



How to Access the CLA Board of Directors Shared Google Drive

Step 1: Receive the Invitation

- **Check Your Email:** You should receive an email from Google Drive notifying you that someone has shared a folder or file with you. The sender's name and the name of the item shared will be mentioned in the email.
- **Open the Email:** Click on the email and look for the button that says "Open in Drive" or a similar call to action.

Step 2: Log in to Google Drive

- **Go to Google Drive:** If you are not already logged in, visit [Google Drive](#) and sign in with your Google account credentials.
- **Use Correct Account:** Make sure you are logged into the Google account that was invited to access the shared content.

Step 3: Access the Shared Content

- **From the Email:** Clicking "Open in Drive" in the email will take you directly to the shared folder or file.
- **From Google Drive:**
 - **Go to 'Shared with me':** On the left panel of the Google Drive interface, click on 'Shared with me'. This will display all the files and folders that have been shared with you.
 - **Locate the Folder/File:** Scroll through or search for the name of the folder or file that was shared with you.
 - **Open the Folder/File:** Click on the folder or file to access its contents.

Step 4: Interact with the Content

- **View or Download Files:** You can view files directly in your browser. To download, right-click the file and select "Download".
- **Add to My Drive:** If you plan to use this folder or file regularly, right-click it and select "Add shortcut to Drive". You can then choose where to place the shortcut in your own Drive for easier access.

Step 5: Collaborate (if applicable)

- **Edit or Comment:** Depending on the permissions granted by the owner, you might be able to edit files or leave comments. Use the tools in Google Docs, Sheets, or Slides to collaborate.
- **Upload Files:** If you have editing permissions and need to add files, you can drag and drop files into the shared folder on the web interface.



Troubleshooting Common Issues

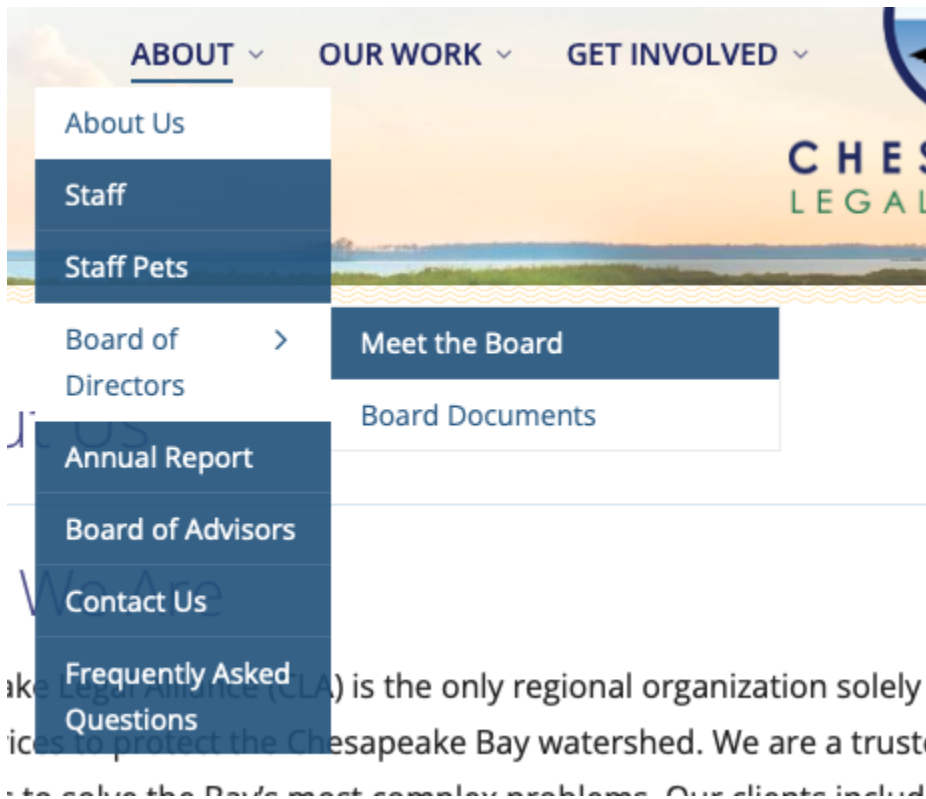
- **Access Denied:** Ensure you are logged into the correct Google account. If issues persist, contact the person who shared the file and request they check the sharing settings.
- **File Not Found:** The file or folder may have been moved or deleted by the owner after sharing. Contact the owner to verify its status.

CLA Board Portal Access

The CLA website (www.chesapeakelegal.org) has a secure Board Portal where important Board documents are housed.

Step 1: Find The Portal Access Page

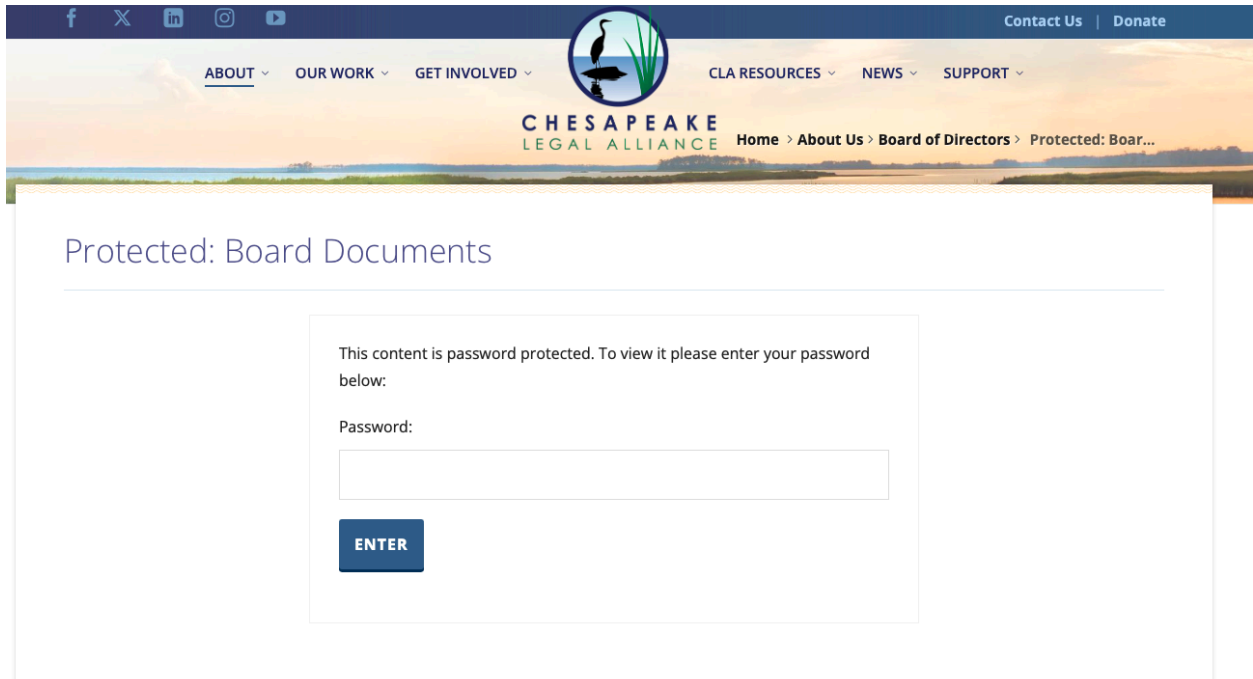
- To access the portal go to the home page drop down menu select the "About" Tab, select Board of Directors, and then select Board Documents.





Step 2: Log in to Board Portal

- This will bring you to the Board Portal Entry Page - where you submit the CLA Board Portal Password "CLA2009legal"



Step 3: Access the Shared Content

- The Board Portal will have 7 categories of files available for download.
- Select the icon under the column title labeled "Link" to successfully download the file to your desktop.

Protected: Board Documents

(Click on file icon link to download)

Board of Directors: Contact and Composition Overview

Title	Categories	Link
2024 Board Contact & Composition Overview [Updated July 2024]	BOD Contact & Comp	

1 document

General Information

Title	Categories	Link
Navigating Zoom: A Step-by-Step Guide for CLA Users	General Information	
Accessing CLA Board Communications & Google Calendars	General Information	

2 documents

