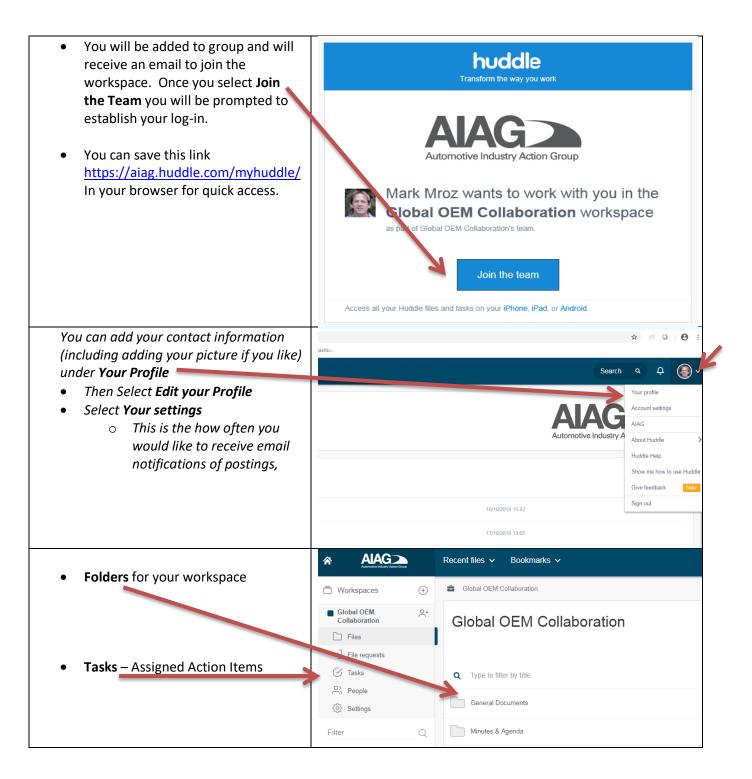**AIAG Collaboration Workspace**: A tool for members of a group to edit, share, approve, and upload documents; assign Tasks and utilize the posting of minutes & agenda and access other relevant information.

Here are some of the ways to navigate through your Huddle

• You will be added to group and will receive an email to join the workspace. Once you select **Join the Team** you will be prompted to establish your log-in. • You can save this link https://aiag.huddle.com/myhuddle/ In your browser for quick access.	
*You can add your contact information (including adding your picture if you like) under **Your Profile*** • *Then Select **Edit your Profile*** • *Select **Your settings*** o *This is the how often you would like to receive email notifications of postings,*	
• **Folders** for your workspace • **Tasks** – Assigned Action Items	

To edit or access an existing document, Click the title of the document **If downloading the document only, see instruction below.**	**General Documents** Q Type to filter by title ▦ GHG Supply Chain Lunch and learn webinars 2019 1-9-2019.xlsx v9 updated by **Mark Mroz** Wed, 14th Aug 2019 at 8.35am ▦ Energy Productivity doubling EP-100 4-10-2019.pptx 🔖 v1 updated by **Alfred Hildreth** Wed, 10th Apr 2019 at 6.06am ▦ REBA 4-2-2019.pptx v1 updated by **Alfred Hildreth** Wed, 3rd Apr 2019 at 6.42am
Editing the document Here you will find if the documet is already locked and/or being edited. If locked and/or being edited you must come back and wait until no one is making changes to enter your updates.	▦ GHG Supply Chain Lunch and learn webinars 2019 1-9-2019.xlsx ✎ 🔖 ‹ › 🔒 Locked for editing (v10 Created by **Mark Mroz** 27 minutes ago) Finished editing? **Unlock**
If you have Office 365, you can edit on-line by clicking on **Open in…** and select **Edit** All your changes will automatically be saved. **If you do not** have Office 365 please follow the instructions below.	▦ GHG Supply Chain Lunch and learn webinars 2019 1-9-2019.xlsx ✎ ▣ Open in Excel ⌃ Microsoft Excel ✎ Edit & lock ◉ Read-only Microsoft Excel Online ✎ Edit ◉ Read-only Version 3
If editing the document **Lock** the document by clicking on the icon	▦ GHG Supply Chain Lunch and learn webinars 2019 1-9-2019.xlsx ✎ 🔖 ‹ › v9 Created by Mark Mroz on Wed, 14th Aug 2019 at 8.35am 🔓
Download the file and save to your desktop. **Upload the file:** After you have made your updates to the file, select **New Version** (this will replace the current file with a new version number)	GHG Supply Chain Lunch and learn webinars 2019 1-9-2019.xlsx ✎ 🔖 ‹ › ▣ Open in Excel ⌄ 🔒 Locked for editing (v9 Created by Mark Mroz on Wed, 14th Aug 2019 at 6.35am) Finished editing? Download New version Add approval More Comments Activity Versions
Upload a file to a Specific Folder - if new and not editing*:* Select **Upload Files**	☁ Upload files You can edit these files Content visible to everyone ↪ Share this folder ⇥ Request a file New

Note: If you have re-uploaded a file, you must click on the title and un-lock so the next volunteer can access and make their updates.

Once you uploaded your file and you would like to share it with the group, select from the dropdown
    And Click **Share**
    Click **Select Team**
    Click **Share**

Questions or Need Assistance	**Mark Mroz**
AIAG	Senior Project Coordinator, Corporate Responsibility
	Tel: 248.358.9768 | Fax: 248.784.1897
	Email: mmroz@aiag.org|www.aiag.org
	_____
	Elizabeth Trejo
	Project Coordinator, Quality
	Tel: 248.213.4655 | Fax: 248.784.1855
	Email: etrejo@aiag.org |www.aiag.org
	_____
	Chris Barnes
	Project Coordinator, Supply Chain Products & Services
	Tel: 248.358.9745 | Fax: 248.784.1891
	Email: cbarnes@aiag.org |www.aiag.org