Accessing and uploading to presbytery committee office space.

1. Establish a user name and password at: https://glacieroffice.crhosts.com/
2. Enter your user name and password at the login page.
3. Under "Courses" on the right side of the screen, find an click on your committee hyperlink.
4. Scroll down to the "current" space down the page and find the link to the folder for the upcoming meeting date – click on that link.
5. Under the caption for this particular meeting, click on "Add a new discussion topic".
6. In the "Subject" box type in a name for your document to be uploaded. Use presby-speak, not slang, jargon, or obscure names for your subject name.
7. In the message box and you have a short message, type it in the box and upload it. If you have a separate report to upload, go down beneath the "message" box and click on the "advanced" hyperlink and put at least a period "." In the box (or you can state something like "attached"). Without some output in the message box, the system won't either post or invite you to upload a document.
8. Scroll down to the "attachment" (left side of the message box, down the page) area and click on the gray box, which will open "File Picker".
9. Click on the "choose" button and navigate in your computer to the document you want to upload. Click on that document in the "open" window and then click the "open" button near the bottom right of the "open" screen. Then name it in the "save as" box below the Choose file box. The click the blue "upload this file" box. This will return you to the "upload this file" screen.
10. Scroll down to the blue "Post to forum" box and click on that box.   You should get a message that your document was added, and you will return to the forum for that particular meeting which should show the upload you just made.