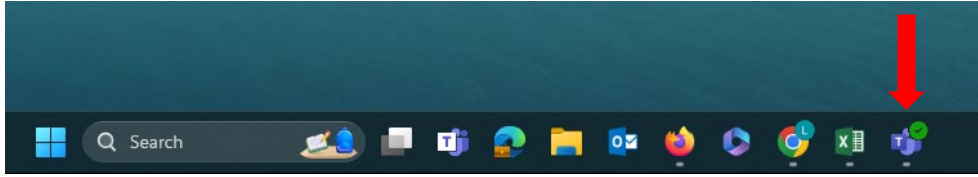
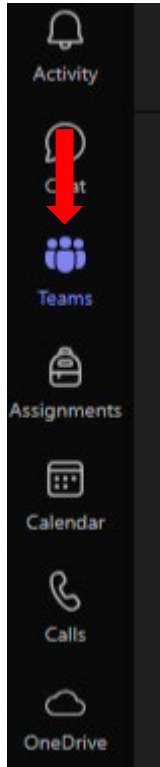


Guide to Dropping Off Advisory Committee Meeting Minutes via Microsoft Teams

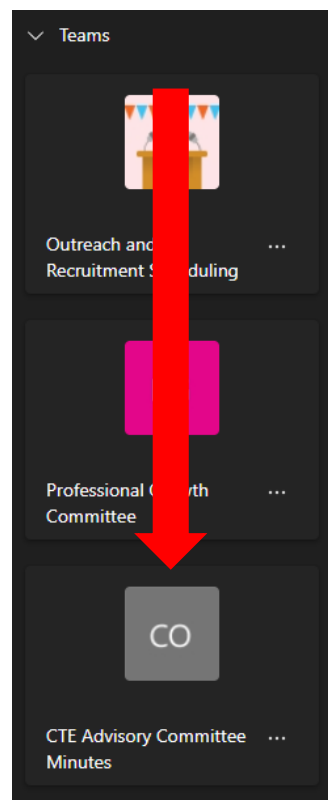
1. **Open Microsoft Teams:** Launch your Microsoft Teams application.



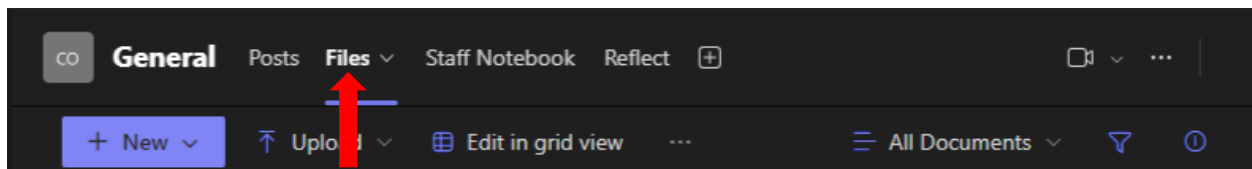
2. **Navigate to the "Teams" Section:** Click on the third icon on the left sidebar labeled "Teams."



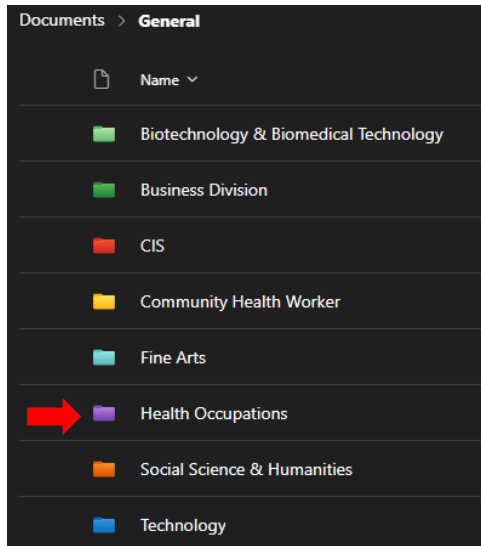
3. **Access the "CTE Advisory Committee Minutes" Folder:** In the Teams section, click on the folder named "CTE Advisory Committee Minutes."



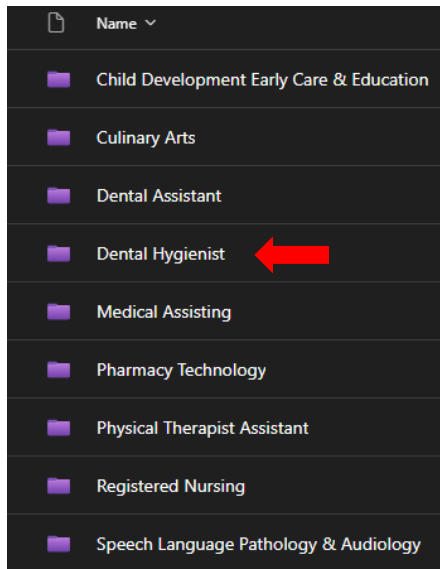
4. **Go to the Files Tab:** Click on "Files" in the top bar.



5. **Locate Your Division Folder:** Find and click on your division folder.



6. **Select Your Program File:** Within the division folder, locate and click on your program file.



7. **Upload Your Meeting Minutes:**

- Drag and drop the file into the folder, or
- Click on the "Upload" icon in the top bar, then select "Files" to choose the file you wish to upload.

