

## Instructions for Electronic Submission of Term Project

To submit your team's term project, do the following steps:

- 1.) Open the **F:** drive from your computer
- 2.) Go to the folder labeled **tmpfiles**
- 3.) Go to the folder labeled **IENG 248 Term Projects**
- 4.) Find the folder with **your team name**, and open it
- 5.) **Copy all** of the following files into the folder:
  - a. Each individual part file
  - b. Each individual drawing file
  - c. Any assembly file(s)
  - d. Any other files that your team wishes to submit for grading
- 6.) Send an e-mail to the instructor with the following subject: **IENG Final Project** – *and add your team name* at the end
- 7.) In the body of the e-mail text:
  - a. list each team member and the part files / drawings / etc. that they created for the project – *one student per line.*
- 8.) Hit the send button
- 9.) **KEEP A COPY OF YOUR OWN FOR YOUR RECORDS!**
- 10.) Go enjoy your break!