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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:

Hello,

Go To Governance Home

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:

![Organizational account](image)

**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:

![University of Manitoba sign-in](image)

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:

![Microsoft Stay signed in? dialog](image)

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

![SharePoint Governance Home site](image)

**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:

![Committee site link](image)

**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:

![Microsoft account sign-in page](image)

The following Microsoft sign-in page will appear:

![Microsoft sign-in page](image)

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

![Governance Home Site](image)

**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:

![Committee Invitation](image)
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**:  

![SharePoint University Governance Home site](image)

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:

![Office 365 Governance Home](Image)

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.

In the Meeting Materials library, click on the folder with the term date:
Click on the **sub-folder with the meeting date** to access the materials related to that particular meeting.
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:

```
Hello,

Go To Governance Home
```

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

a) using a University of Manitoba email address (Organizational account – go to page 3
b) 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.

Enter your password and click Sign in.
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:

![Screenshot showing the Download button](image)

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:

![Screenshot showing the Open options](image)

**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:

![Next button on 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](mailto: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.