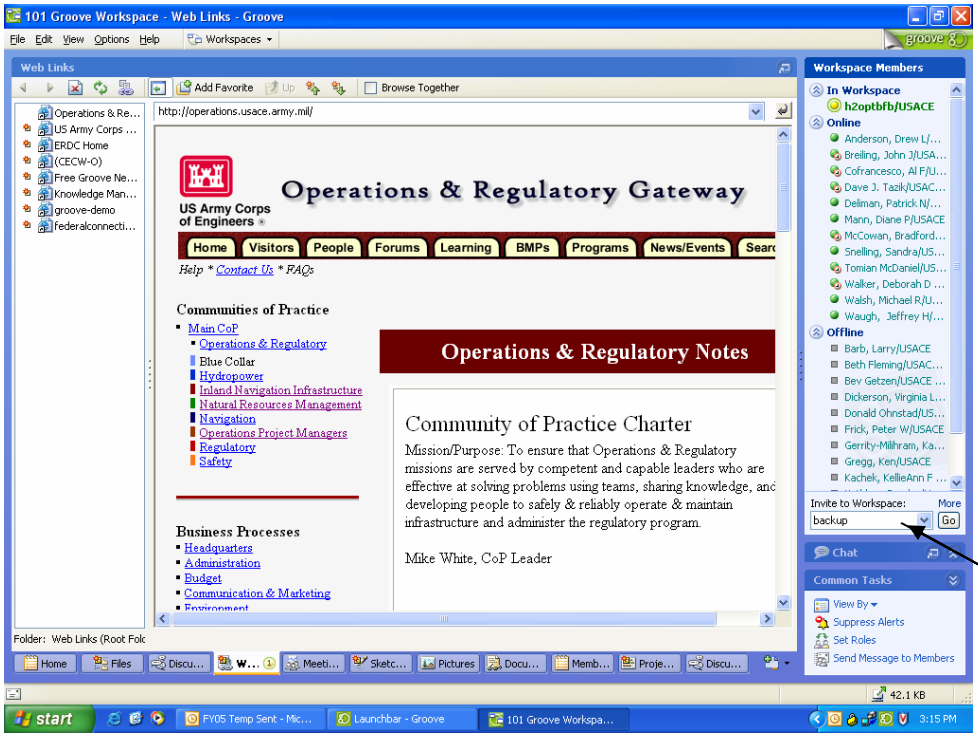
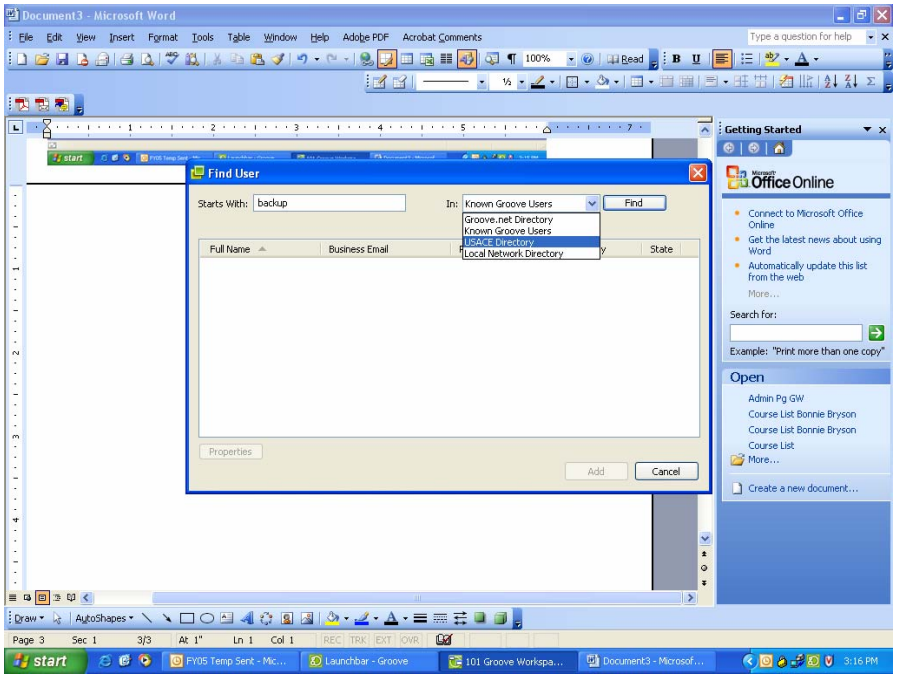
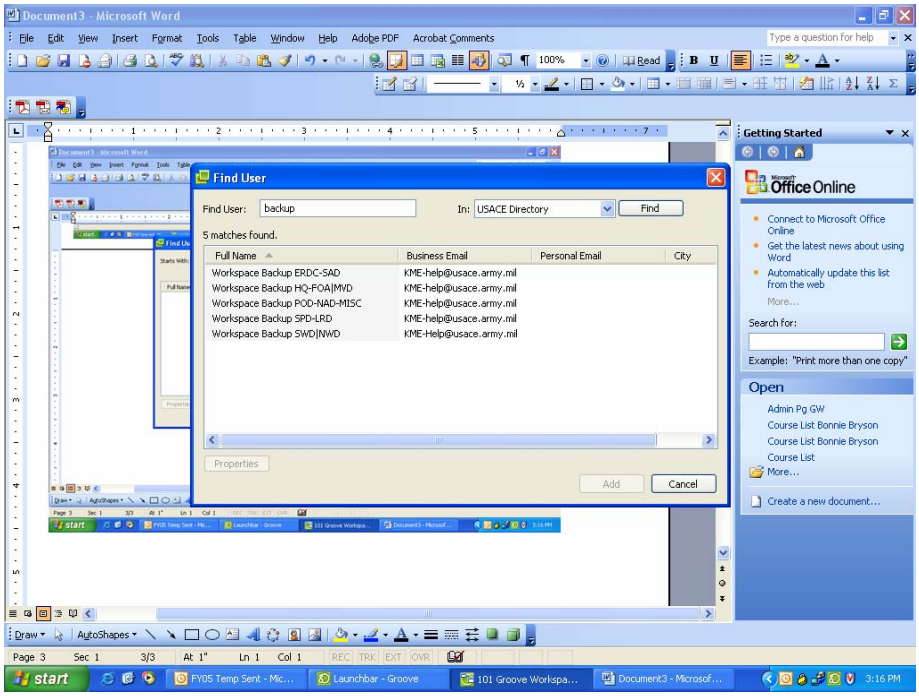


Type "Backup" and click on "GO"

When the User Not Found box opens, click "OK" to look for the user



On the Find User box, use dropdown menu to select “USACE Directory” then click “Find”.



Select the “Workspace Backup ERDC-SAD” server, and invite as a “Participant”. The server will automatically accept, although it may not show up immediately on your Workspace Members list.