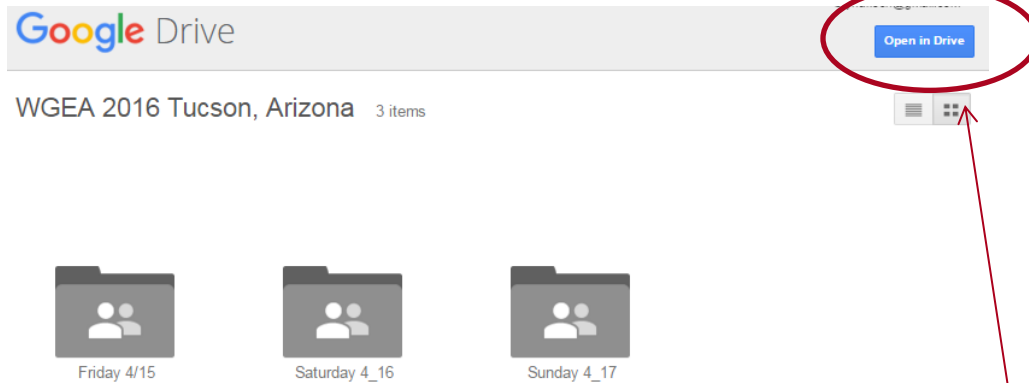


- Name your files in the following structure **First 3 to 4 words of your Presentation Title_Sessionday** (ex: *Using Google Drive_Friday*)
 - If you have multiple session materials please end the files with *_1, _2, _3* etc. (ex: *Using Google Drive_Friday_1; Using Google Drive_Friday_2*)
- You will have received an email invitation from Google, this will provide you access to the WGEA 2016 folder
- Visit the WGEA 2016 Tucson Arizona Google Drive folder link contained in the email invitation
- You will see a web page with folders for the three conference days



- In the upper right-hand corner of the page click the blue button that says **Open in Drive**
- Find the folder in the WGEA 2016 folder that corresponds with your session date and double click that folder
- Within that folder upload your presentation to the folder that corresponds with your session time.
 - Drag and drop your session materials into the folder or right click and select "Upload"

