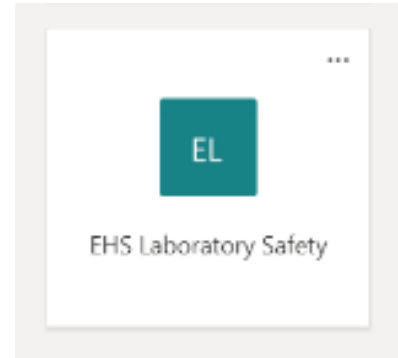# How to access your Lab Document Library in Teams
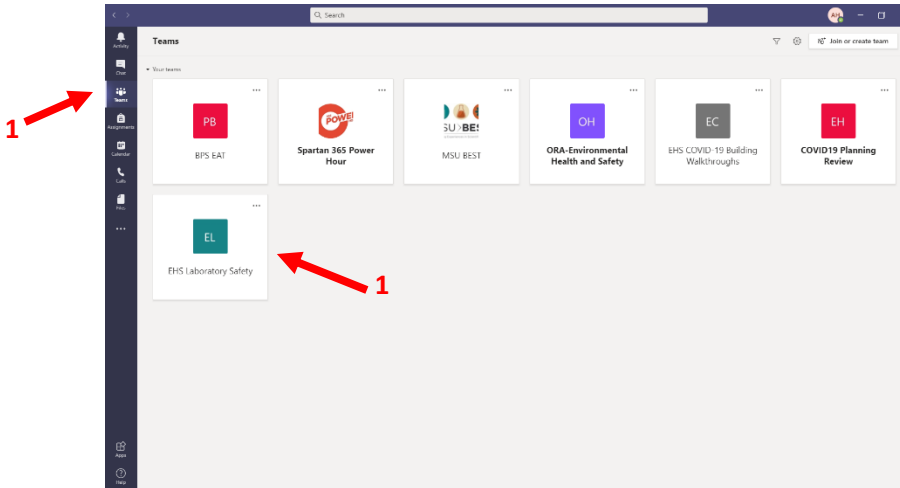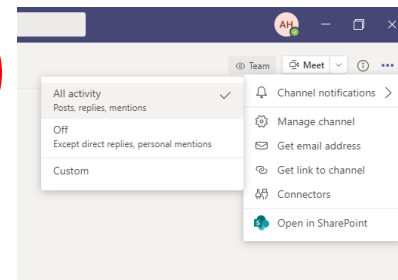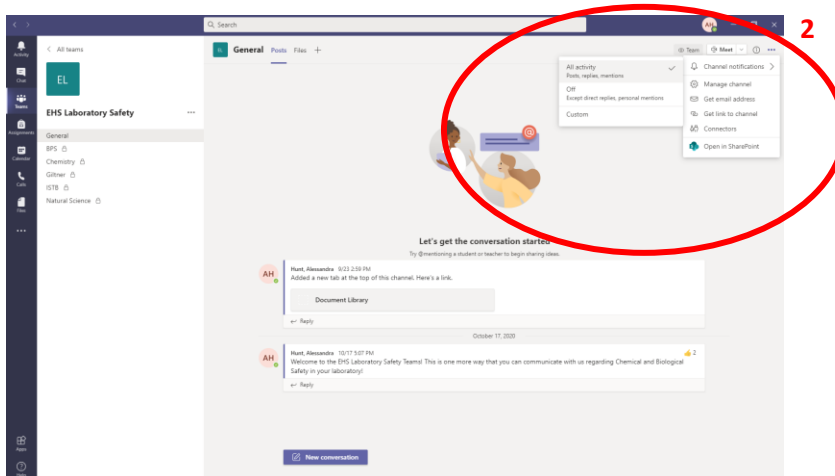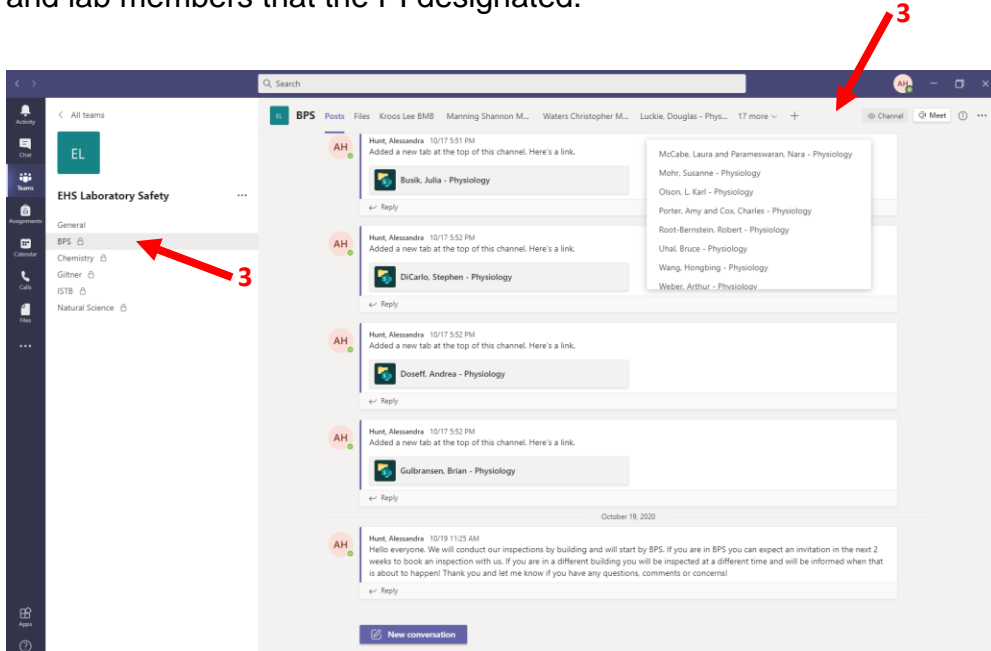
1- Open Teams App and click on the Teams icon in the left side of the screen. Then among the Teams you belong select the "EHS Laboratory Safety Team".

2- Make sure to turn on notifications so you can receive alerts when any updates are posted to the channel.

3- Select the Building channel where your lab is located. You can then locate your Lab Document Library on the top bar. Use the dropdown menu to find it if it is not displayed. Your document library can only be accessed by EHS personnel, the PI and lab members that the PI designated.

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4- In the library you will find 2 folders: Documents from PI, where the PI or designated lab members can upload documents such as corrective actions to inspection findings and Documents from EHS which will be used by EHS to share important safety document files.