

FIND AN EXISTING FILE USING THE SEARCH FUNCTION


Enter a few key words in the search bar, then click 'search'. Check the file count indicator next to each folder to see which folder contain files with those key words in the title.

FILE COUNT INDICATOR [Communications Committee](#)  [1/1]

LOOK FOR FILE, ONE DIRECTORY AT A TIME

The list of folders always shows up on the left of your screen. Click on each folder and the contents will be displayed on the right.

DOWNLOAD A FILE

Once you find your file, simply click the 'download' button 

UPLOAD A FILE FOR YOUR OWN COMMITTEE

As you upload your file choose the 'private option'.

SHARE A FILE WITH THE EXECUTIVE OR A DIFFERENT COMMITTEE

As you upload your file choose the 'shared' option then click which committee or committees should have access to it.

MAKE A FILE PUBLIC FOR ALL COMMITTEE MEMBERS

Upload your file to the public folder.

CREATE A NEW FOLDER

Click on the folder that you want to be the parent folder, then simply click the 'create a new folder' button, give your folder a name, now click 'add'.

Create New Folder

DELETE A FILE

Use the 'delete' button 

RECOVER A FILE

Contact your administrator

