:



The following Microsoft sign-in page will appear:



Step 2: Enter your **email address**. Click **Next**.



NOTE: If you are told that Microsoft couldn't find an account with your username, you will need to **create a Microsoft Account** using the following instructions:

- Next to "No account?" click on "**Create one!**"
- Enter your **email address** and click **Next**
- Create/enter your **password** and click **Next**
- A verification code will be emailed to you. **Enter that code** and click **Next**
- As an additional security measure, Microsoft will ask you to enter in your phone number to text security code. Please also **enter that code** and click **Next**.
- You have now created your Microsoft Account, and can continue with Step 3 below:

Step 3: Enter your **password**. Click **Next**.

Select **Yes** to stay signed in if you do not want to keep repeating this step every time you log in to SharePoint:

A screenshot of a Microsoft dialog box titled "Stay signed in?". The dialog box has the Microsoft logo in the top left corner and a user profile icon in the top right corner. The main text asks "Stay signed in?" and "Do this to reduce the number of times you are asked to sign in." Below the text are two buttons: "No" (grey) and "Yes" (blue). At the bottom left, there is a checkbox labeled "Don't show this again".

Microsoft

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

No Yes

Don't show this again



Step 4: You will be redirected to your **Governance Home site** within the SharePoint University Governance site:

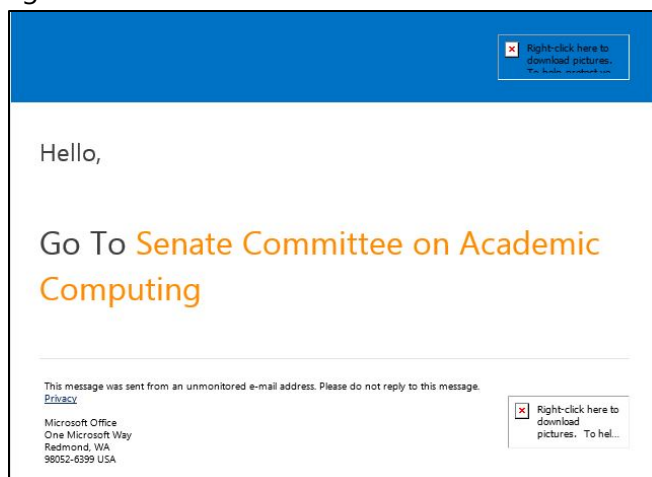


Step 5: **Bookmark** this **Governance Home** site

NOTE: If you are sent to the SharePoint Home page, please refer to page 24 of this guide for instructions on getting back to the **Governance Home site** to access your Committee site.

Step 6: **LOG-OUT** of the SharePoint University Governance site by clicking on your **name** on the top-right corner of the page, and selecting **Sign out**. Microsoft will confirm when you have been completely signed out of your account. Continue to **Step 7:**

Step 7: Click on the **Committee site** link from the second emailed invitation, as shown in the figure below:





Step 8: The Microsoft **Pick an Account** dialog box will appear. Select your email address, and sign-in using your Microsoft account *password*.

Step 9: You will be redirected to the **Committee site** within the SharePoint University Governance site.

Step 10: LOG-OUT of the SharePoint University Governance site by clicking on your **name** on the top-right corner of the page, and selecting **Sign out**. Microsoft will confirm when you have been completely signed out of your account.

For any future log-in, refer to **Accessing your committee site** on **page 10**.

To view and download meeting materials, refer to **Viewing your committee meeting materials** on **page 12**.

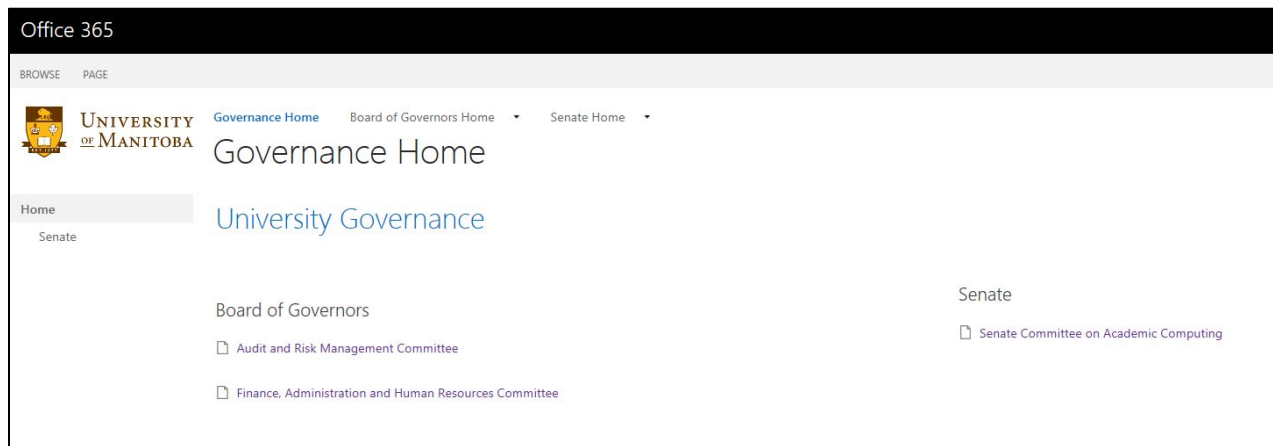


Accessing your committee site

Each Senate/Board committee will have its own Committee site within the SharePoint University Governance site. You will be given access to the site(s) for the committee(s) of which you are a member.

To access the SharePoint University Governance site, it is recommended that you use the **Bookmark** previously saved during your first sign in. Alternatively, you can type in the following url: umanitoba.sharepoint.com/sites/governance/

Once signed in, you will be redirected to the **SharePoint University Governance Home site**:

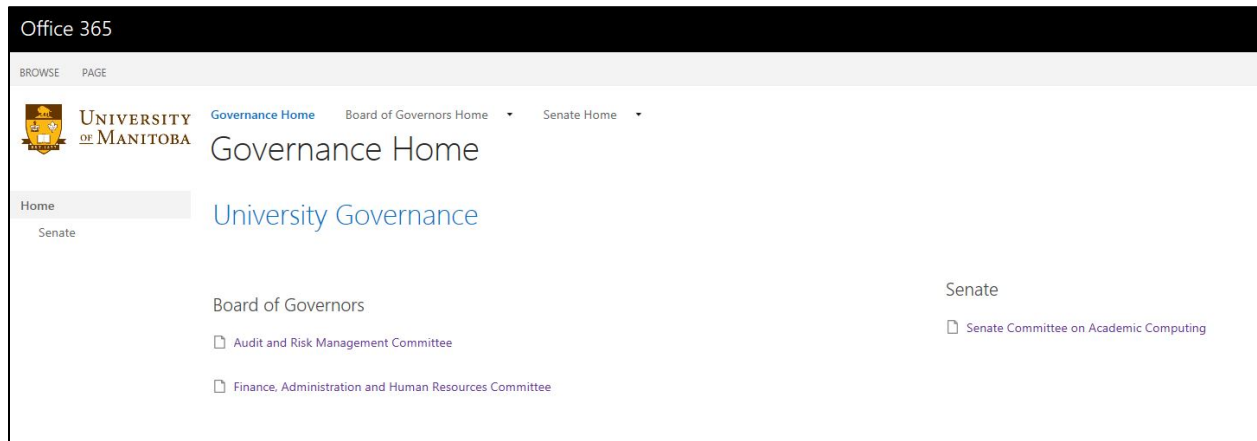


Your committee sites will be listed here.

Note: If you have not done so already, please [Bookmark this Governance Home site](#).



From the Governance Home site, click on the **Committee name link** to navigate to your Committee site home page:



From there, you will be able to retrieve meeting materials and committee information.



Viewing your committee meeting materials

Navigate to your [Committee site home page](#).

In the left menu click [Meeting Materials](#).

Office 365

BROWSE PAGE

UNIVERSITY OF MANITOBA

Governance Home Board of Governors Home Senate Home

Senate Committee on Academic Computing

Committee Chair: Mark Torchia

Resource/Secretary: Sandi Utsunomiya
204-474-8174
Sandi.Utsunomiya@umanitoba.ca

[SCACOM Terms of Reference](#)

[University Governance website](#)

Home
Meeting Materials
Site contents

In the Meeting Materials library, click on the [folder with the term date](#):

Office 365

Search

Home
Meeting Materials
Site contents

Board of Governors Home Senate Home

Senate Committee on Academic Computing

Sync Export to Excel

Meeting Materials

Name	Modified	Modified By
SCACOM 2017-2018	March 6	Sandi Utsunomiya



Click on the **sub-folder with the meeting date** to access the materials related to that particular meeting.

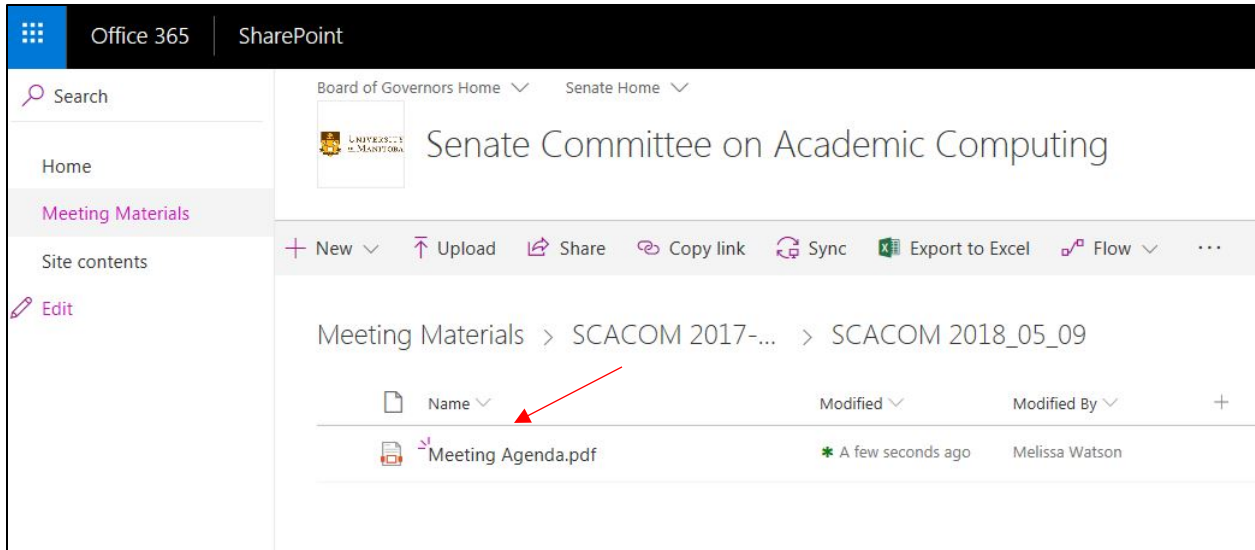
The screenshot shows the SharePoint interface for the 'Senate Committee on Academic Computing' site. The left-hand navigation pane includes 'Home', 'Meeting Materials', 'Site contents', and 'Edit'. The main content area displays a list of folders under the path 'Meeting Materials > SCACOM 2017-2018'. The list has columns for 'Name', 'Modified', and 'Modified By'. A red arrow points to the folder 'SCACOM 2018_03_14'.

Name	Modified	Modified By
SCACOM 2018_03_14	March 6	Sandi Utsunomiya
SCACOM 2018_05_09	April 26	Melissa Watson

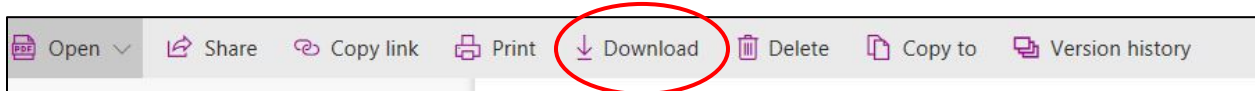


Downloading your meeting materials

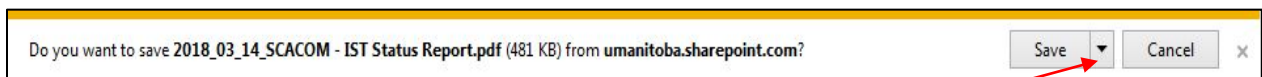
Double-click on the file to open the document:



Download the file by clicking on the **download** feature at the top of the screen:



The following box will appear at the bottom of your screen:



Click on the drop-down arrow next to Save, and select **Save As**. The "Save As" dialog box will open.

Save each document to your **desktop**. By downloading and saving the document(s) to your desktop, you will be able to properly view the documents using the appropriate program.

Next, click **Open**:





REMINDER: Please be sure to **DELETE** each document file saved on your desktop when you are finished with the document(s) and no longer require access to them.

When viewing documents using the web browser (i.e. before downloading), if there are multiple documents saved within the meeting sub-folder, you can also go back and forth between documents by clicking on **Next** on the top right corner of the screen:



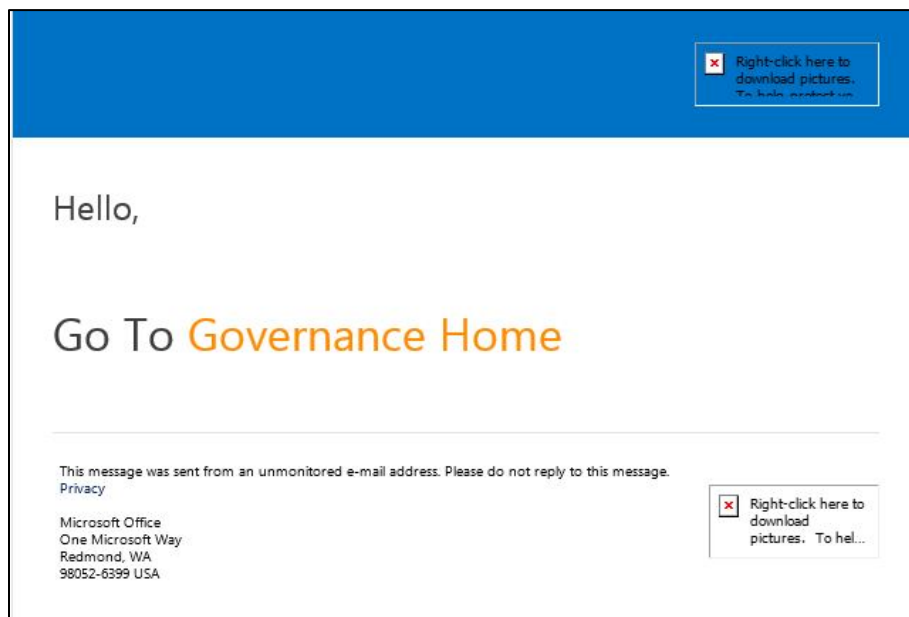
To exit the document view and go back to the Meeting Materials folder, click on the **"X"** at the top right corner of the screen.



Getting started – using your mobile device (phone or tablet)

You will receive two separate emails inviting you to the SharePoint University Governance site. The first will be an invitation to the **Governance Home** site, and the second an invitation to the **Committee** site.

Step 1: Click on the **Governance Home** link from the first emailed invitation, as shown in the figure below:



Step 2: There are two ways in which you can **sign in** to the SharePoint University Governance Site:

- using a University of Manitoba email address (Organizational account – [go to page 3](#))
- using a non-University of Manitoba email address (Microsoft Account – [go to page 6](#))

To view and download meeting materials, refer to **Viewing and downloading our committee meeting materials using your mobile device** on [page 20](#).

For any future log-in, refer to **Accessing your committee site from a mobile device** on [page 17](#).

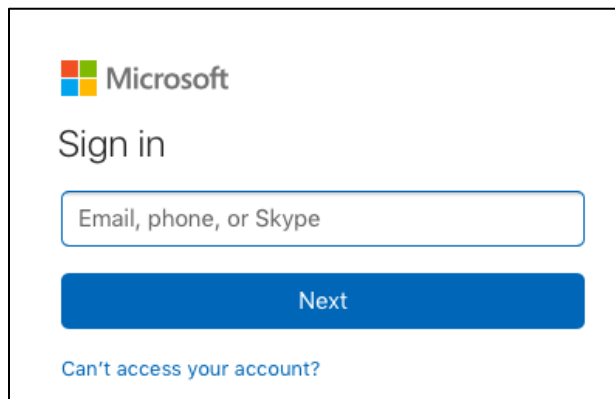


Accessing your committee site from a mobile device

To access your Committee site(s) within the SharePoint University Governance site using a mobile device, you will need to use the **Safari Browser**.

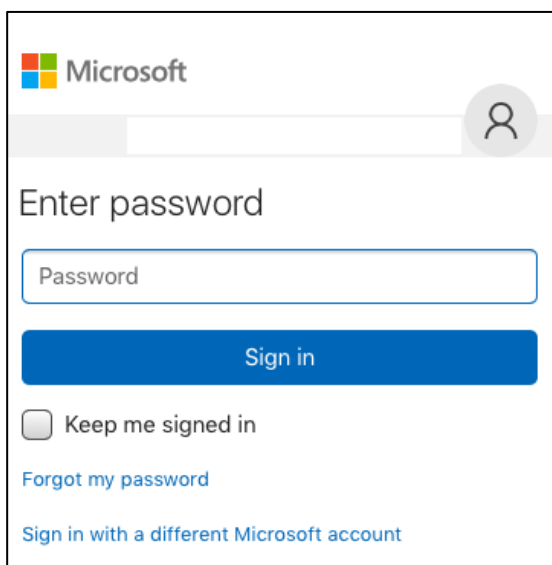
Click the **Safari icon** on your mobile device to open your web browser, and type in the following URL: umanitoba.sharepoint.com/sites/governance/

Enter your **email address** in the email field as shown in the figure below, and click **Next**.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue button with the text "Next". At the bottom left, there is a link that says "Can't access your account?".

Microsoft
Sign in
Email, phone, or Skype
Next
Can't access your account?

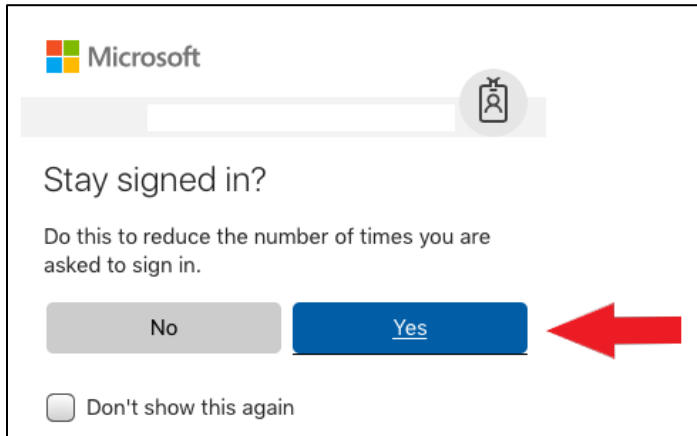
Enter your password and click **Sign in**.

A screenshot of the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a grey bar with a white circle containing a person icon. Below that is the text "Enter password". There is a text input field with the placeholder text "Password". Below the input field is a blue button with the text "Sign in". Below the button is a checkbox with the text "Keep me signed in". Below that is a link that says "Forgot my password". At the bottom, there is a link that says "Sign in with a different Microsoft account".

Microsoft
Enter password
Password
Sign in
 Keep me signed in
[Forgot my password](#)
[Sign in with a different Microsoft account](#)



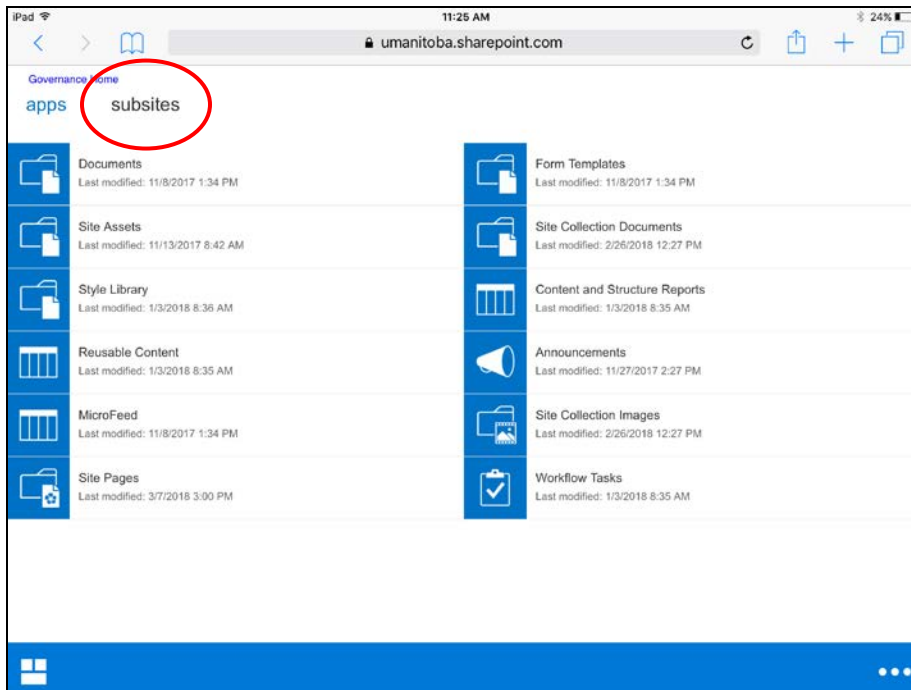
Select **Yes** to stay signed in if you do not want to keep repeating this step every time you log in to SharePoint.



You will be redirected to the **Governance Home site**.

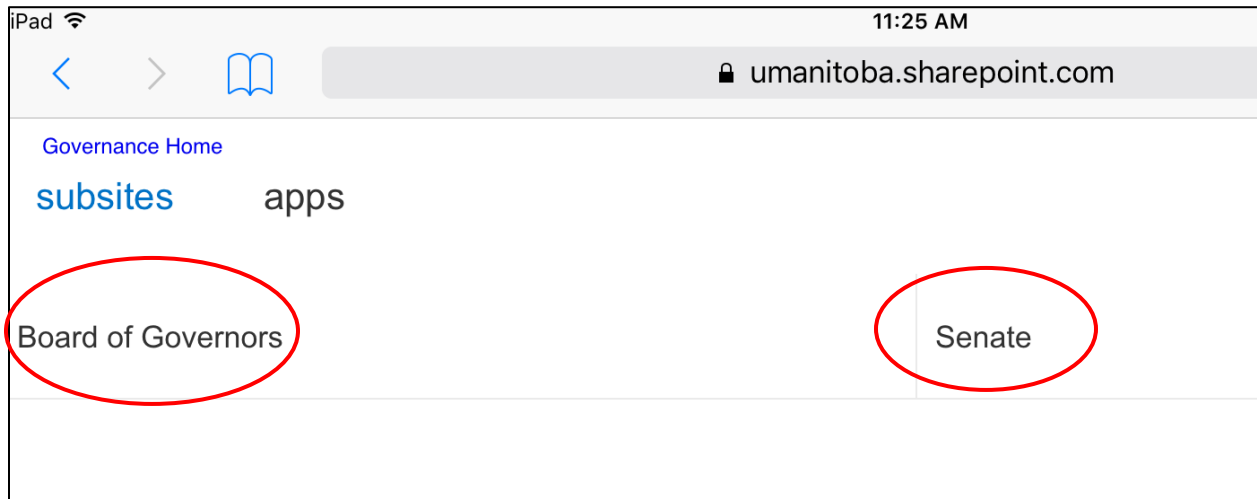
Note: If you have not done so already please [Bookmark this Governance Home site](#).

Click on **subsites** as shown in the figure below:

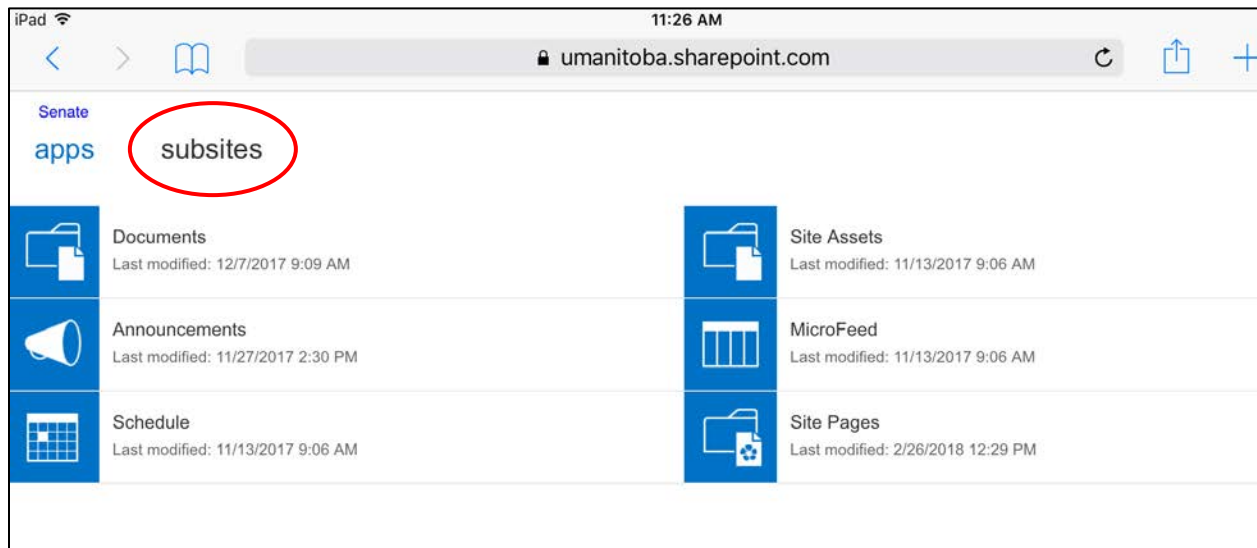




From here, you can choose **Board of Governors** or **Senate**, depending on which Committee site you need to access:



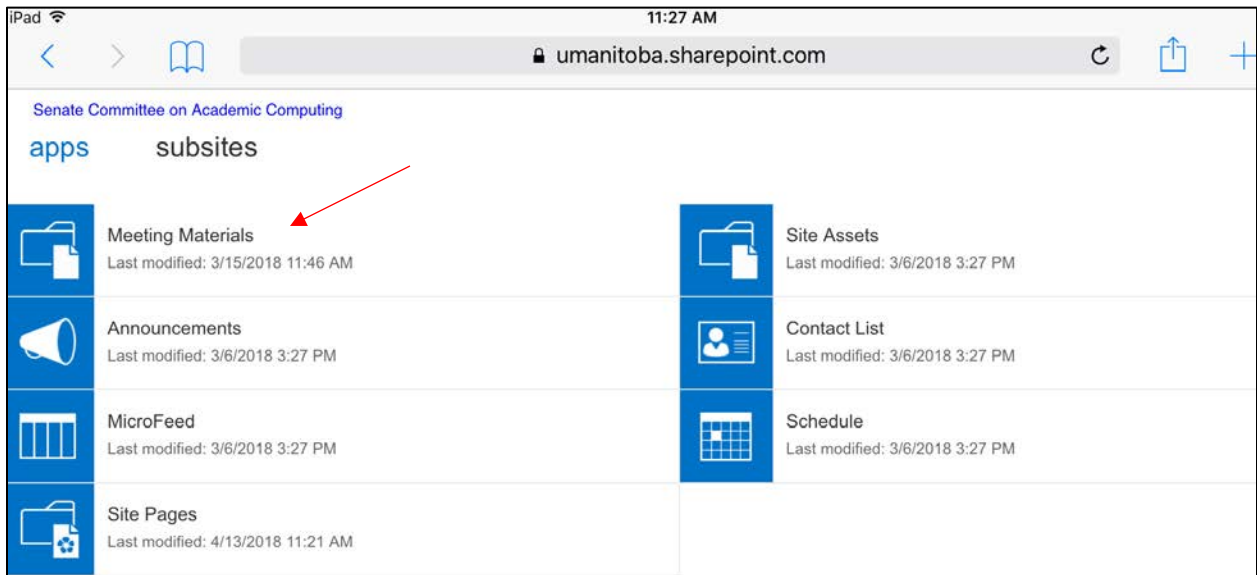
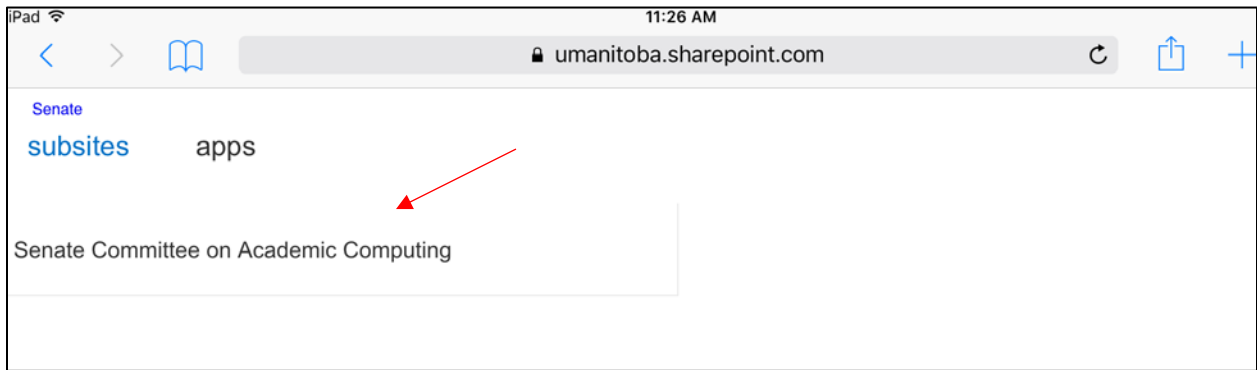
Next, click on **subsites** to view the list of Committee sites to which you have access:





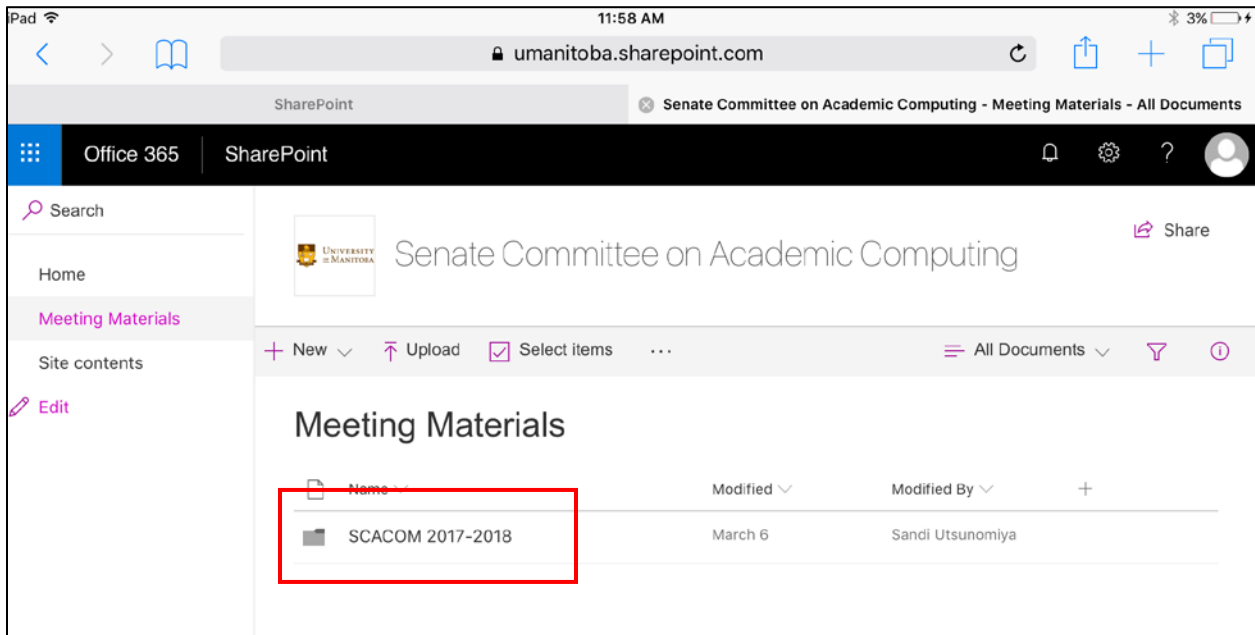
Viewing and downloading your committee meeting materials using your mobile device

Click on the **Committee site** that you would like to view, and then **Meeting Materials**:

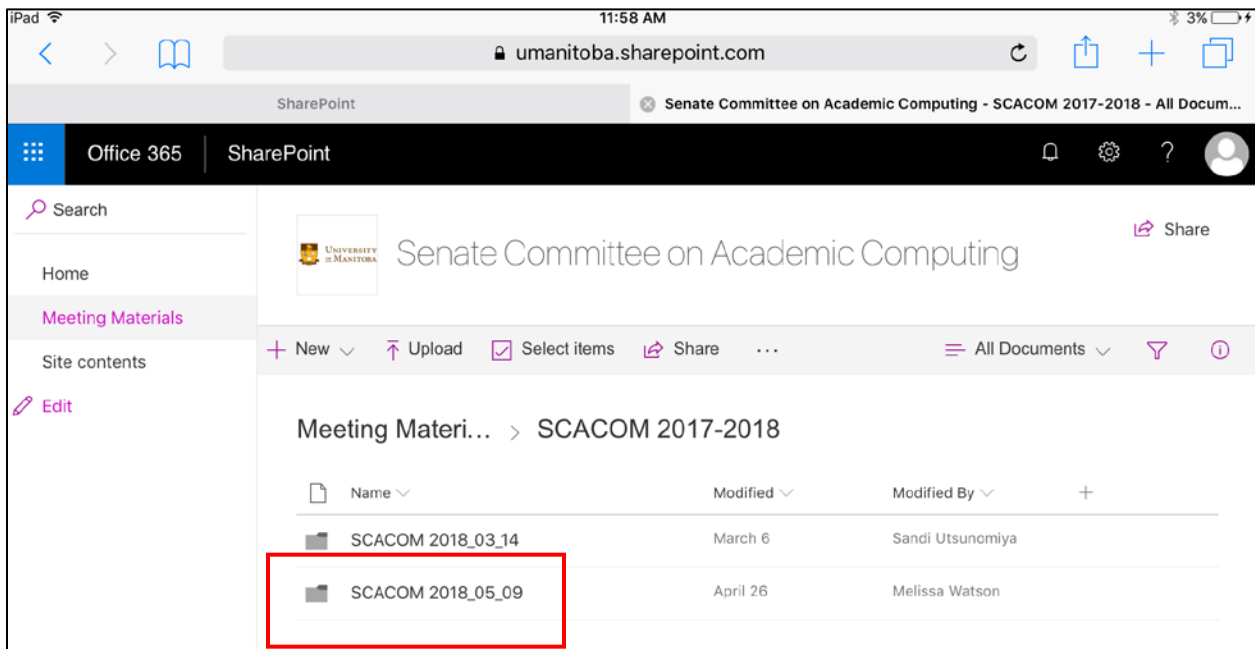




You will be redirected to the **Meeting Materials** library. Click the **Meeting Term Folder** as shown in the figure below:

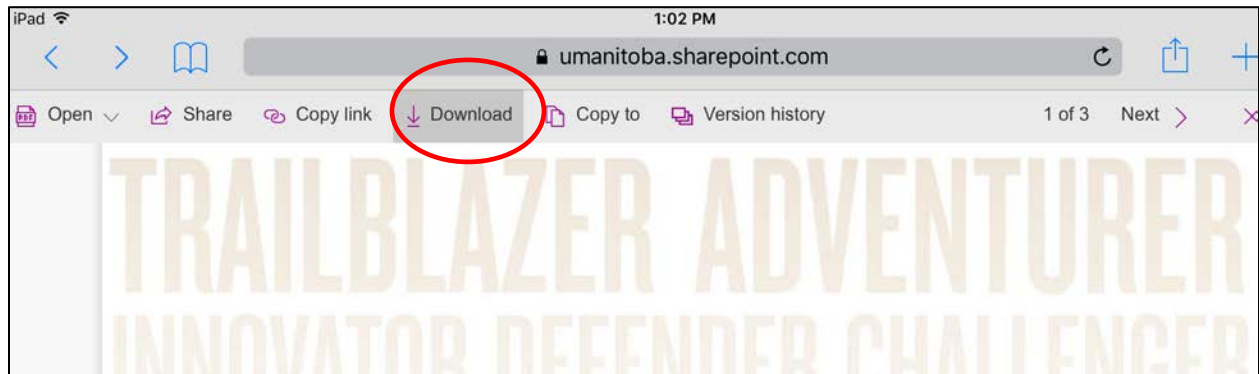


Click the **Meeting Date Folder** as shown in the figure below:

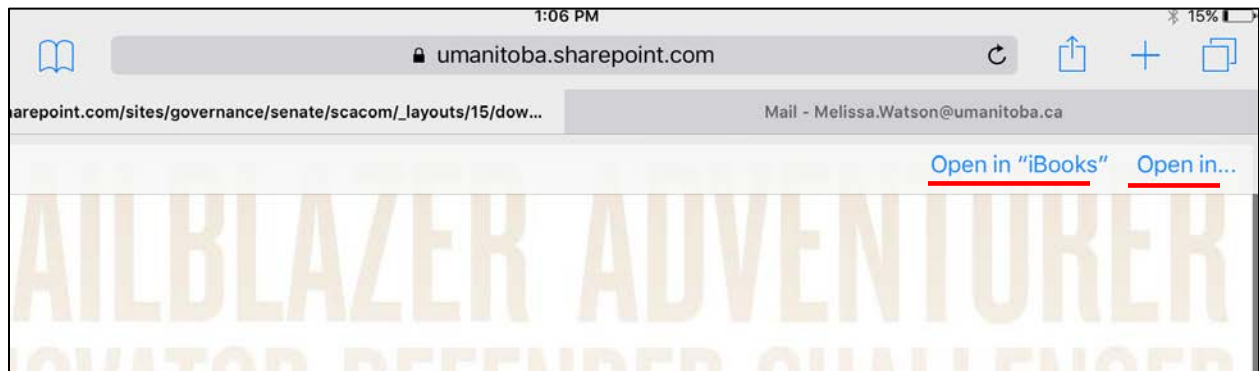




To view and/or download a document (to view offline), click on the document file that you want to view/download and click on **Download** at the top of the screen:



Once the document is open, touch the screen, and at the top right corner click on either **“Open in iBooks”** or **“Open in...”** to use Adobe Acrobat or another App of your choice in viewing the materials:



REMINDER: Please be sure to **DELETE** each document file saved on your mobile device when you are finished with the document(s) and no longer require access to them.



If there are multiple documents saved within the meeting folder, you can also go back and forth between documents by clicking on **Next** on the top right corner of the screen:



To **exit the document view** and go back to the Meeting Materials folder, click on the **"X"** at the top right corner of the screen.

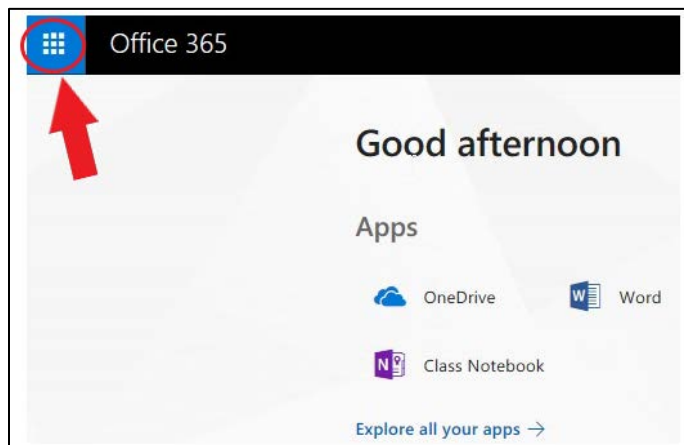
The **back and forth arrow buttons** at the top of your screen can be used to toggle back and forth between sites.



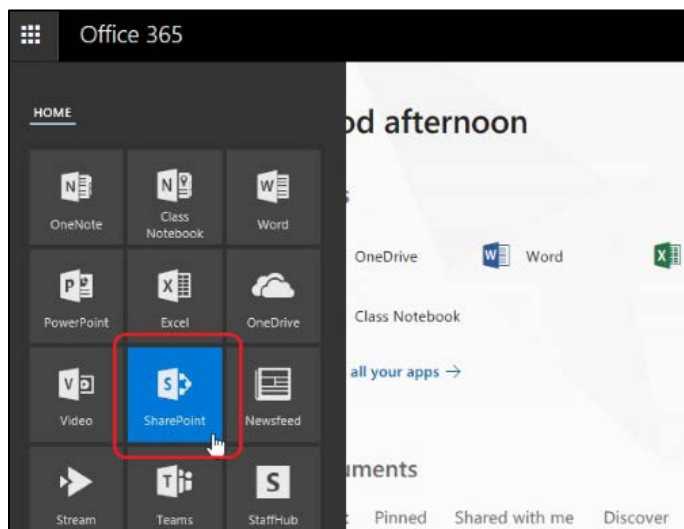
What to do if you are redirected to the SharePoint Home site

If, when logging on to the SharePoint University Governance site, you are redirected to the SharePoint Home site, or sharepoint.umanitoba.ca, follow the steps below:

Click the **grid** (App Launcher) in the upper left corner of your screen.

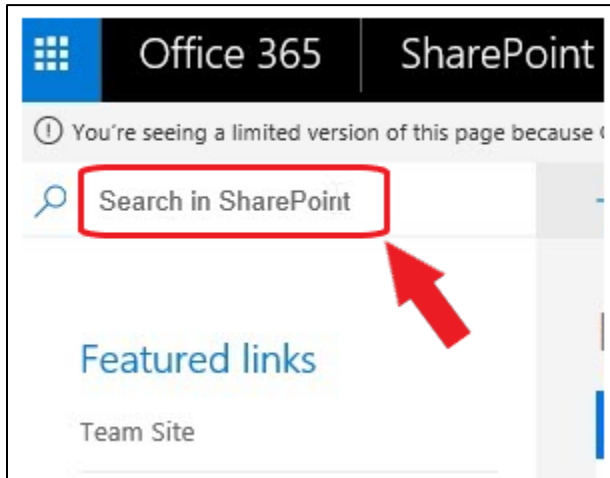


From the options under Home, select the **SharePoint** icon.

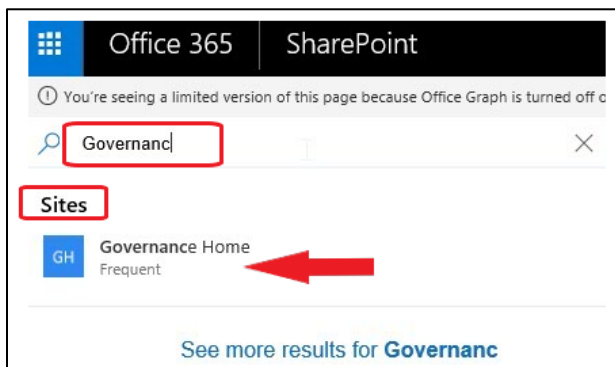




In the search bar, type **Governance Home**.



Under Sites, click **Governance Home**.



You will be redirected to the **Governance Home site**



What to do if you cannot access the committee site and/or documents within it

Contact the **Office of the University Secretary**:

Phone: 204-474-9593

Email: Melissa.Watson@umanitoba.ca



Important Security Recommendations

Sessions Management

A Session represents a specific connection between a client computer and the host (U of M SharePoint site) that makes it possible for the computers to communicate. Among other things, the server uses a session to keep track of the status of your work. For example, when an Excel workbook is opened using the web browser, the server creates a session and loads the latest version of that workbook.

It is recommended that you close all sessions opened within your web browser once you are done reviewing your meeting materials (i.e. Excel workbook).

How to End a session

There are several ways to end a session. Your session does not end by clicking on the Refresh, Back, or Forward button from the toolbar on your web browser.

End your current session by either:

- Allow the session to time out.
- Close out of the browser completely
- Refresh the browser being used to open your file (i.e. Excel workbook)

Note: It is also possible for IST admins to terminate a session at a users' request.

What to do if you lose your device while it has an active session

In the event that you lose a device while it has an active session, you should immediately do the following:

- Report your lost device:
 - Submit a service request to the Information Services & Technology Help Desk, by calling 204-474-8400 or emailing servicedesk@umanitoba.ca
 - Provide the following information:
 - The make, model and serial number (if known) of the device.
 - Location where the device was last seen and used.
 - If lost within the campus, then IST may be able to assist you in finding your device.
- Immediately change your University password and contact the IST Service Desk for further assistance.



- Change all your passwords stored or used on the device, including alternate University computer accounts, personal email, Dropbox, Facebook, Twitter, online banking, PayPal, Amazon, iTunes, etc.
- Contact your cellular carrier to report your lost or stolen personal mobile devices
- Notify your credit card companies and/or banks if you used the device for shopping or online banking. They can monitor your accounts for abnormal activity.
- If you have "Find My iPhone" or a similar tracking application enabled on the device, try to track its location and report any activity to U of M Security Services (204-474-9312_ or Winnipeg Police Service.

Follow the [Report a Lost or Stolen Device](#) link for more information if required.

Follow the [Reset or Change Password](#) link for more information about resetting or changing your password.

For BYOD Devices (devices not owned by the University of Manitoba)

For 'Bring Your Own Devices' used in connecting to the SharePoint Governance sites, it is recommended that the devices **MUST** have a **screen lock timeout** and **PIN configured**.

What to do about infected files

If you receive a warning that a file you are attempting to download is infected, **do not download the file. Contact the IST Service Desk by calling 204-474-8400 or emailing servicedesk@umanitoba.ca.**