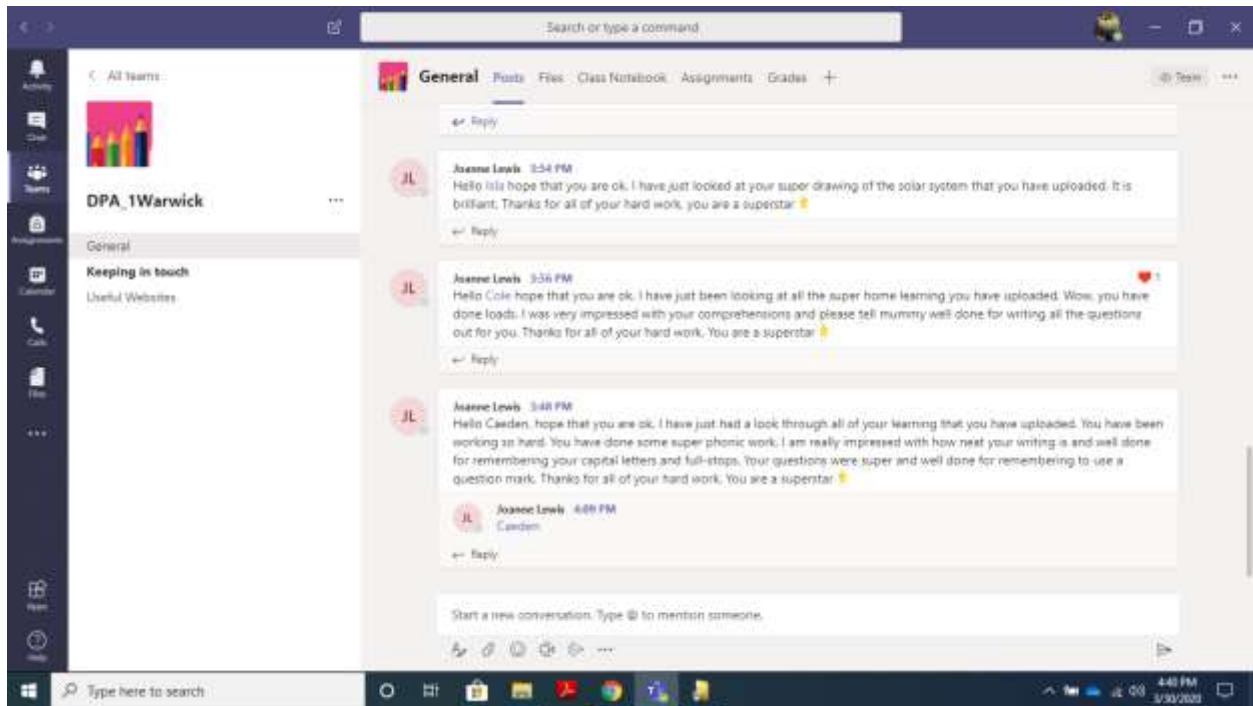


Uploading Files

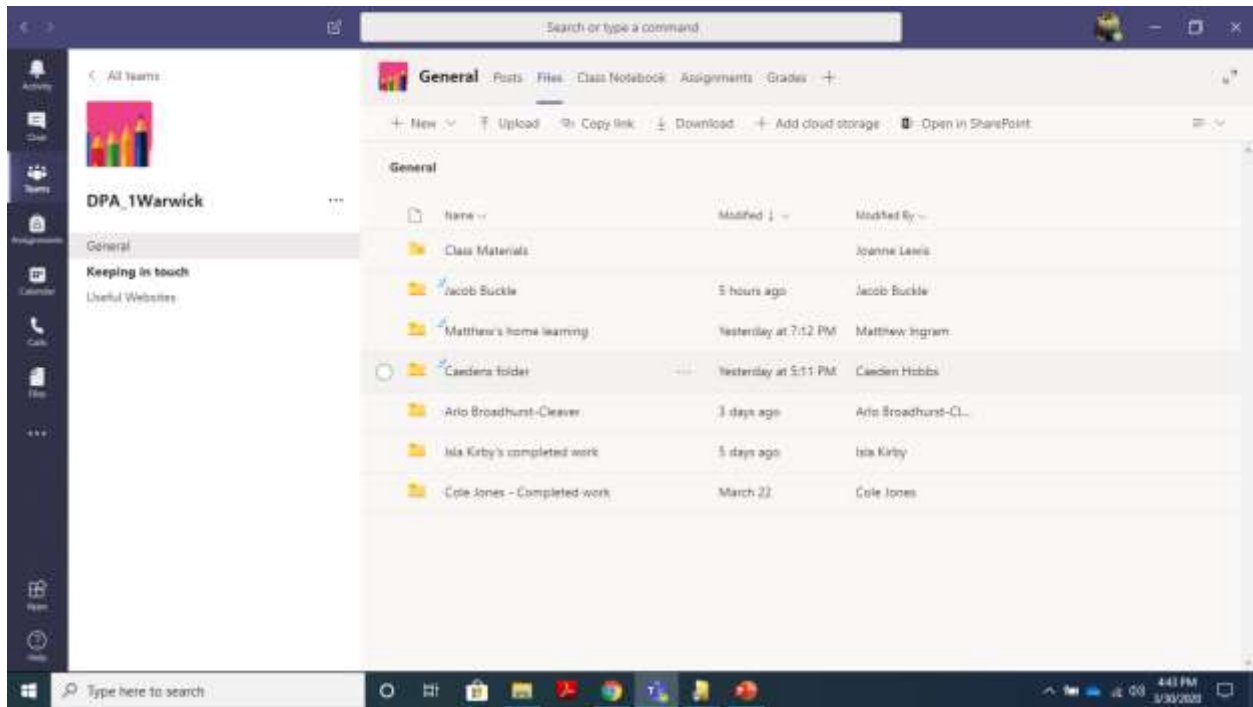


Go to your Teams Page, make sure you are at the General Page.

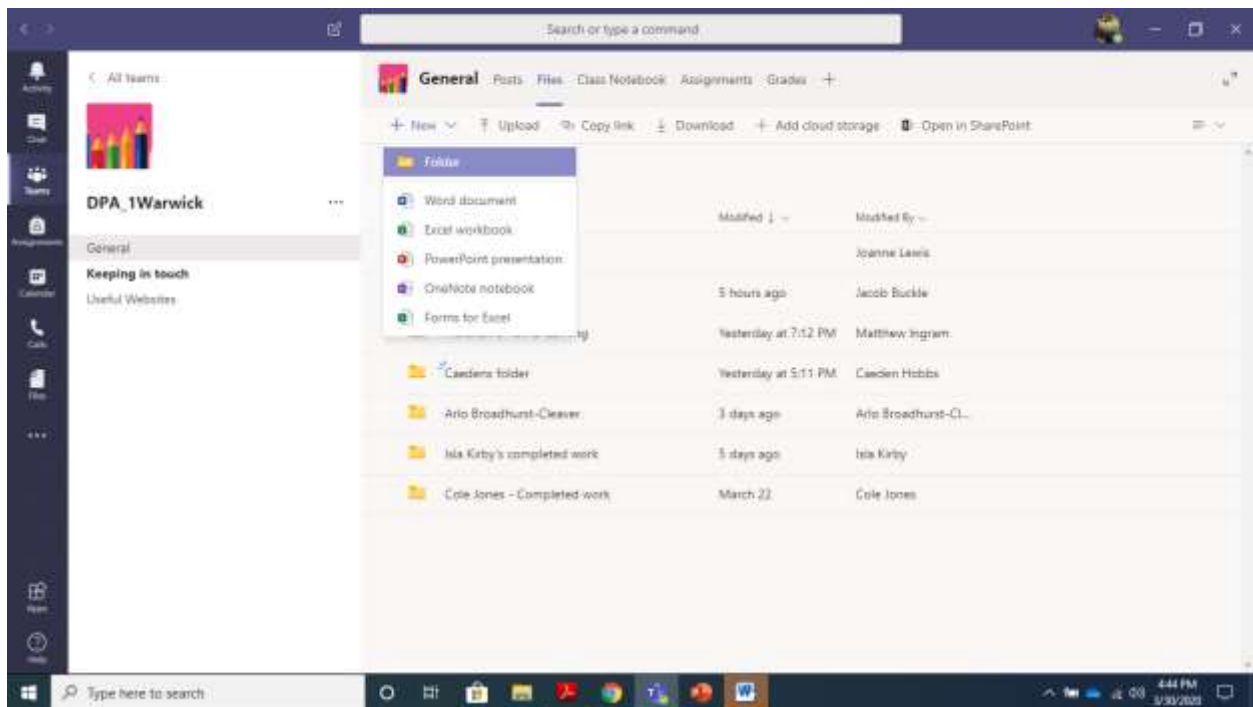
Across the top it will say Posts, then Files.

Click here.

It will take you to this page, be patient, it can take a few minutes for this to load when lots of people are online.

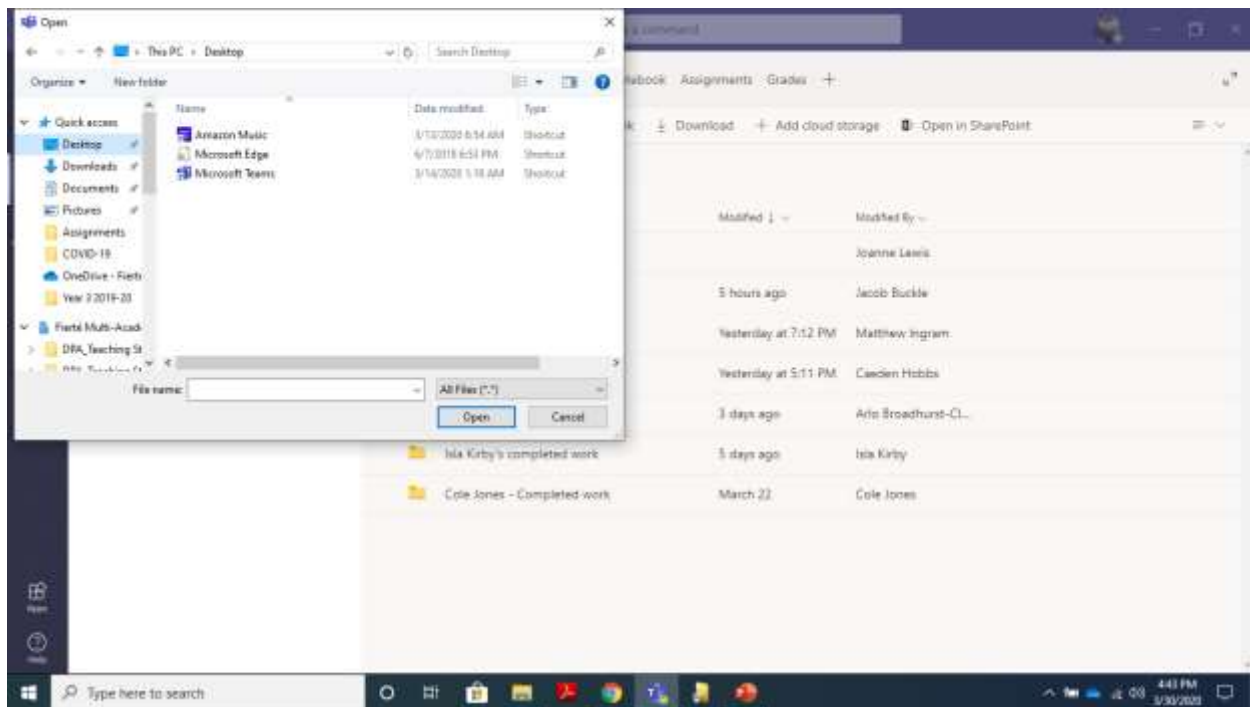


To add a new folder, select new



Then choose from the drop down menu.

To upload files,



Click upload and then choose the files you want to upload. There is a 50MB limit, so please try to make sure your files are not too large.