

Accessing Crown Documents: Justice System Kaupapa Inquiry (Wai 3060) SharePoint site

External User Guide

The Crown is providing access to Crown information for Wai 3060 via a cloud-based Microsoft SharePoint site. It is hosted by the Ministry of Justice. This guide will help you get set up to access the site.

Need help?

Get in touch with Te Kāhui Rau Rikiriki: the Crown Response Team for the Justice System Kaupapa Inquiry. Contact us by:

- Email: Crown.Wai3060@justice.govt.nz
- Call or text: 027 361 2236 (we can call you back)

Step by step guide to access:

1. Requesting access to the site

To access the site, the Crown Response Team needs your preferred email address. Access will only be given to the email addresses provided.

On 2 October 2023 the Crown Response Team sent an email to the Wai 3060 distribution list inviting claimants, counsel and researchers to provide the email addresses of those requiring access by 20 October 2023.

If you have not yet provided your email address and would like to request access, please email:

Crown.Wai3060@justice.govt.nz

2. Registering your email address with Microsoft

To access the SharePoint site, your preferred email address (provided in Step 1) must be registered as a Microsoft 365 user account.

To register or check if your email account is already registered with Microsoft:

- 1) Click this link: [Microsoft 365 login](#)
- 2) Select 'Sign in'
- 3) Login with your email address and password

If you receive a message that “We couldn't find an account with that username,” follow the instructions to “get a new Microsoft account” linked to your preferred email address provided in Step 1. This does not require a new email address to be set up.

3. Accessing the site for the first time

After the SharePoint site is live, everyone who has requested access (Step 1) will receive an invitation to connect to the site.

If you do not receive the email invitation in your Inbox, check the Spam folder. If you still cannot find the invitation, email: Crown.Wai3060@justice.govt.nz

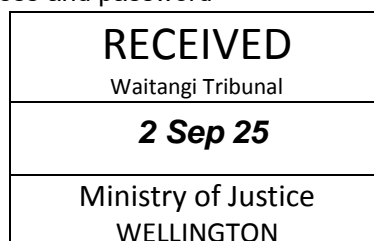
Click on the link in the email invitation, then:

- 1) **Log in** – Use the email address and password registered (Step 2).
- 2) **Set up authentication** – You will be prompted to select an “additional security verification method.” This will be your method of verifying your account each time you access the site.

Select either:

- “Mobile App” to verify your account using the Microsoft Authenticator App; or
- “Authentication via text message” if you want to receive a code via text or phone call.

We recommend using the [Microsoft Authenticator App](#). This makes connecting easier in the future. To set up this up as your authentication method, you will need to install the [free](#) App on your phone. Search for “Microsoft Authenticator” in your App Store on your mobile phone.

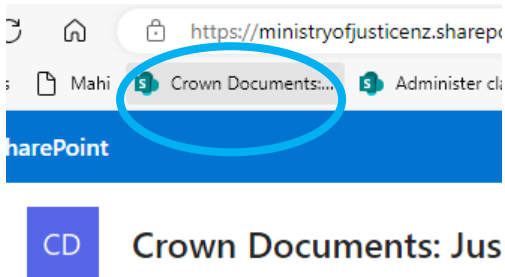


Accessing the site again

You will be able to access the SharePoint site via your internet browser. You will not need any specific software. Use the Microsoft Edge web browser for the best experience with the SharePoint site.

Otherwise, you can use Mozilla Firefox, Google Chrome, or Apple Safari.

We recommend you [add the site to your favourites](#) in your preferred browser for easy access. You can then access the site by clicking on the site under the address bar in your browser (as shown below).



You will then be asked to login with your email address and password, and be prompted to authenticate it is you trying to access the site using your chosen authentication method (see Step 3), before being taken to the SharePoint site Home page.