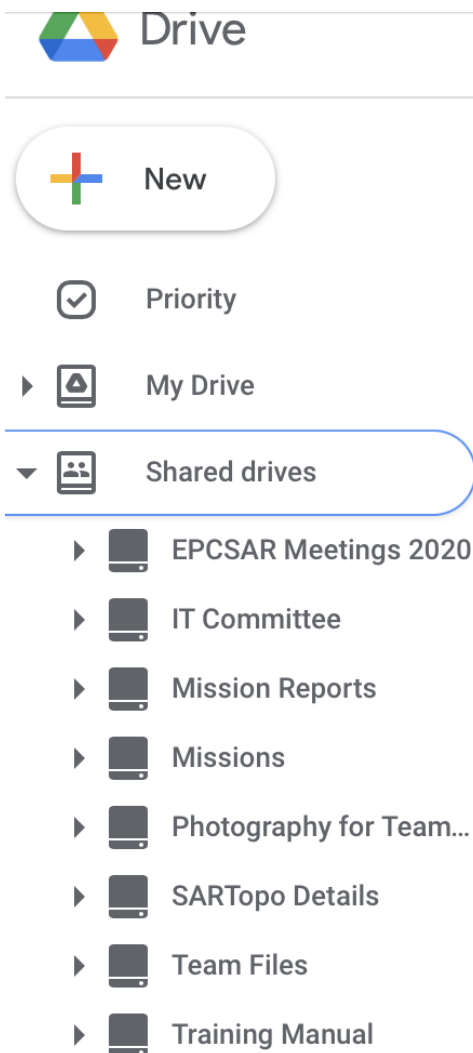


Supplement: Google Drive

Internal team files are stored on Google Drive and are accessible to team members.

Accessing Google Drive

1. Go to <https://drive.google.com>
2. Log in using your **@epcsar.org** email address. You **must** be logged into Google with this email address to access these files. No other email addresses will be granted access.
3. On the left side of the screen, expand the “Shared Drives” option and choose “Team Files”



Frequently Asked Questions

When I try to access the team files, I get a “You Need Access” Error

This error means you are not logged into Google with your @epcsar.org email address. At the bottom of the screen you will see a “You are logged in as” message that shows the email address you are logged in with. Click this email address and then proceed to switch to your @epcsar.org email address.

I cannot create files in some of the folders

Some of the folders are restricted access to only the members of the relevant committee or board. If you are not a member of the committee or board, you will not be able to add a file to the folder.

I have another question that is not answered

Please contact the IT committee for assistance.