

SharePoint Work Instruction

How to Upload a Document

Intro

Purpose:

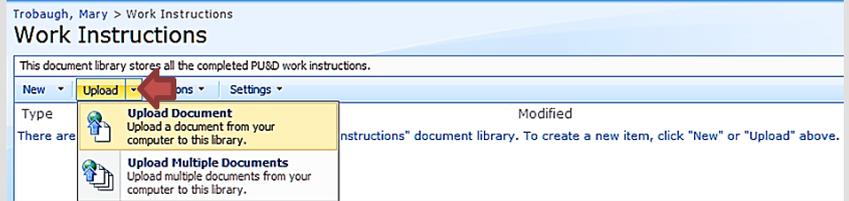
This work instruction explains how to upload a document to a SharePoint document library.

Requirements:

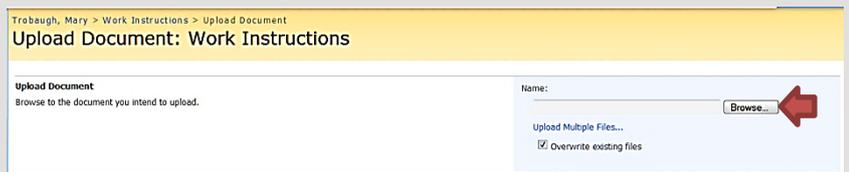
- PC or laptop with intranet access
- Access to the SharePoint document library



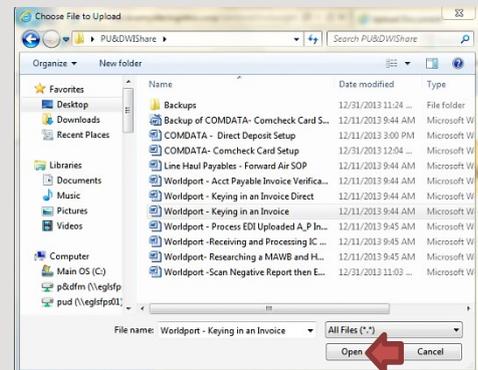
- To open the upload document screen:
 - In the top tool bar, to the right of **Upload**, click the arrow.
 - From the **Upload** drop-down menu, select **Upload Document**.



- To locate a document file on your computer, click **Browse**.



- To choose and open a file:
 - Select a document file.
 - Click **Open**.



- To upload the document, click **OK**.



Note:

New appears next to the document name for two days.

