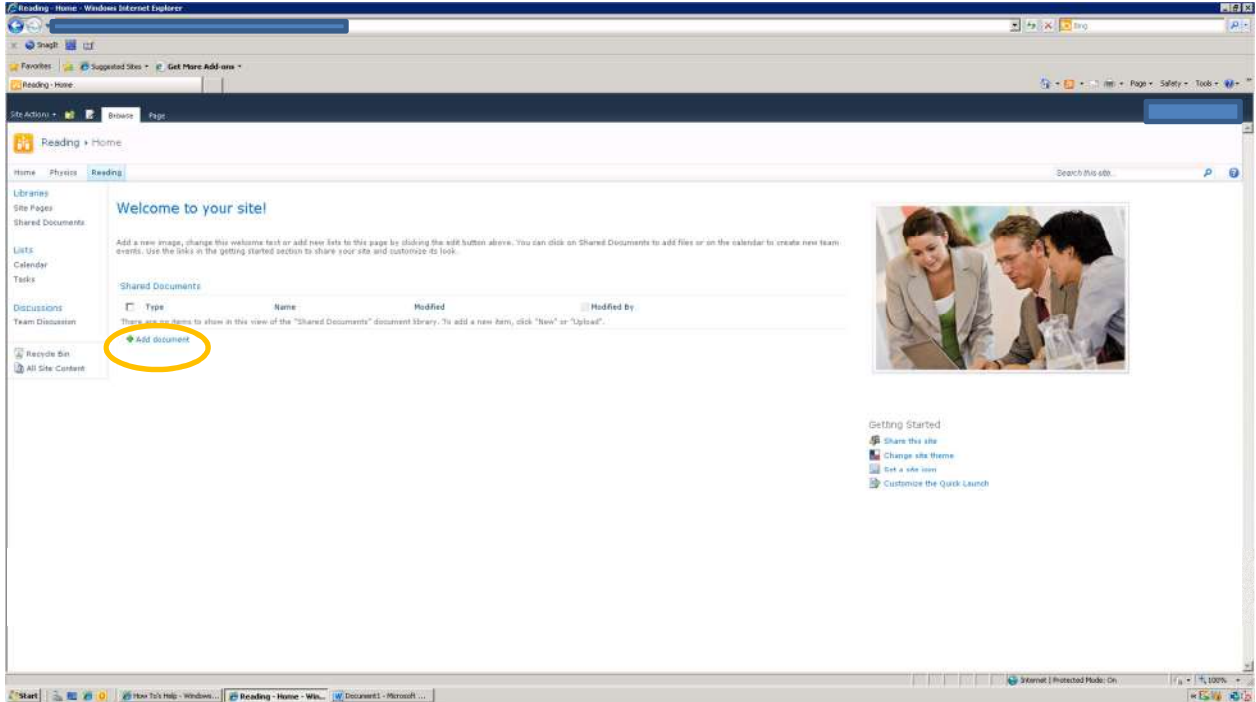
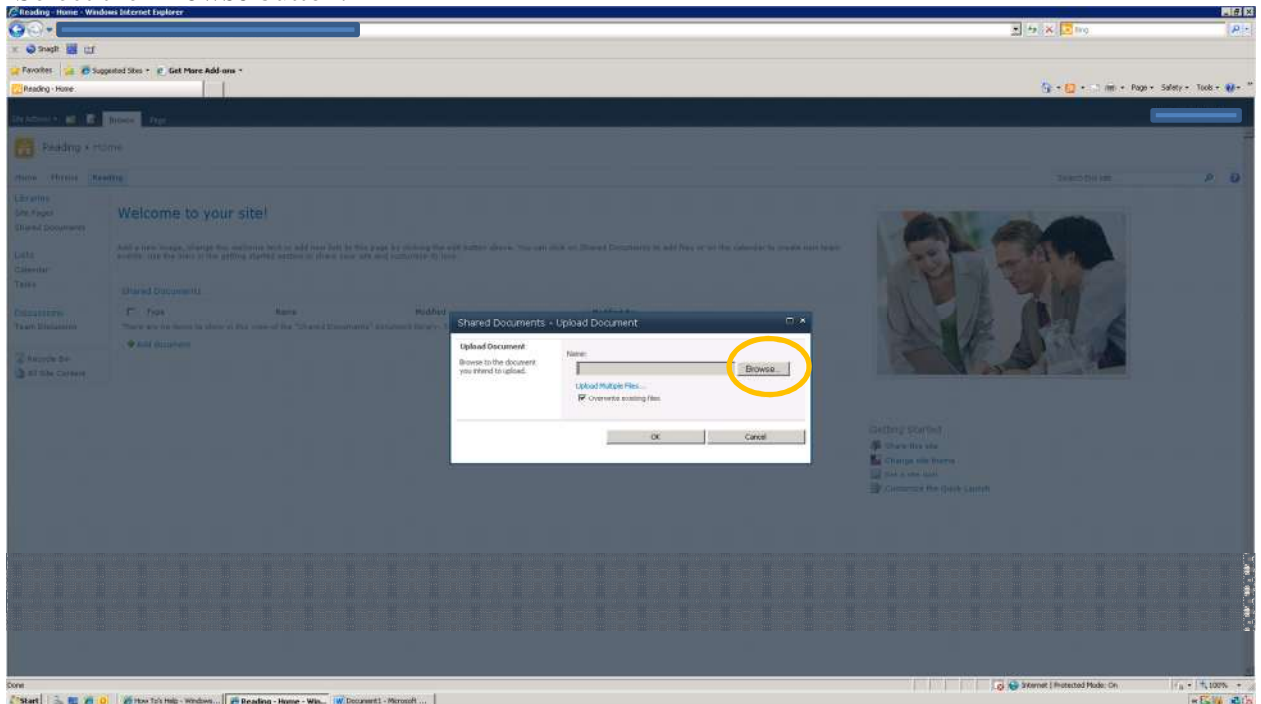


How to Upload a File or Document to SharePoint 2010

1. Select the area that you want to upload to.
2. Click on **Add document**.



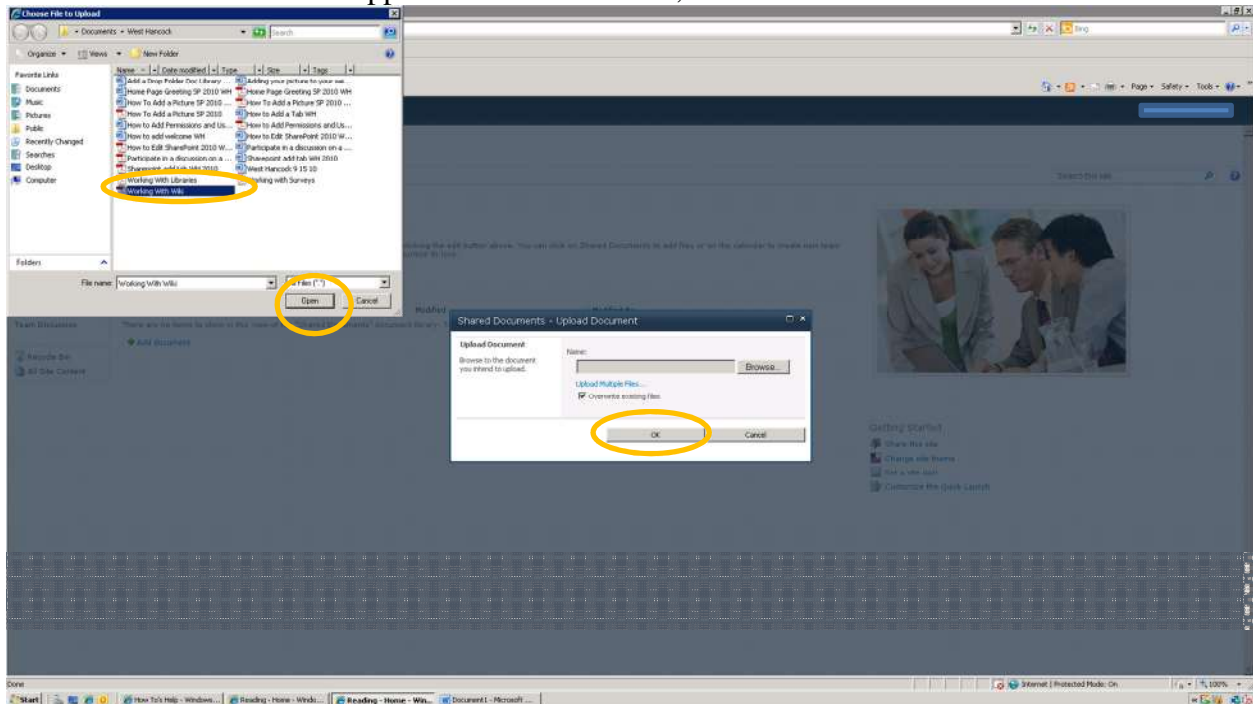
3. Select the **Browse** button.



4. Select the file you wish to upload and click **Open**.

How to Upload a File or Document to SharePoint 2010

5. Once the file name appears in the **Name** box, select **OK**.



6. Check to see that the file you wanted uploaded appears in the list of available files.

