How to upload files on SharePoint

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How do I upload files to SharePoint.

Open SharePoint Site:

Open your web browser and navigate to the SharePoint site where you want to upload the files.

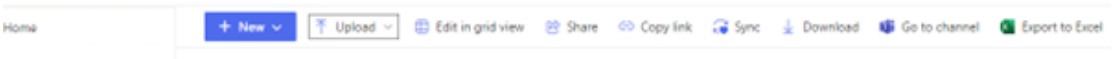
Sign In (if necessary):

If prompted, sign in to your SharePoint account using your username and password.

Navigate to Document Library:

Locate the document library or folder where you want to upload the files. You may need to navigate through different sites or pages within SharePoint to find the desired location.

Click "Upload":



Once you're in the appropriate document library or folder, click on the "Upload" button or link. This is typically located near the top of the page.

Select Files:

A file upload dialog box will appear. Click on the "Browse" button or similar option to select the files you want to upload from your computer.

If you're uploading images, navigate to the folder containing the images, select them, and click "Open" or "Choose" to proceed.

Start Upload:

After selecting the files, click on the "Upload" button to start the upload process.

Depending on the size and number of files being uploaded, this may take some time. You may see a progress bar indicating the upload status.

Verify Upload:

Once the upload is complete, you should see the uploaded files listed in the document library or folder.

If you uploaded images, they should appear as thumbnails or icons, depending on the view settings of the document library.

View and Manage Uploaded Files:

You can now view, edit, or share the uploaded files as needed. Click on a file to open it, or use SharePoint's built-in features to organize and manage your documents.

That's it! You've successfully uploaded files, including images, to SharePoint using a web browser. Repeat these steps as necessary to upload additional files or images to other locations within SharePoint.

Large Files? Slow Uploads - **Contact IT Support:** If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform additional troubleshooting or repairs to resolve

the problem.