

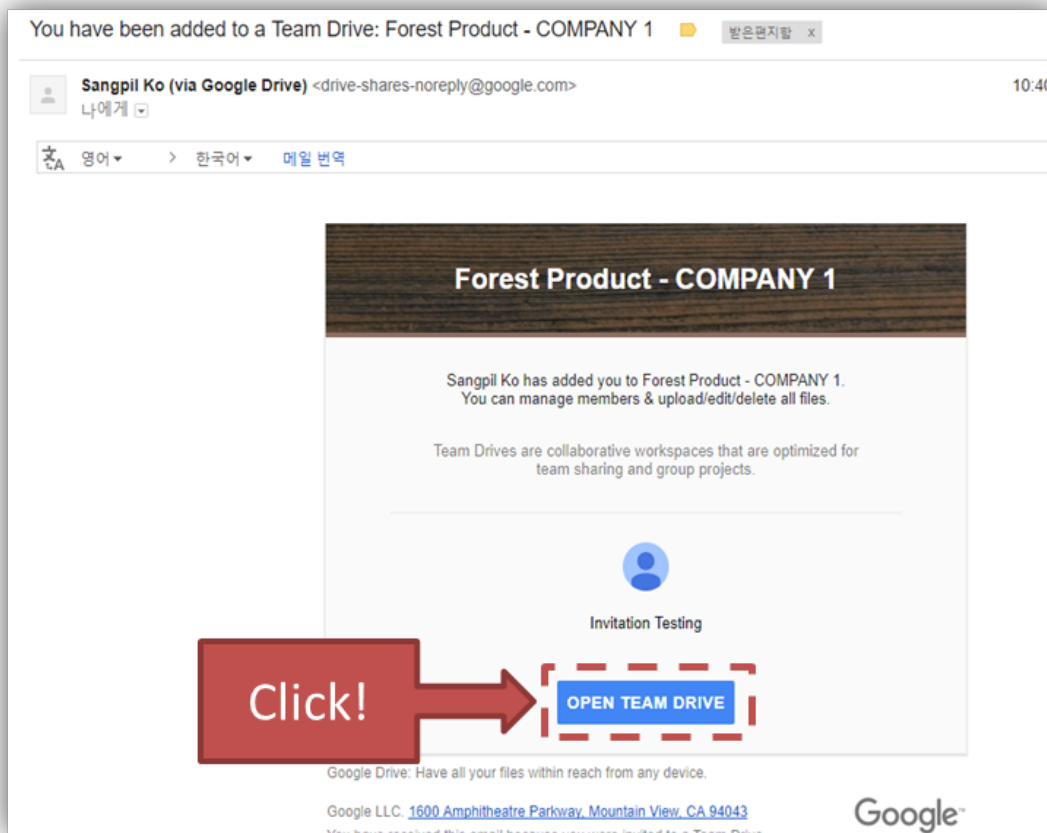
Instruction for Uploading/Sending Forest Data

February 2018

If you need any clarification regarding these instructions, please contact Sangpil Ko (Michigan Tech, sangpilk@mtu.edu), or call Dr. Pasi Lautala at 906-487-3547.

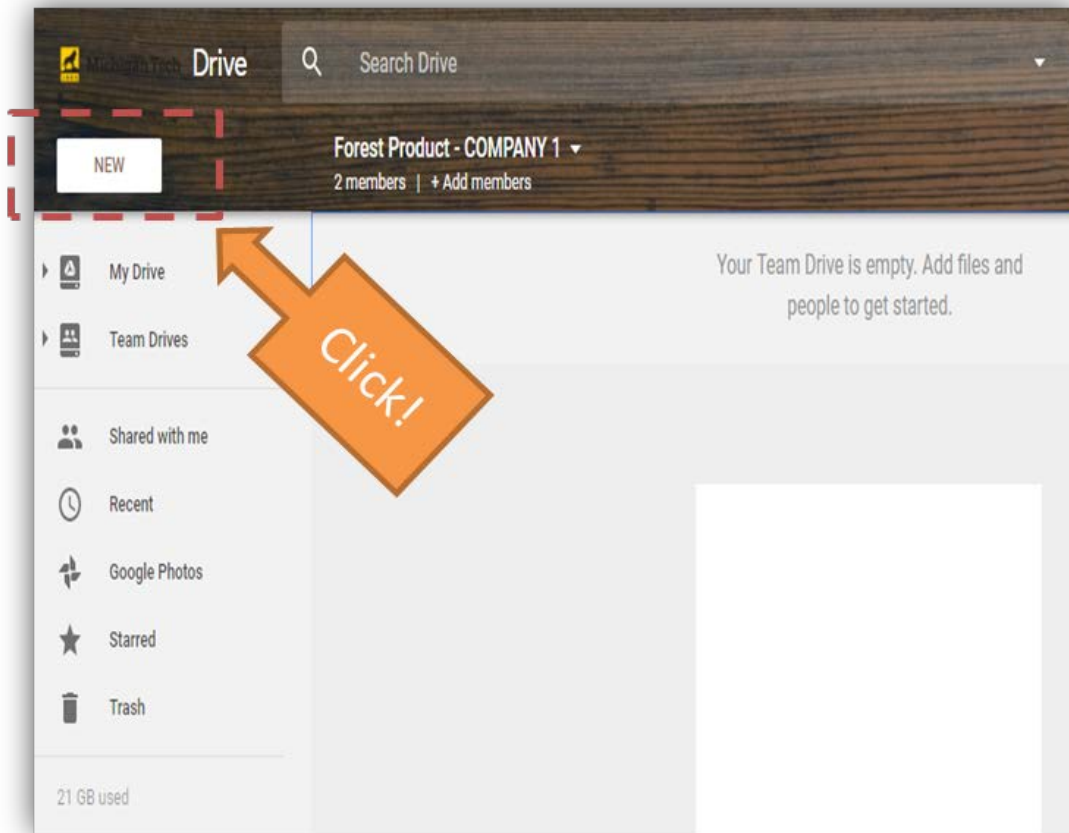
I. Option 1. Uploading to Google Team Drive

- **Step 1:** Send your Gmail address to Sangpil (sangpilk@mtu.edu)
- **Step 2:** We will send Team Drive invitation to your company by Gmail.



- **Step 3:** Click the “OPEN TEAM DRIVE” Button on your email invitation.

- **Step 4:** In your company folder, click “NEW” button in the upper left side, and click “UPLOAD DATA” button to upload your data to this secured folder.



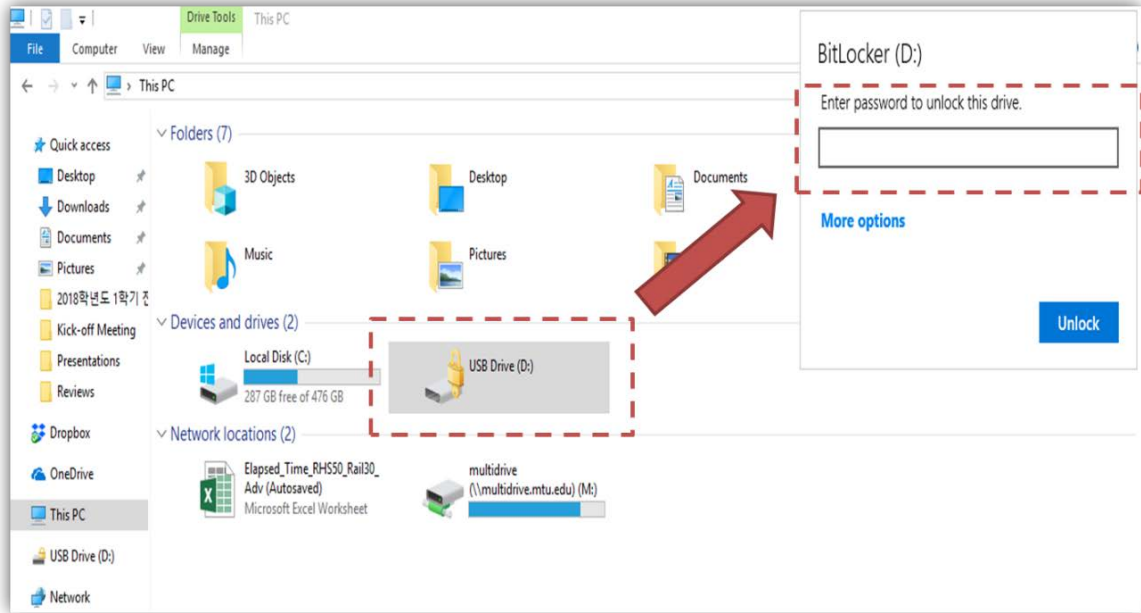
- **Step 5:** Once all data is uploaded, send email to Sangpil (sangpilk@mtu.edu) with “DATA UPLOAD COMPLETE” in the subject line.

II. Option 2. Uploading/Sending data via secured flash drive

- **Step 1:** Insert a secured flash drive provided into your computer.



- **Step 2:** Search the flash drive you inserted using windows explorer. If you click it, the *BitLocker* window will appear on the upper right side. Note that to run this BitLocker program, your Windows version should be higher than Windows XP.



- **Step 3:** Enter the password you got from us to access the drive. Note that you would need this password whenever you access to this flash drive.
- **Step 4:** Replace the old data collection forms from the flash drive with ones provided in the email.
- **Step 5:** Once you completed uploading your all data, place flash drive to envelope, seal it, and write “CONFIDENTIAL” on top of the envelope.
- **Step 6:** Mail the envelope with flash drive to the following address.

➤ TO.
Dr. Pasi Lautala
318 Grover C. Dillman Hall,
1400 Townsend Drive
Michigan Technological University
Houghton, MI, 49931

Thank you.