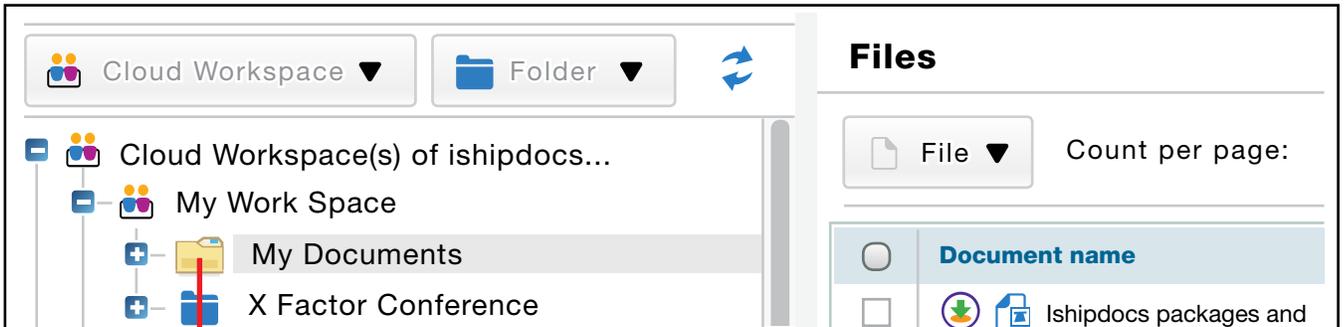


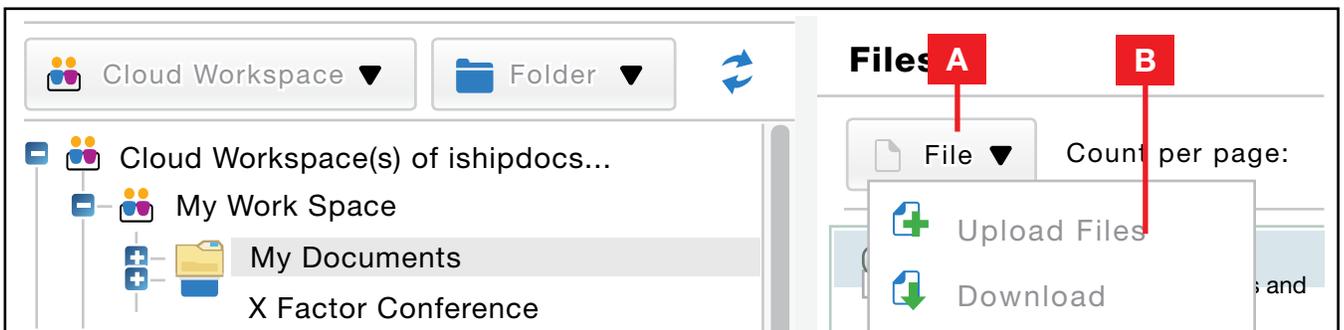
# Adding Files in Your Cloud Workspace

- 1 Click on the folder you would like to add files to



Click desired folder

- 2 A) Click **File**, then  
B) click **Upload Files**

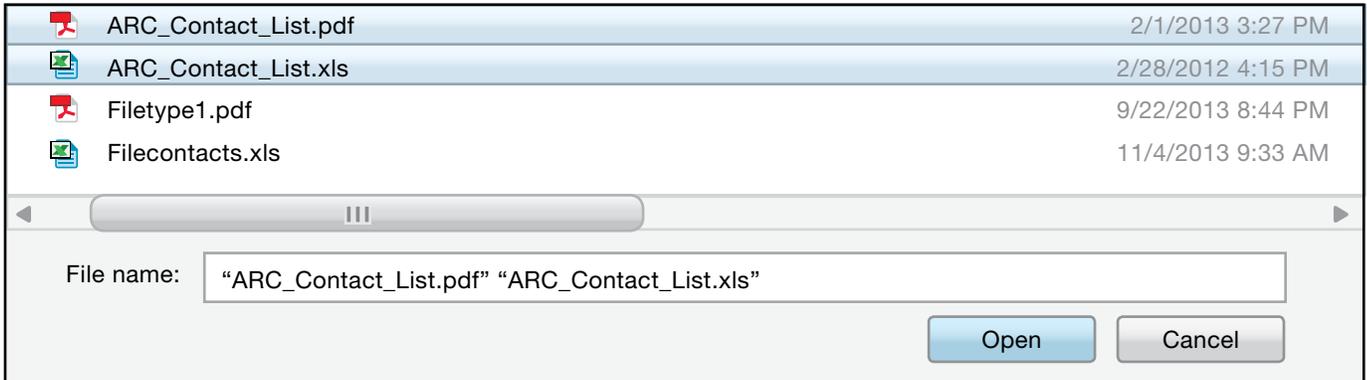


- 3 Click **Select Files**

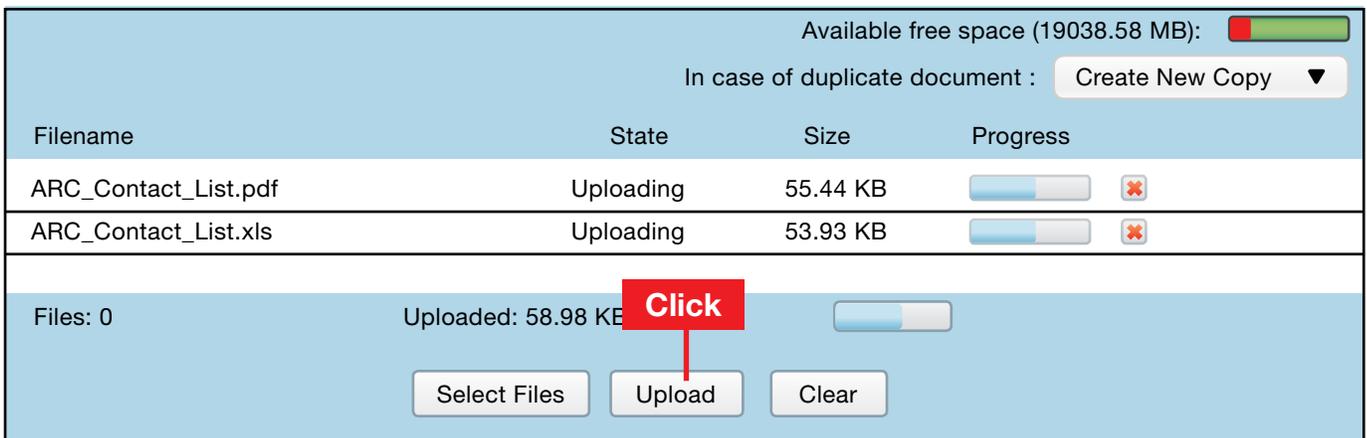


Click

- 4 A pop-up will appear allowing you to search your computer for files. You can choose multiple files by holding down the Control key. Once the files are chosen, click **Open**



- 5 Once all your files have been chosen, click **Upload**



- 6 All your files will now be listed

