How to get to the Music Department Group in WINGS:

• Log on to WINGS – you need your user name and password

• In the upper right-hand corner of the WINGS homepage is the Group icon ♦

• Click the icon and a window similar to the one at the right with a list of the groups of which you are a member will appear

• Click on the words “Music Department”; DO NOT CLICK THE CHECK BOX IN FRONT OF “MUSIC DEPARTMENT” (CIRCLED IN RED) FIRST BECAUSE THAT WILL DELETE YOU FROM THE GROUP. If this happens call Victoria Chadbourne and you will be added back to the group.

• A screen similar to the one below will appear.