

If your intention is only to read/view material in WorkDrive, then most of what you'll need to know is in the Level One modules. This might be the case, for example, if you're on a committee or in a group where someone else is doing the content management for the group and you just need to be able read the most recent notes, plans, etc. You might be interested in Module 2E (Favorites and Pinning) and Module 2H (Searching for Content), but you can skip all the remaining Level Two modules.

Don't worry about trying to memorize this stuff because it will always be available for your reference if you need it. Just go over it enough that you know where to look if/when you need to. Most users will find it helpful to print up at least some of the modules for easy reference next to their computer as they're learning or practicing new material. You're likely to find that this all starts to fall into place more easily than you expected.

*Pro Tip: If you open a folder of modules and they're displaying out of order, click on **Name ↑** at the top of the listings a couple of times until they appear in the order you want.*

### Level One Modules

<b><u>Module 1A</u></b> Why MTC Needs Zoho WorkDrive	<b><u>Module 1B</u></b> How the General Member Login Works	<b><u>Module 1C</u></b> Opening Your Account and Getting Set Up	<b><u>Module 1D</u></b> Logging In and Logging Out
<b><u>Module 1E</u></b> Tour of WorkDrive Page Features and Functions	<b><u>Module 1F</u></b> Accessing, Reading, and Downloading Content	<b><u>Module 1G</u></b> Changing Your Account Profile Information	<b><u>Module 1H</u></b> Roles and Permissions

### Level Two Modules—The How-To's

Level Two modules show you how to perform the basic functions that most WorkDrive users will need. It's important to go through all Level One modules first so that it's easier to understand what you're seeing here.