

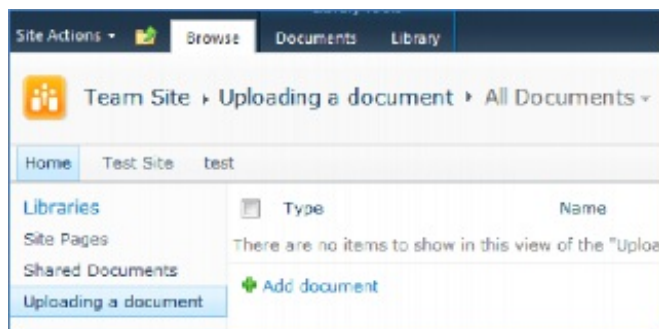
Uploading an Item

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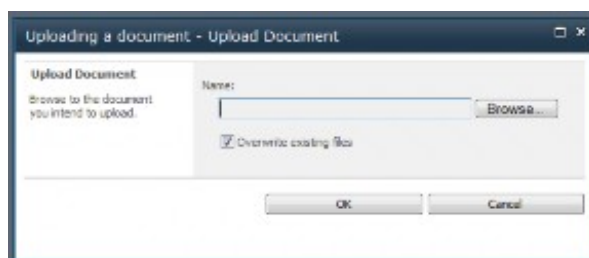
Uploading any type of item can be done in one of two ways, depending on the quantity of documents you are uploading.

Uploading a Single File

1. Click the "Add document" link as shown below



2. Click **Browse** and locate the file you will like to upload.



3. Click **OK** and the file will upload.

Uploading Multiple Files

1. Click the **Open with Explorer** button; this can be found in the ribbon along the top.



2. You will be prompted for your username and password to authenticate, you will then be able to upload multiple items to the SharePoint site by dragging the files into the windows explorer window that appears.

Important Note: The maximum File Upload Size per file is 50 MB. If the file you are trying to upload exceeds this limit you will receive an error when attempting to upload it and the upload will always fail.
