

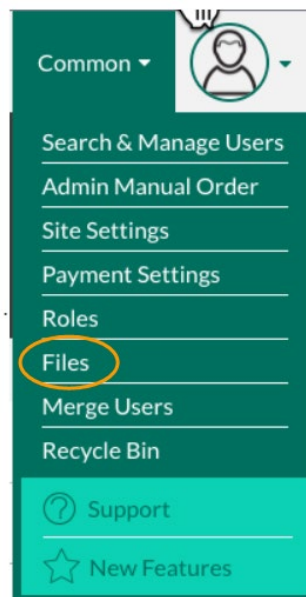
# Upload Files

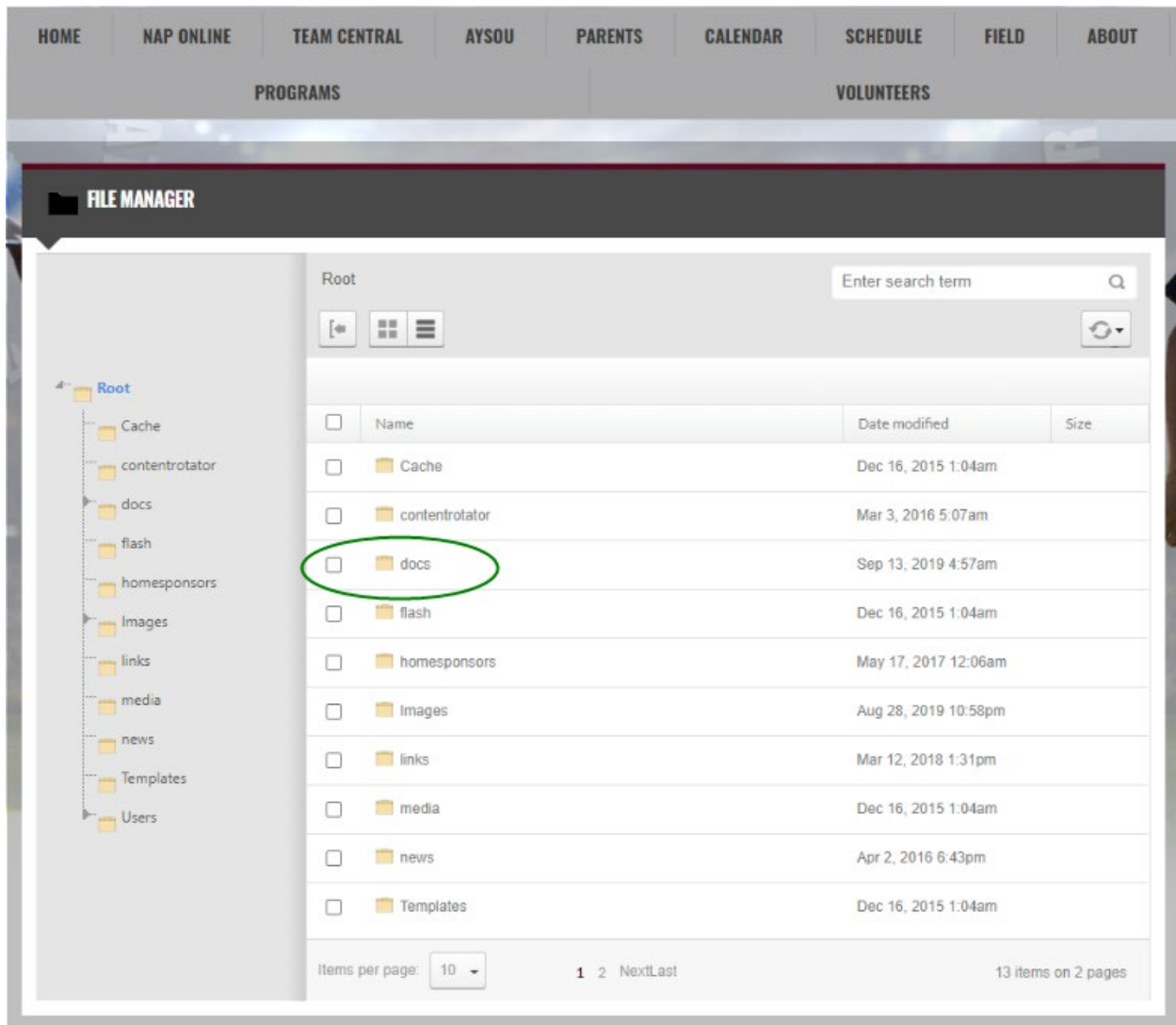
## Files

The **File Manager** on your site is for uploading and storing documents and images. These documents and images can then be used in a **Content Module** or sent through an **Email**. Any files uploaded through the **Document Manager** or **Image Manager** within a **Content Module** will be stored in the **File Manager**, as well.

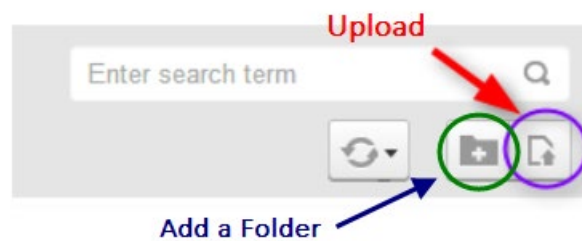
Steps to Upload Files:

1. Go to **Common**>> **Files**





2. Select docs. You may upload files here or add a new folder to separate MY2020 Waivers from other documents. Click on icon.

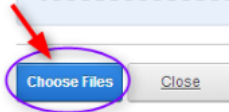
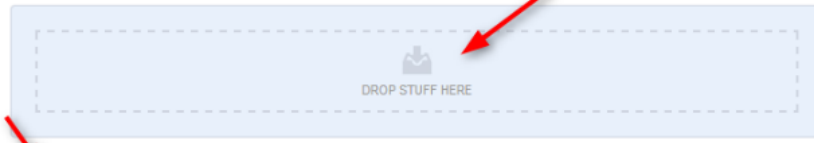


3. When you have set-up/selected the folder for storage, click on the **Upload** icon.

4. **Drag and drop** a file from your Desktop on to the Upload Files screen or click on **Choose Files** to select a file from your computer.

#### Upload Files

You can select more than one file at a time. Or drag and drop on the blue area below



5. Once your file has finished uploading, click on **Close**.

6. Now your file will be available for you to use on your site!