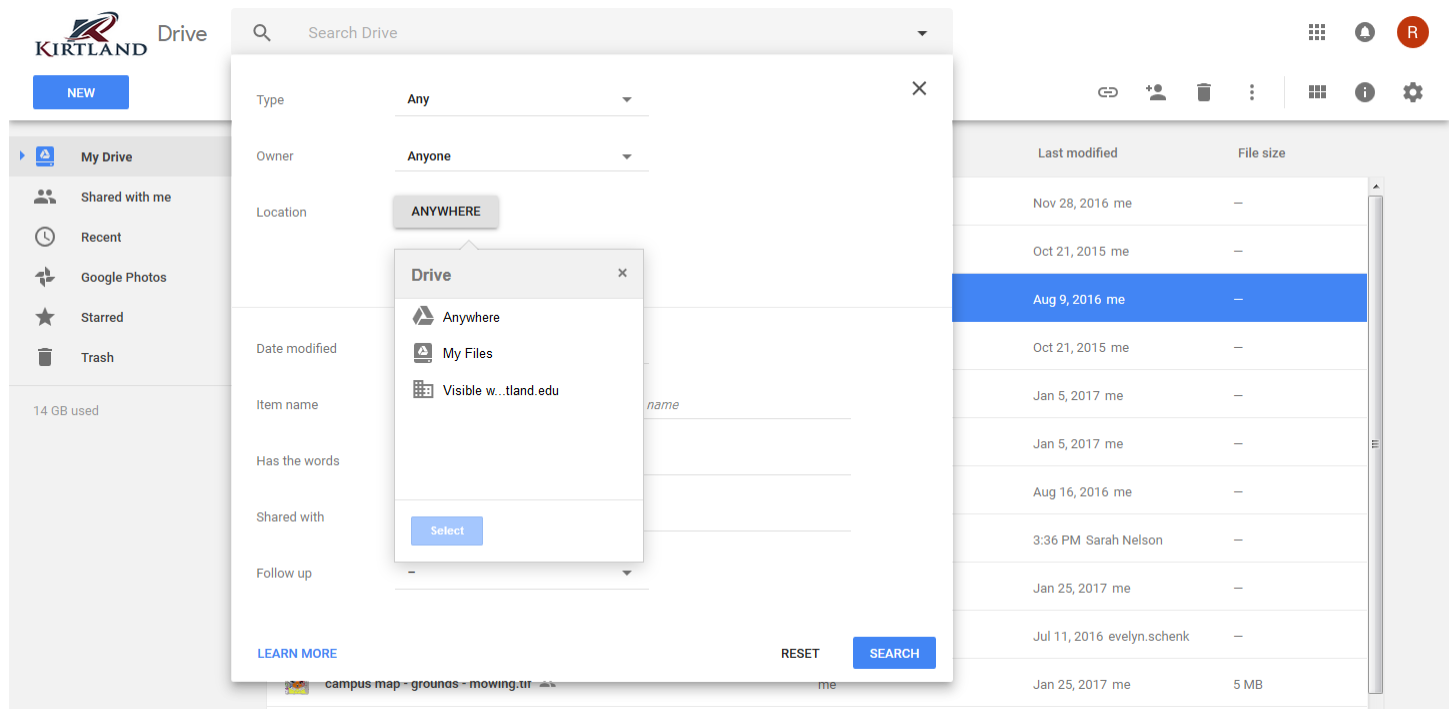
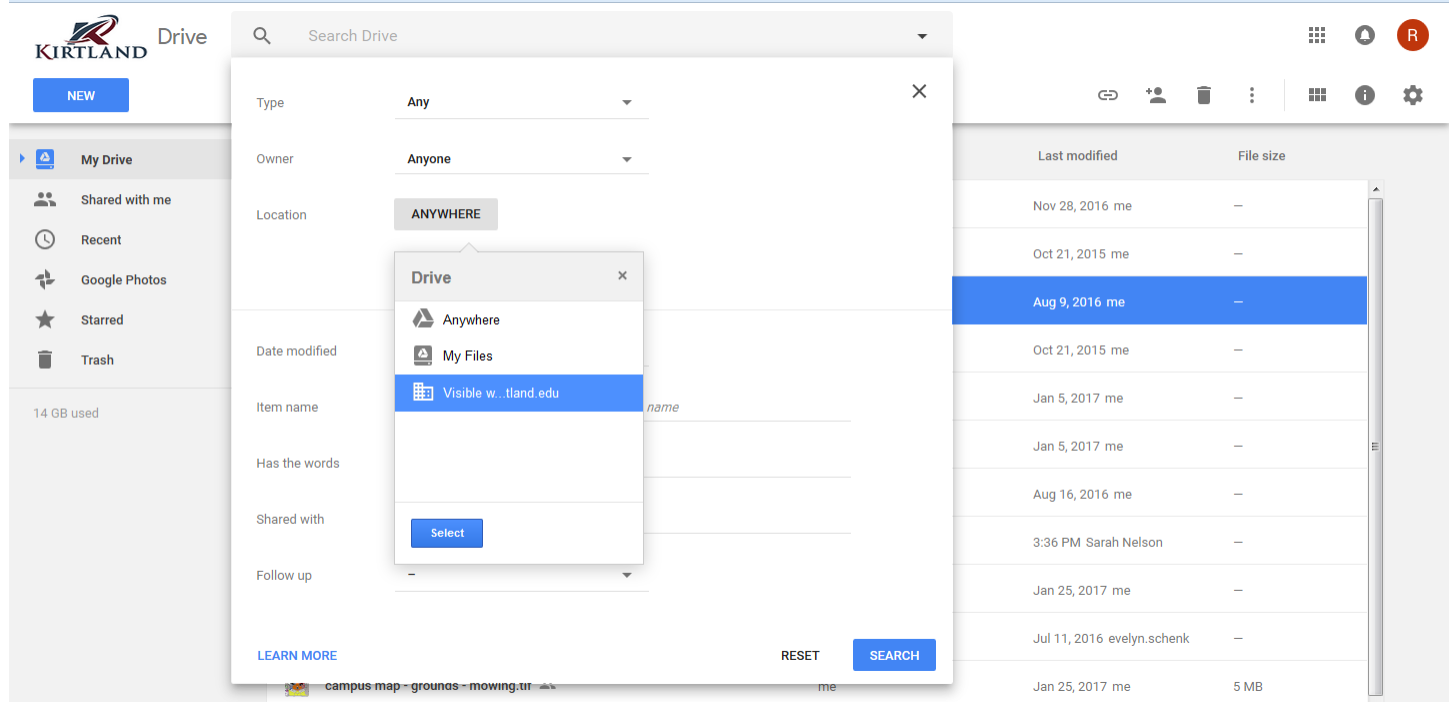


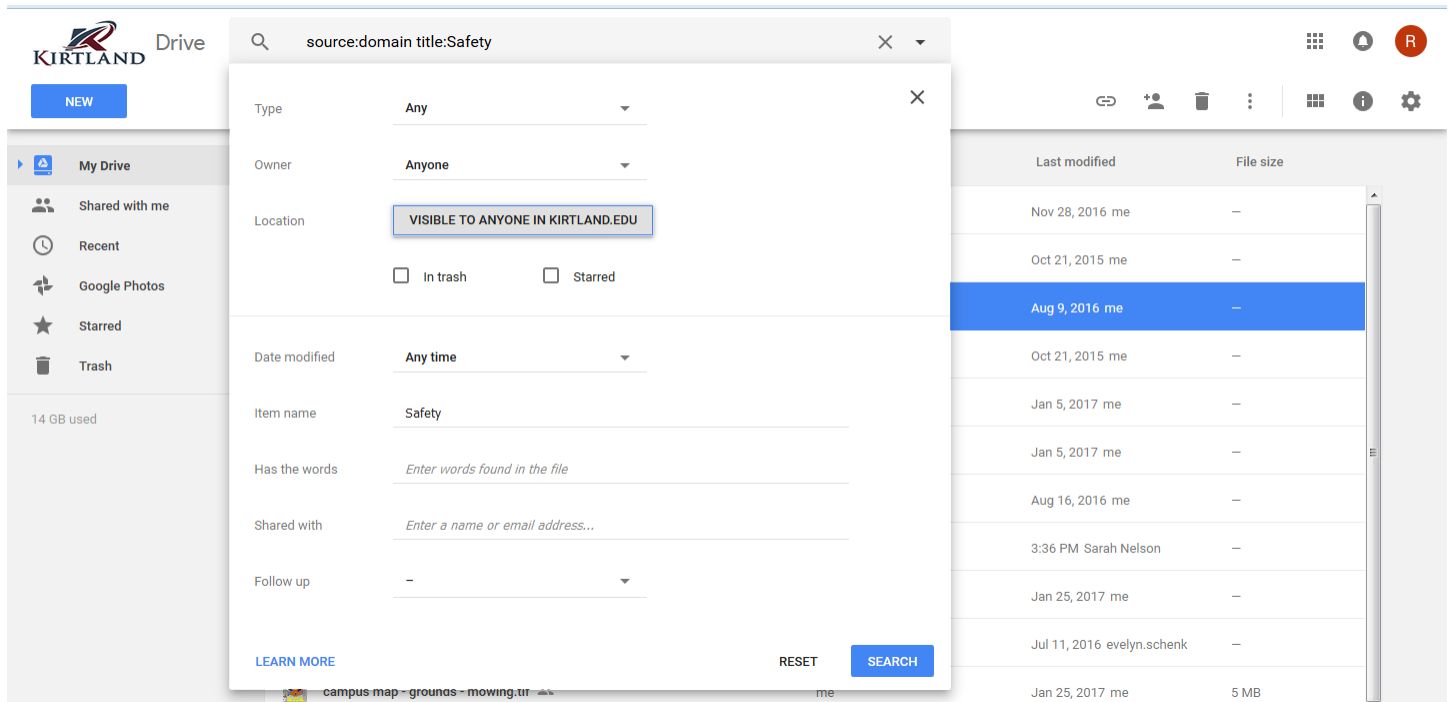
How to search Google Drive for Safety and Wellness information and maps



Click on the drop down menu arrow at the far right end of the Search bar.



Click on “ANYWHERE” and choose “Visible w...tland.edu”, and Select



Under “Item Name”, type in “Safety” (or “Wellness”) and click on Search

Google Drive will pull up all items that match your search term.

Click on the Safety (or Wellness) folder to open it.

To save this folder for future reference, right click on the folder, then choose “Add Star”. The next time you want to view items in the Safety or Wellness folders, just click on “Starred”.