



A Basic Guide to NAEE Workbench

1. Visit: <http://naeeworkbench.sharepointsite.com/default.aspx>
2. Enter your NAEE Workbench user name and password on request. (Email NAEE.Tech@gmail.com if you need a username and password or have forgotten your password.)
3. On successfully logging into NAEE Workbench, you will enter the Home Page. From the Home Page, you can view all recent announcements, see all the Workbench drawers in the left hand column and link directly to the NAEE website.
4. Click on Documents and Lists to see a full list of the Workbench folders along with their descriptors. (Email NAEE.Tech@gmail.com if you need help finding an appropriate drawer for the file you want to post.)
 - a. Click on the drawer in which you want to upload a file.
 - b. Click on Upload Document.
 - c. Click Browse to locate the file you want to attach to the list item, and then click Open.
 - d. Check the box to "Overwrite existing file(s)?"
 - e. Click Save and Close.
5. To delete a document, please copy and paste the location of the document in Workbench into an email and send the hyperlink to NAEE.Tech@gmail.com requesting deletion.