

## How to put document(s) on the Google (G) drive.

Log in to the EBHQ website- hover on VIC tab - select VIC EC and PC Only - click on Meeting VIC 2022... this will take you to the G drive select the current meeting folder or a past meet folder. You then will be able to drag and drop your file into the desired folder. NOTE: This does not work from one G drive to another. The file must be on your computer.

If you are looking for just your files, then hover on VIC tab - select VIC EC and PC Only -VIC Show Current & Past reports - under Documentation Notebooks find your committee click on it which will take you to that committees G Drive folder.

If you have any questions, please call me.

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