**General Instructions: 24 JANUARY 2023**

(1) Create a folder in your assigned Block. Name it as your GroupName (i.e. LegoPC, Likha), followed by your LastNames (ordered alphabetically).

Example:

LegoPC (Arevalo, Maniquis, Morete & Napi)

Special Case:

If your groupmates are from other blocks, create a folder in the “Crossover” folder.

(2) Remove the users who have access to your folder who are not your groupmates. (Remove Access) \* Hopefully this works.

(3) Fill-up the form: “FILL ME UP”