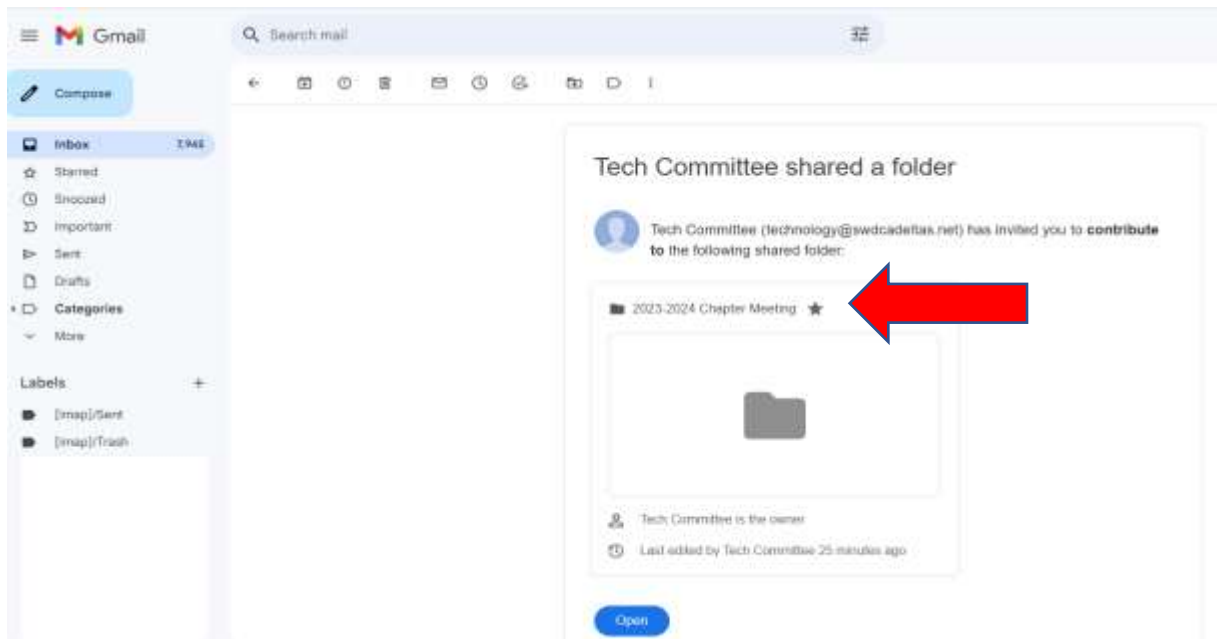


As the Tech Committee prepares to do the work of Delta this 23-24 sorority year, one of our goals is to continue to improve on ways to serve our SWDCA Sorors more effectively. One desire is to make your work in storing and accessing required committee documents more convenient.

We can achieve this by ensuring you can **access your 23-24 committee folders easily**. We ask that you do the following upon receiving your invite to access your committee folder:

1. When you open the email invite (on your phone or computer), you will see within the body of the invite your committee folder.
2. Click the **star** directly to the right of the folder title (see pic.)
3. This will put the file folder in the **Starred category** within your Google Drive (see pic. below)
4. Lastly, **go to your Starred** category within your Google Drive to quickly locate and access your committee folder whenever you need to upload chapter-required documents.

STEP 1 & 2:



STEP 3 & 4:

