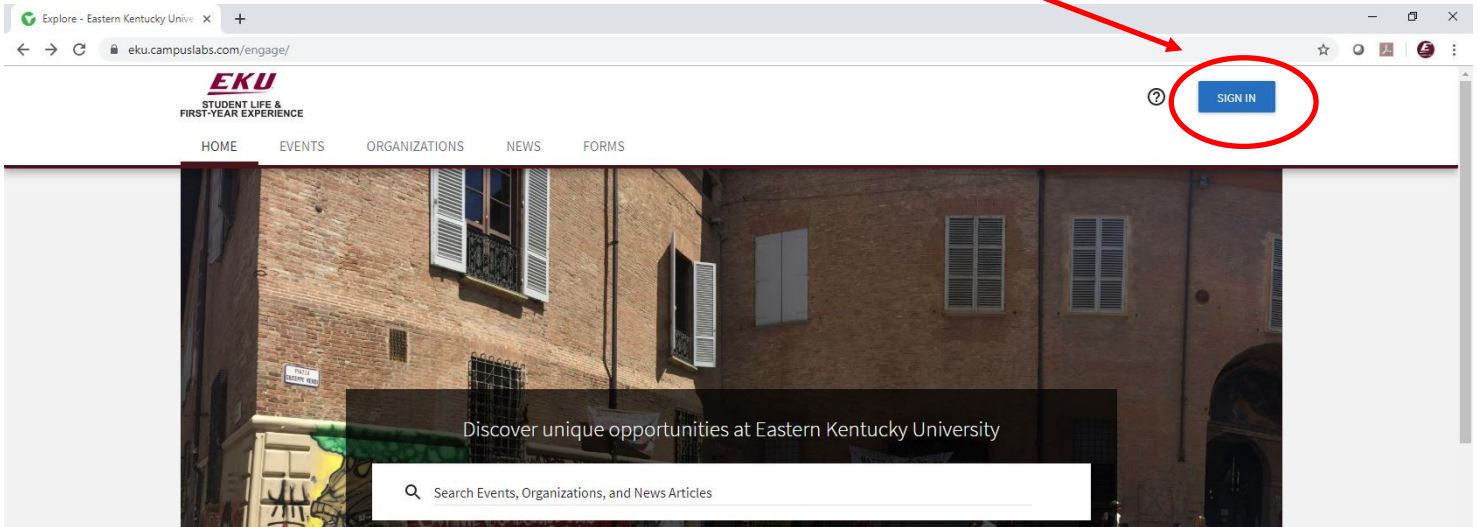


Managing Documents

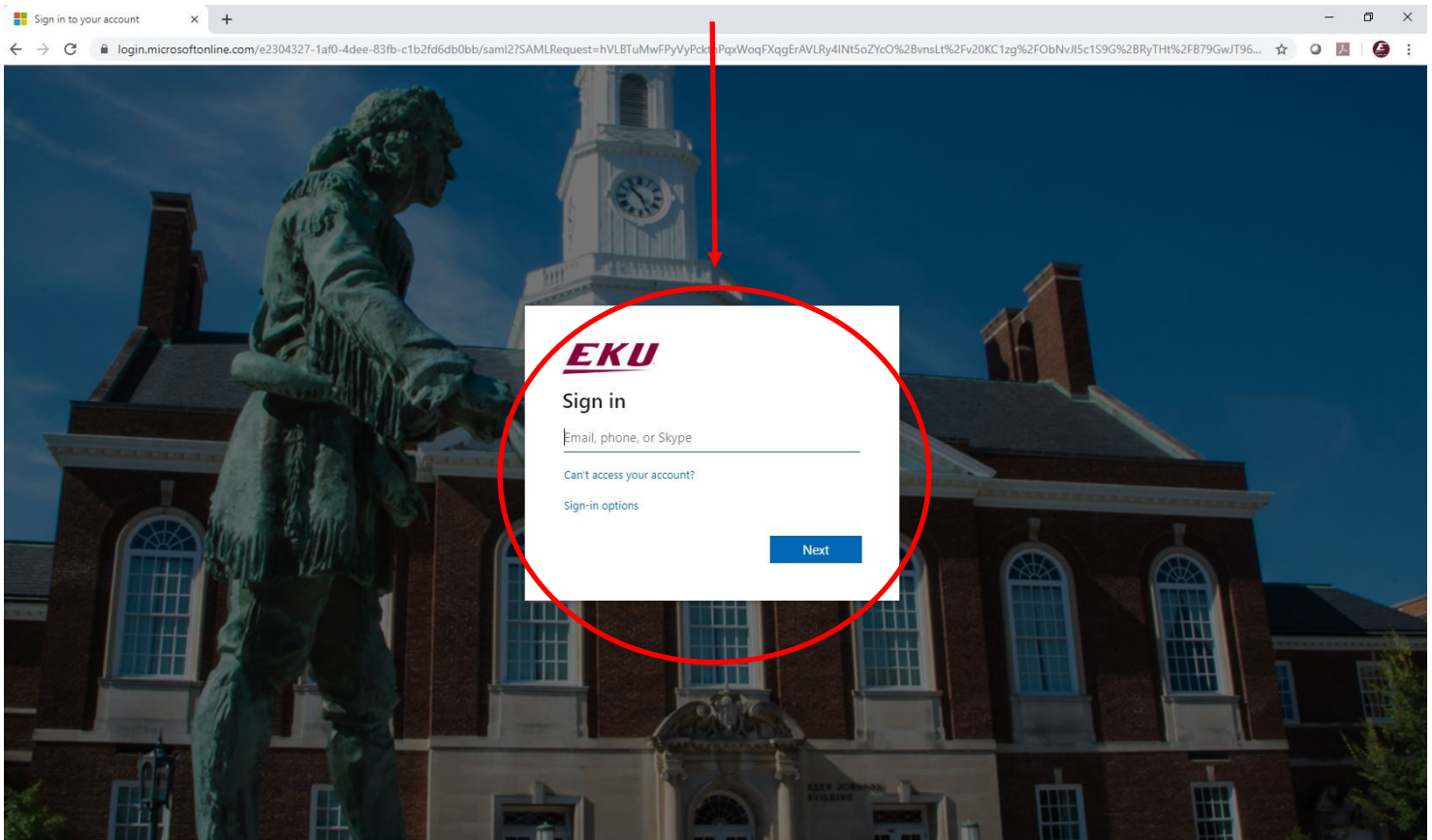
STEP 1

Visit eku.campuslabs.com/engage/, and click "Sign In" in the upper right corner (as seen below).



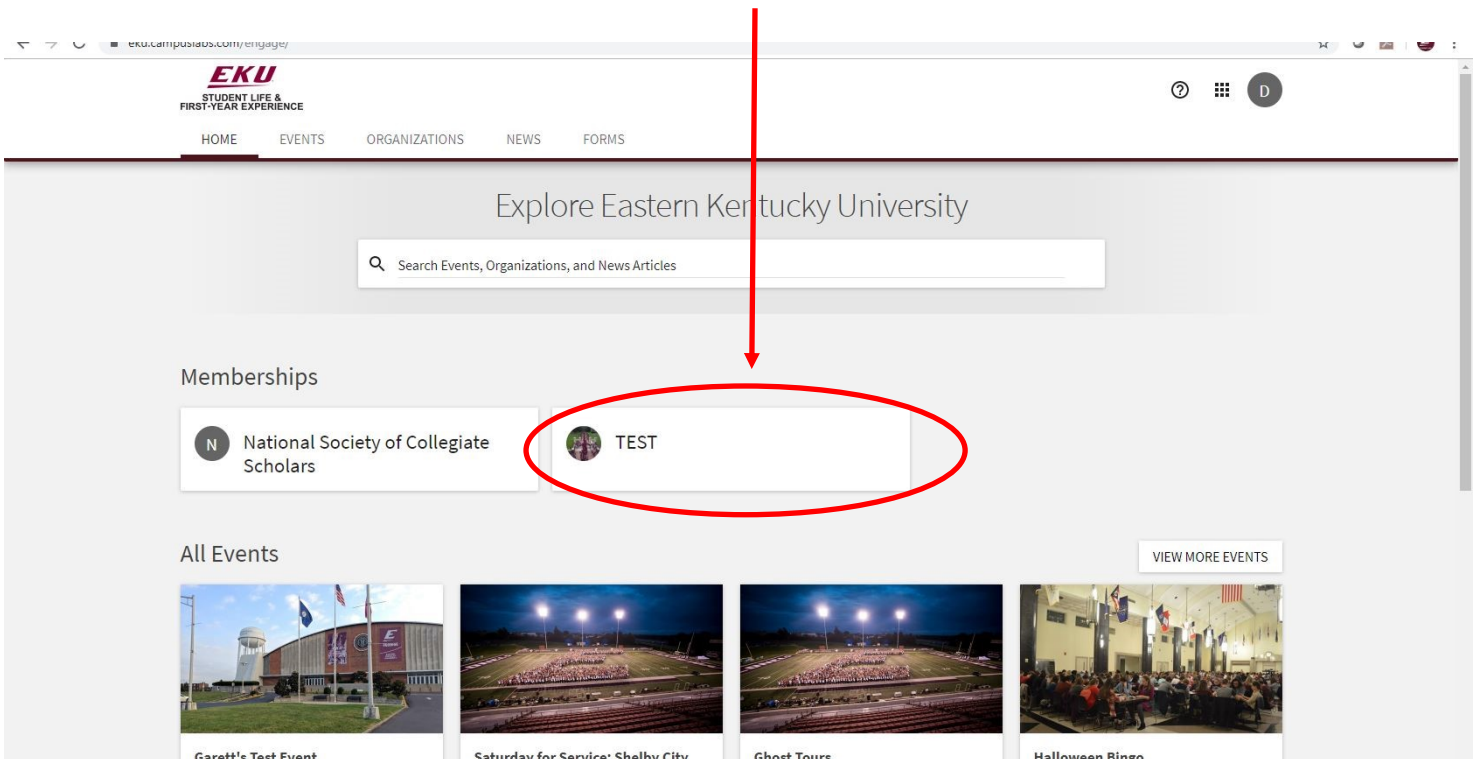
STEP 2

Enter your EKU Email credentials to log into the system.



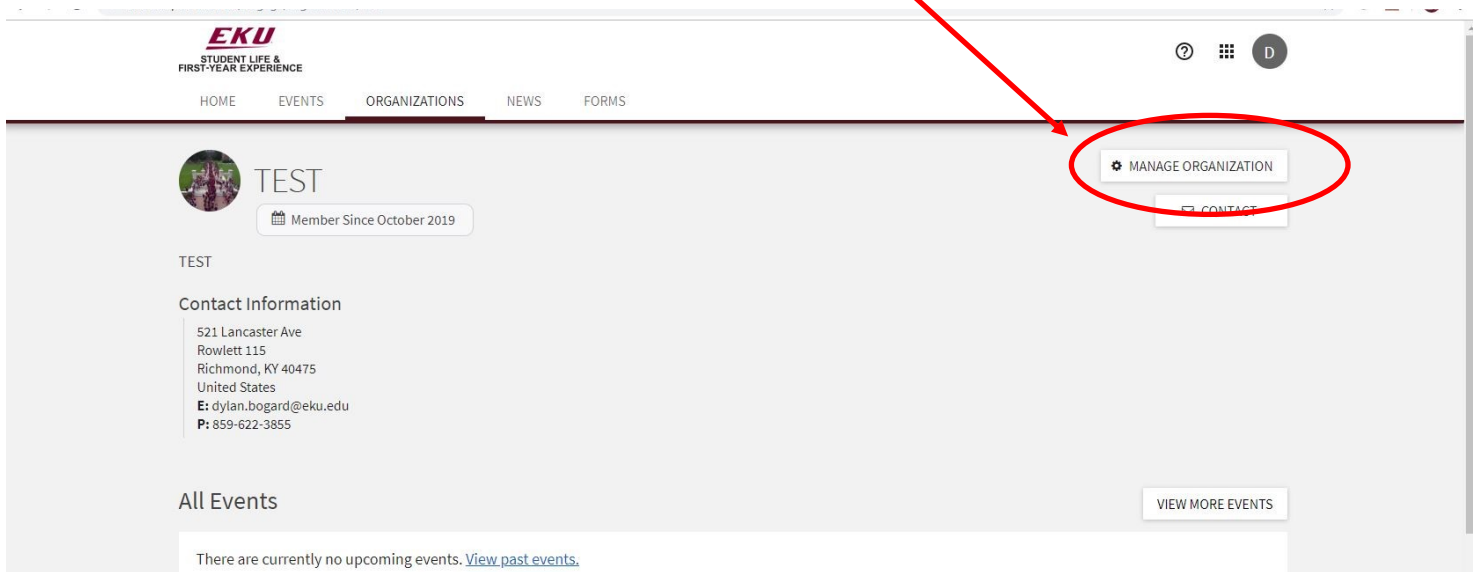
STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



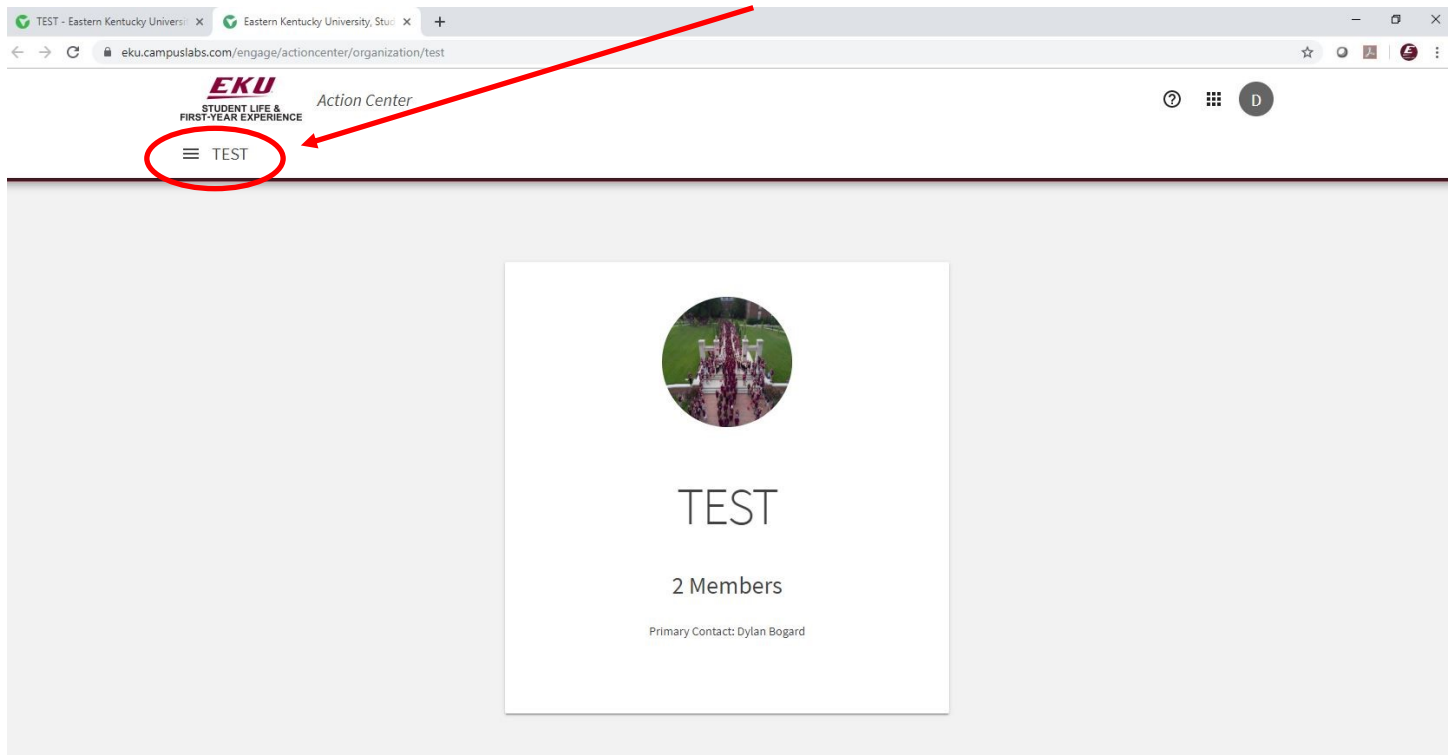
STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.



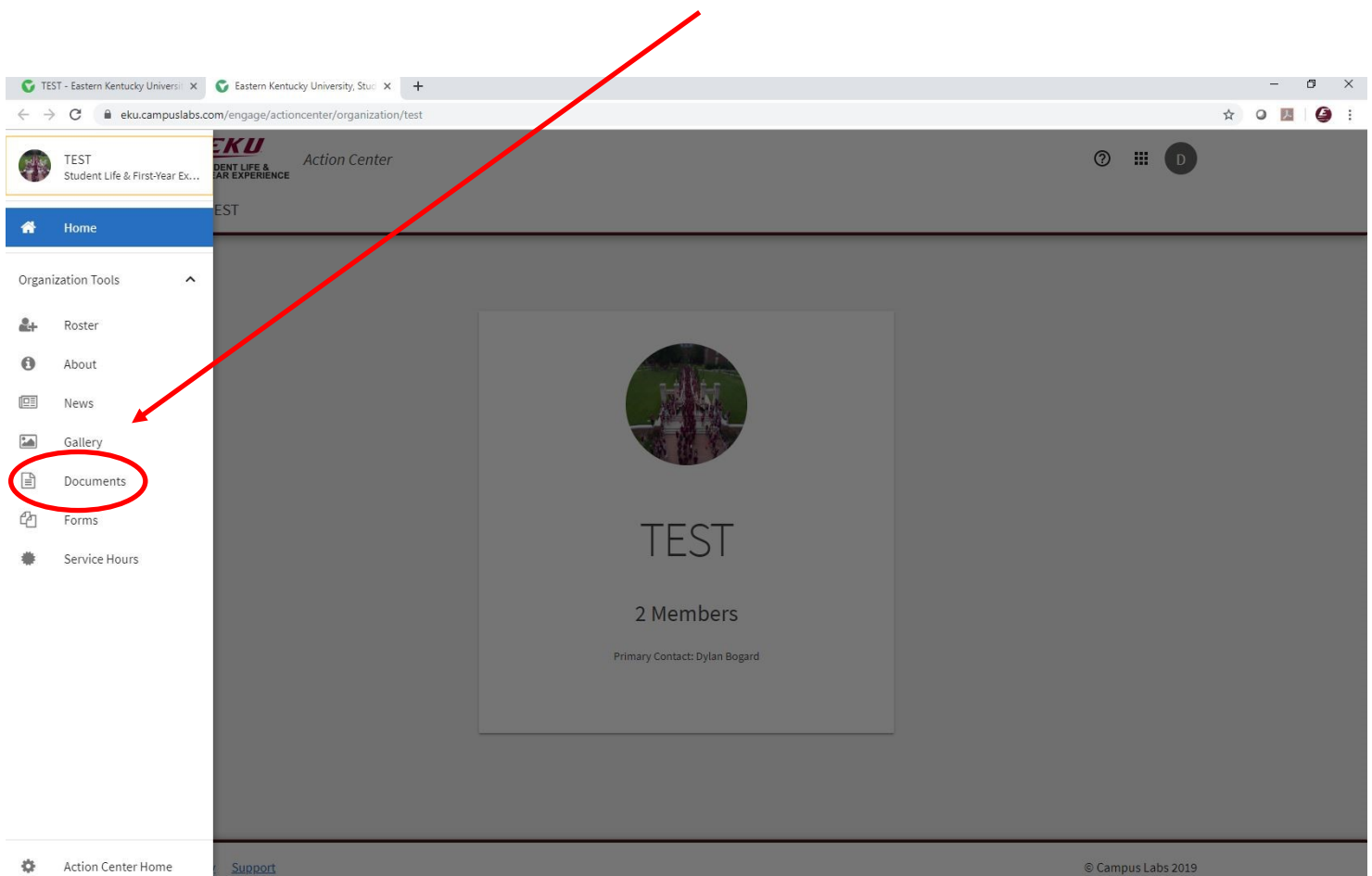
STEP 5

Select the menu icon in the top left corner.



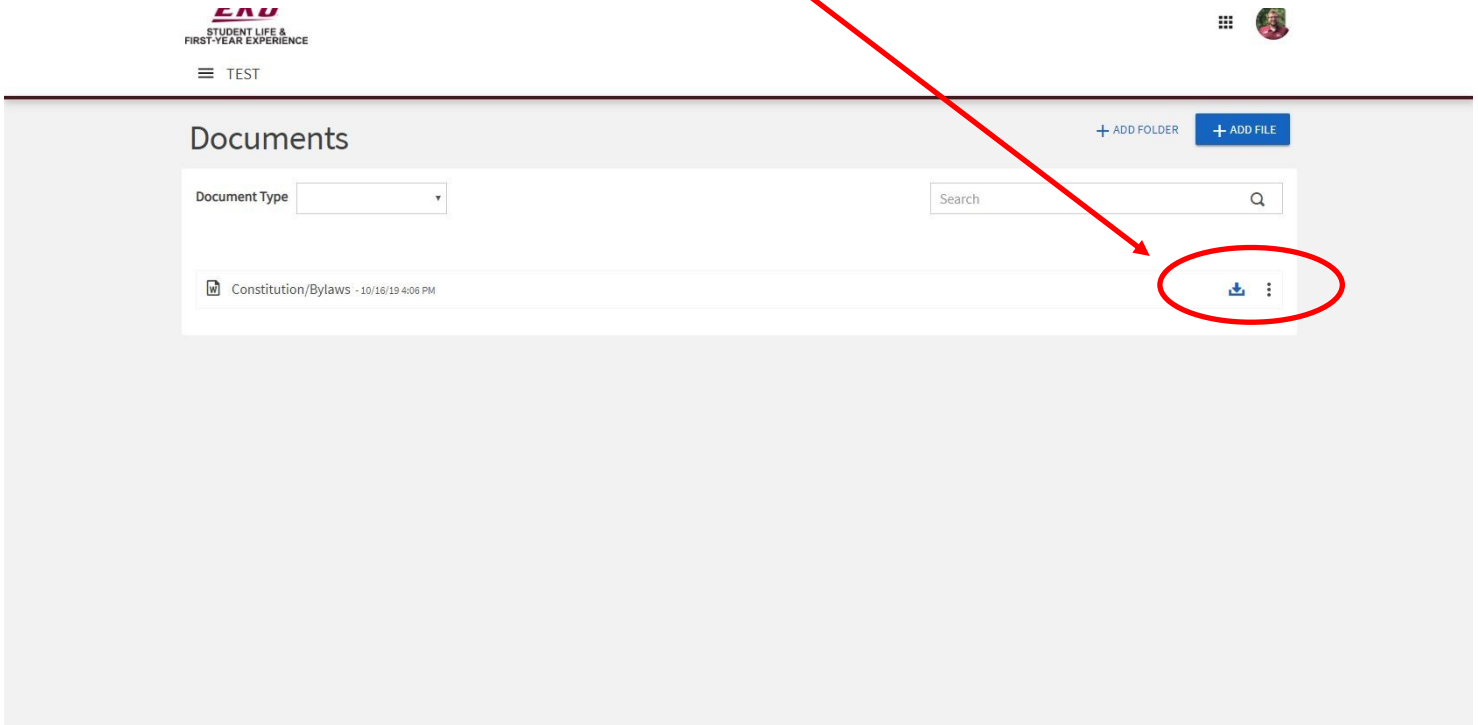
STEP 6

Select "Documents."



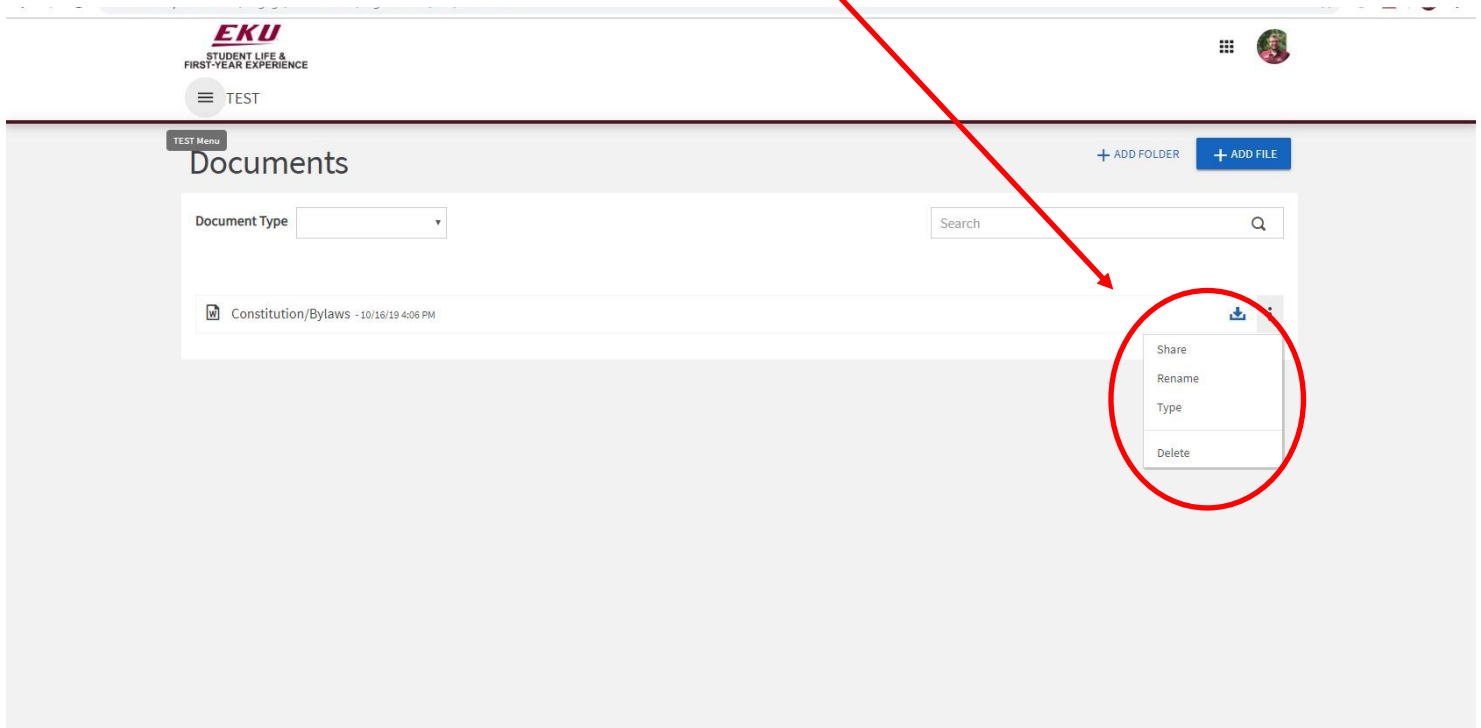
STEP 7

Edit, download, or share current documents by selecting the three dots next to the document name.



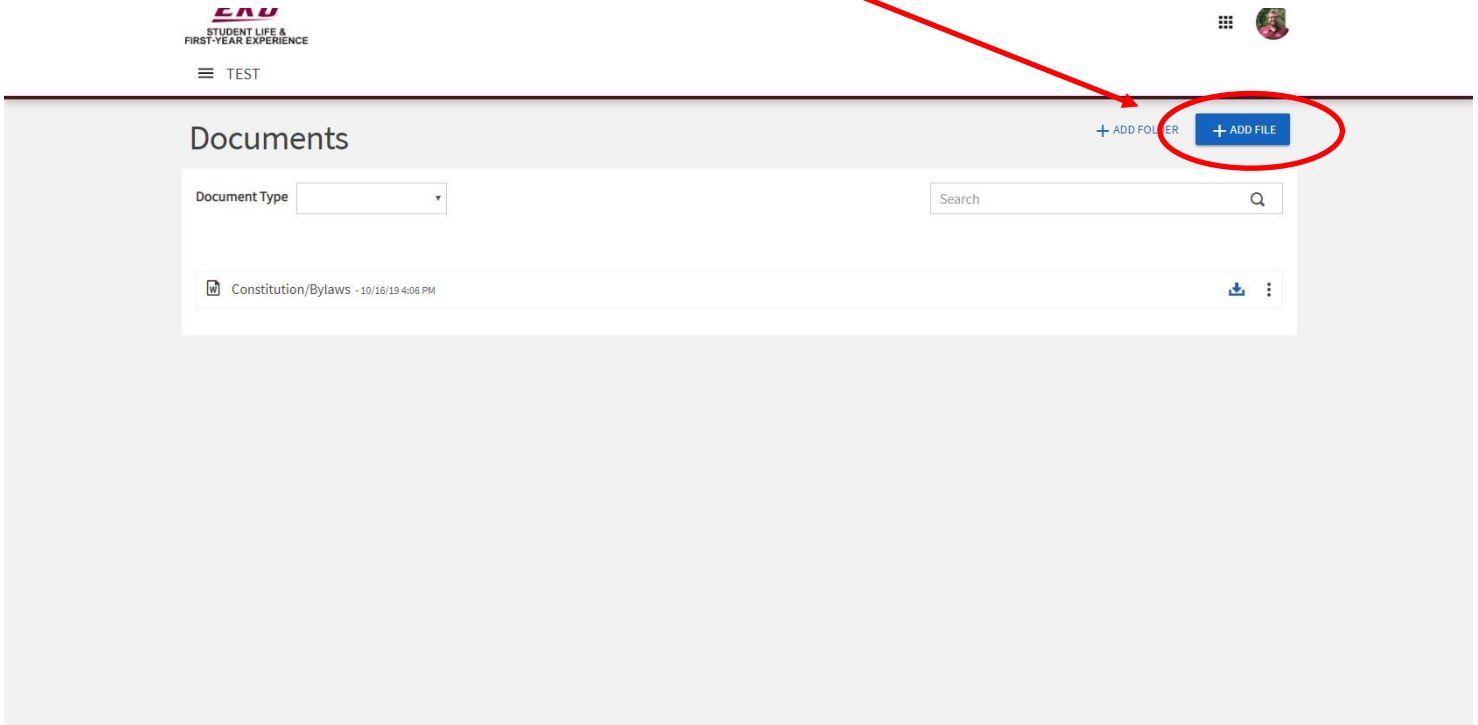
STEP 8

Select what you want to do from the menu.



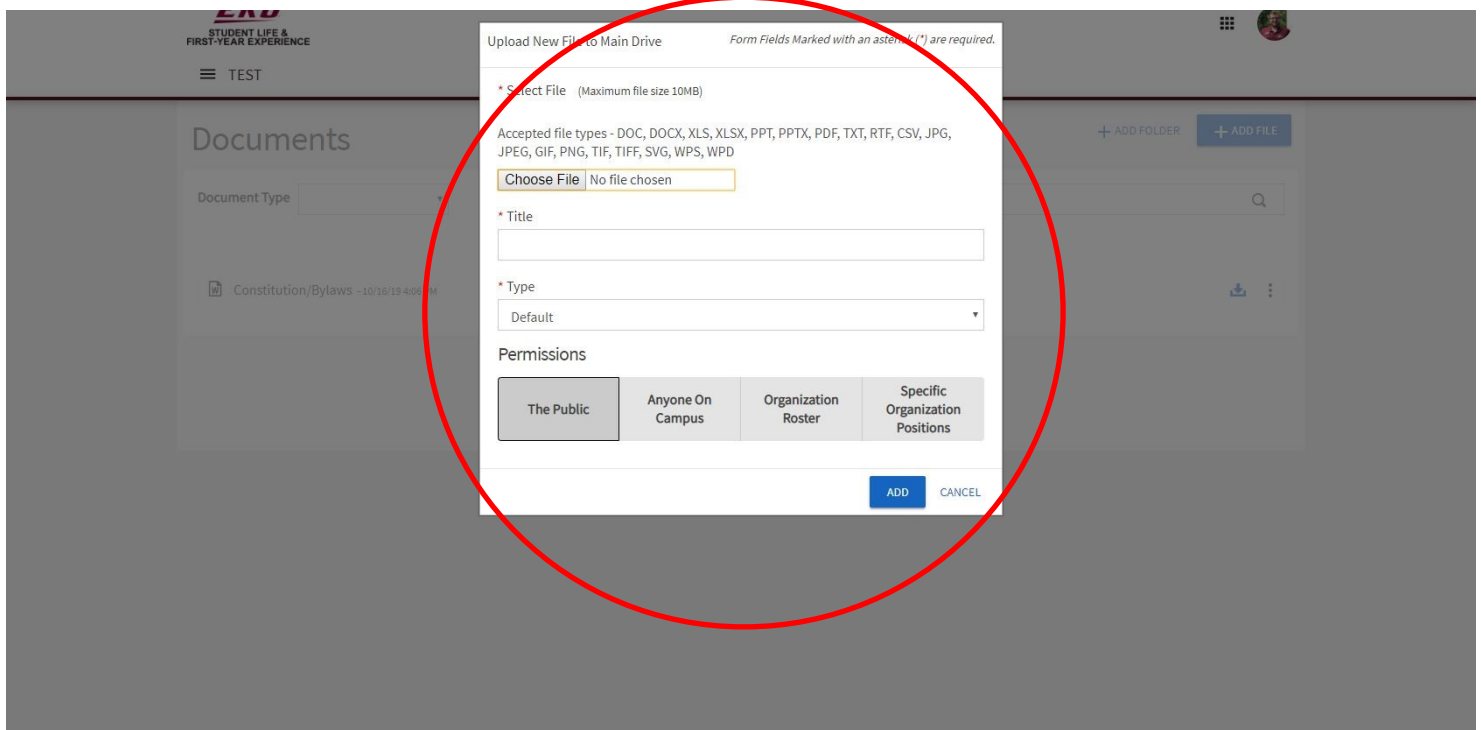
STEP 9

Add new documents to your organization site by clicking “Add File” in the top right.



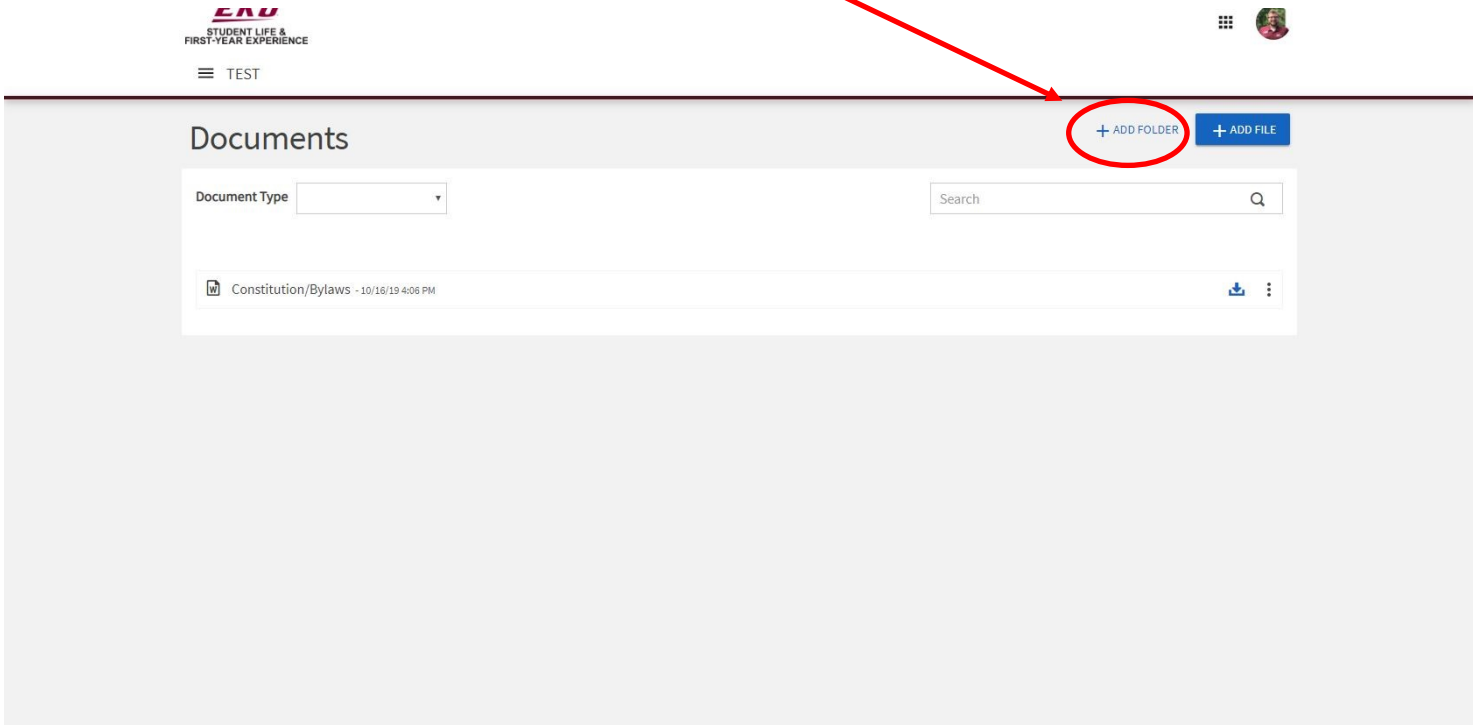
STEP 10

Set permissions and upload your file to the organization page. Hit “Add” to save.



STEP 11

Create folders to organize your documents by clicking “Add Folder” in the top right.



STEP 12

Set permissions for your folder. Hit “Add” to save.

