

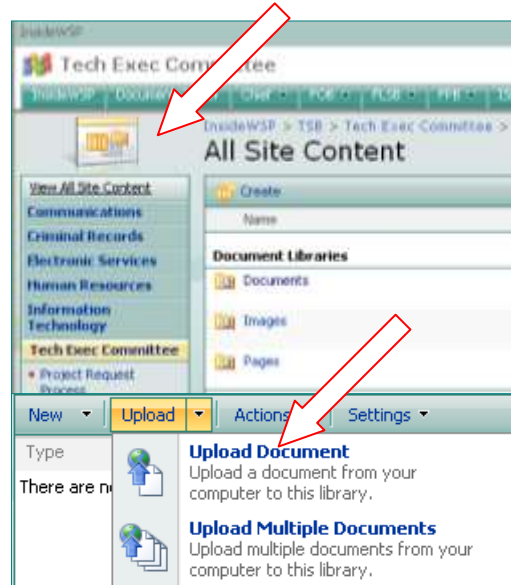
# How-to Upload and Transfer Documents

## Purpose:

Techniques on posting and transferring documents to and from a SharePoint site.

Uploading a document:

1. In Internet Explorer, navigate to the site where you want to upload a new document.
2. Click on "View All Site Content" from the left side Quick Launch menu.
3. You should see a list of documents, images, and pages that are inside the site. Click the **Documents** link under Document Libraries. You can upload a file directly to this main directory or create a sub folder.
4. From the **Upload** drop-down menu in the document library, select "upload document" or "upload multiple documents".
5. **Click** the Browse button to navigate and select the file(s) you want to upload and then press "OK" to transfer them to the document library.
6. Other ways to post and transfer files to and from SharePoint sites:



- Use the **Send To** option from any document's drop down list and type in the location (URL) to another location, and then press the transfer button.
- To save a file directly from a Microsoft Office application (Word, Excel, etc), go to "My Network Places" and selecting a SharePoint library to save the document. If you don't see the SharePoint site in your network places, you can also type in the URL to a document library.

