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# NEVADA SITE STEWARDSHIP PROGRAM

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Our Amazing Volunteer Site Stewards!

#### Submit Articles and Photos for Our Next Newsletter

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# **Stewardship Pointers-Google Drive**

In the past, NSSP accepted photos and files however site stewards sent them in. Due to an increase in security, NSSP is no longer able to access file sharing websites like Dropbox. We are, however, able to access files shared in Google Drive.

If you do not have a gmail account, go to <u>https://</u> www.google.com/gmail/ and create an account.

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Shared with me

Once you have logged into your gmail, you will see an icon on the top right that has 9 boxes together. Click on this. A list of icons appears below. Choose the one labeled Drive.

#### Once you are in the

My Drive folder, you can right click in the gray space to create a new folder. Once you've created it. Drag and drop all of your photos and files into the folder at once. It will take some time to load onto the Drive.

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Once the files have all uploaded, right click on the folder. Choose Share. You will see a link in a box near the top. Copy and paste this link in an email to me. I can then access that folder and download all of your files.

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