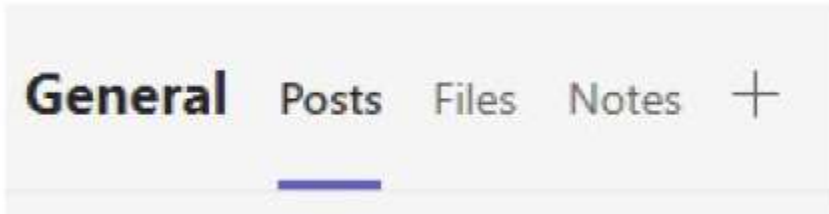


General Instructions for Uploading Files to Microsoft Teams

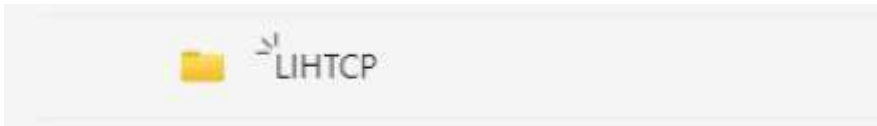
Each Microsoft Teams Workspace will contain a **General** channel. Within that channel at the top of the page you will see three options (Posts, Files, and Notes):



Click on the **Files** tab at the top of the page and you will see an **LIHTCP** folder. Within the **LIHTCP** folder you will find various subfolders (Reservation Request, Carryover Allocation Request, etc.) If you are uncertain which subfolder the files you are submitting should be uploaded to, contact the Fund (either Michelle Wilshere at mwilshere@wvhdf.com; Rachael Shawhan at rshawhan@wvhdf.com; or Tonya Cotton at cotton@wvhdf.com).

As an example, if you are uploading documents for a Carryover Allocation Request, follow these steps:

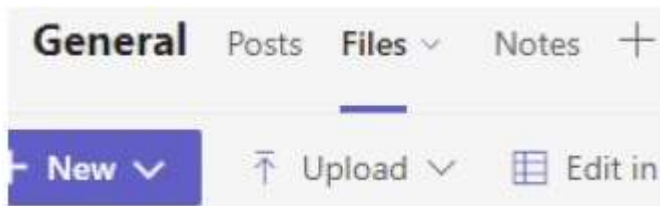
Click on the **LIHTCP** folder:



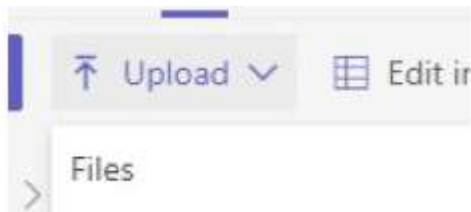
Then click on the **Carryover Allocation Request** subfolder:



To upload documents to the subfolder, simply click the **Upload** button at the top of the page:



Then select **Files**:



You will then select the files for upload. Multiple files can be uploaded at once by utilizing the shift or control keys to select the files you want uploaded. Click **Open** and your file(s) will be uploaded to your Workspace.