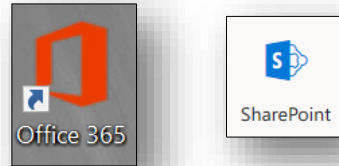


Upload to a School SharePoint Site

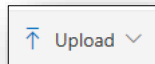
These directions explain how to upload files and folders to the School SharePoint Site.

1. Open your **School SharePoint Site** via Office 365.

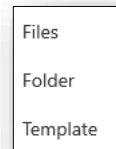


2. Navigate to the desired folder.

3. Click on **Upload**.



4. Choose to upload a **File, Folder, or Template**.



5. Navigate to the file, folder, or template.

6. Click on the file, folder, or template.

7. Click **Open** or **Select Folder** to upload.

