

Fall Workshop 2019 Karen Hunter '85 (Dallas) & Rachael Delaney (Waco-McLennan)

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[Club Name Here]	[Officer Position Here]	[desired email address]@aggienetwork.com	DesiredPasswordHere
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	VP Fundraising	WacoFundraising@aggienetwork.com	
	VP Programs	WacoPrograms@aggienetwork.com	
	VP Special Events	WacoEvents@aggienetwork.com	
	Corresponding Secretary	WacoCorrespond@aggienetwork.com	
	Exam Packs	WacoExamPacks@aggienetwork.com	
	Scholarship	WacoScholarship@aggienetwork.com	
	Treasurer	WacoTreasurer@aggienetwork.com	
	Historian	WacoHistorian@aggienetwork.com	

Having the addresses for the officer positions available will make this process easier About Store

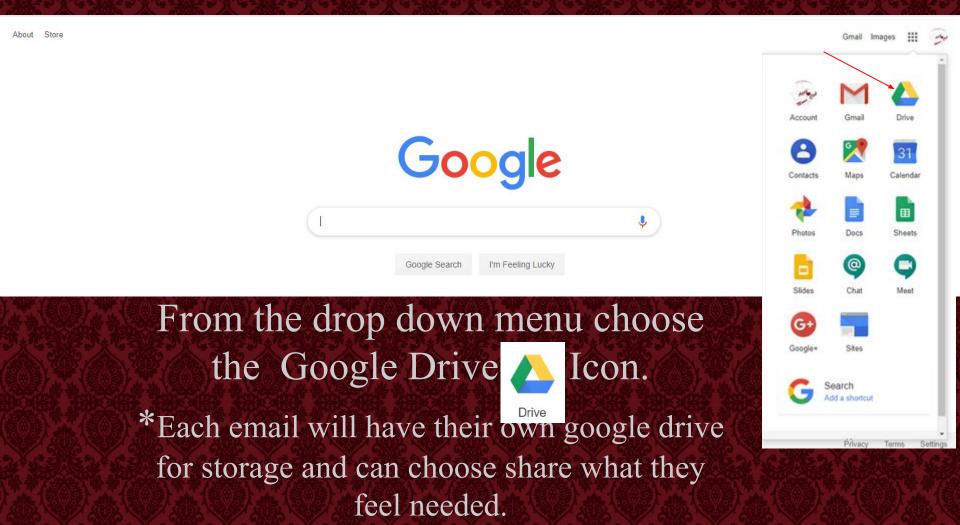


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Gmail Images

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Files can be uploaded to the drive. There is no need to change file types, they can upload in the format they are in.

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🔜 Desktop 📌	BOUTIQUE 4.12-13.2019 SALES	6/30/2019 10:45 AM	Microsoft Excel W	15 KB
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📰 Pictures 🛛 🖈	ScholarshipWorkshopHandout2015	6/9/2019 6:37 PM	Adobe Acrobat D	626 KB
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	may 6- meeting agenda	5/2/2019 8:09 AM	Microsoft Word D	361 KB

Highlight the files to be uploaded. *To highlight more than one file simply hold down the ctrl button on your keyboard when selecting each document.

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Once the files are uploaded they can be categorized by folders.

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Creating a new folder is also done in the menu by clicking on the "Folder" option.

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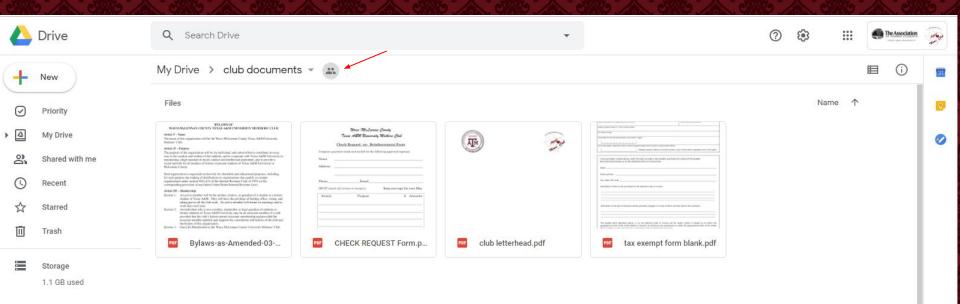
For this example, we will use a folder that is named "Club Documents". In this folder are documents that may be needed by all officers. Repeat this process until you have created the folders needed.

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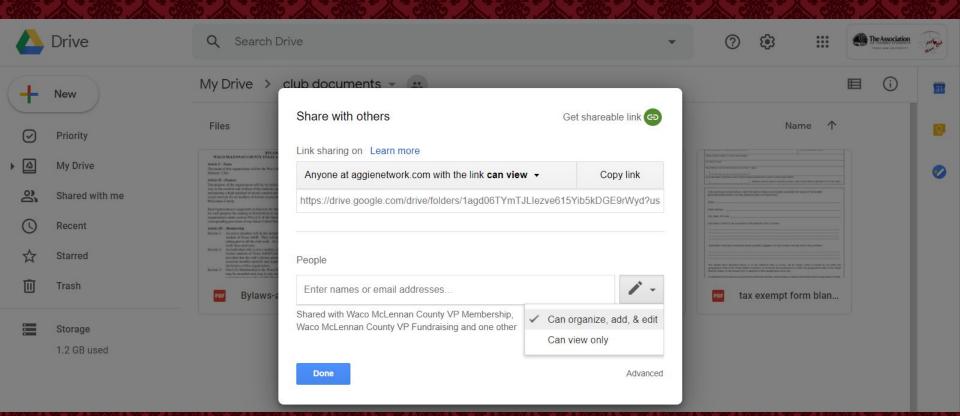
Upon Completion of the folder naming there you will find the folders on the drive home page. Documents can be dragged and dropped into the folders as desired.

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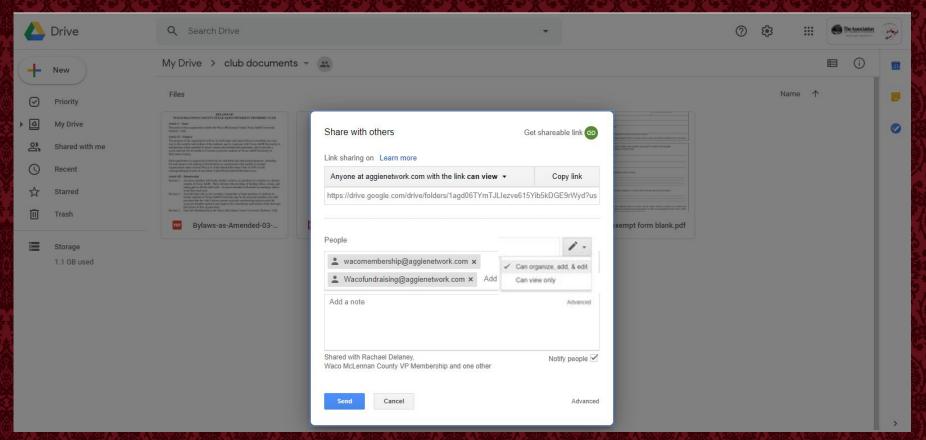
To share the folder with others click on the folder to be shared. In this case "Club Documents"



Once the folder is open, click on the icon, located next to the file name. This will open up the option choosing who to share with.



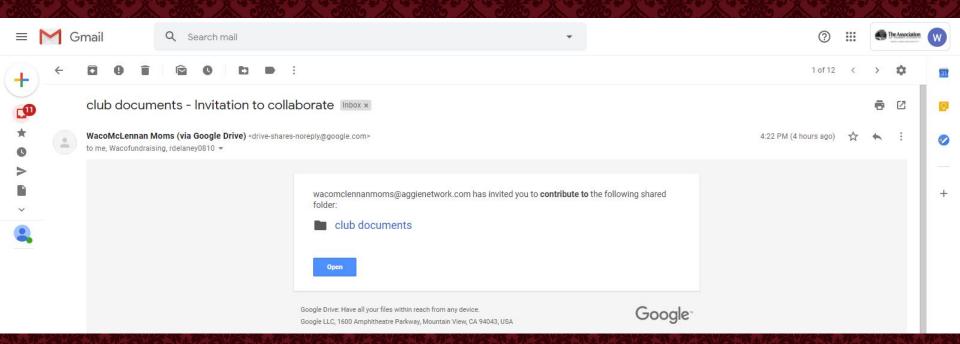
By clicking on the pencil vou can determine if you want those you are sharing with to have the ability to edit or to just view.



Using the email address for the position, begin adding the people the folder is to be shared with.

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The final step it to contact one of the officers and ensure they received the invitation and that it links correctly. Their email should like like this



When opened, the email should indicate if they have restricted access and can only view, or if they have access to make contributions to the folder. This will now be accessible in their google drive and will have updates live time