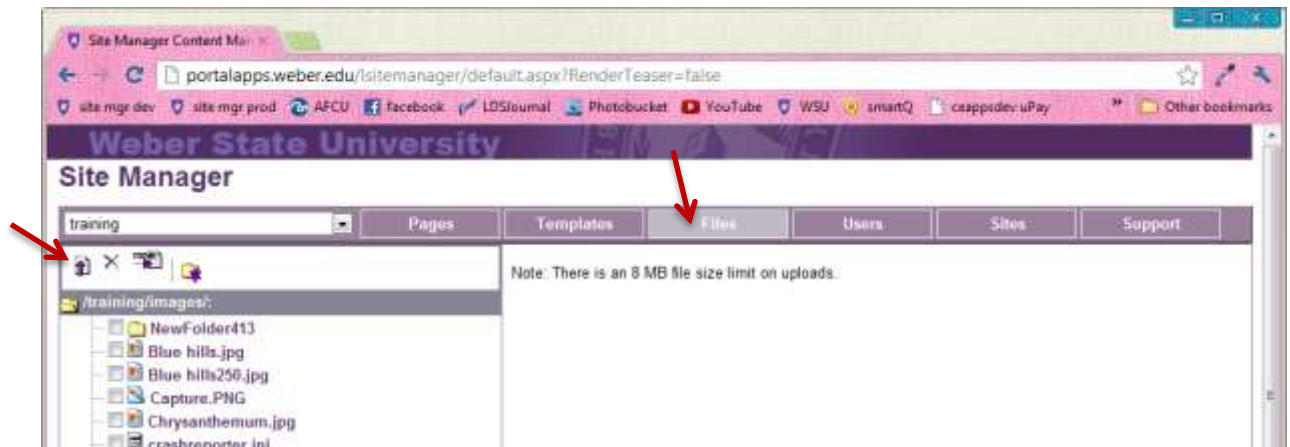
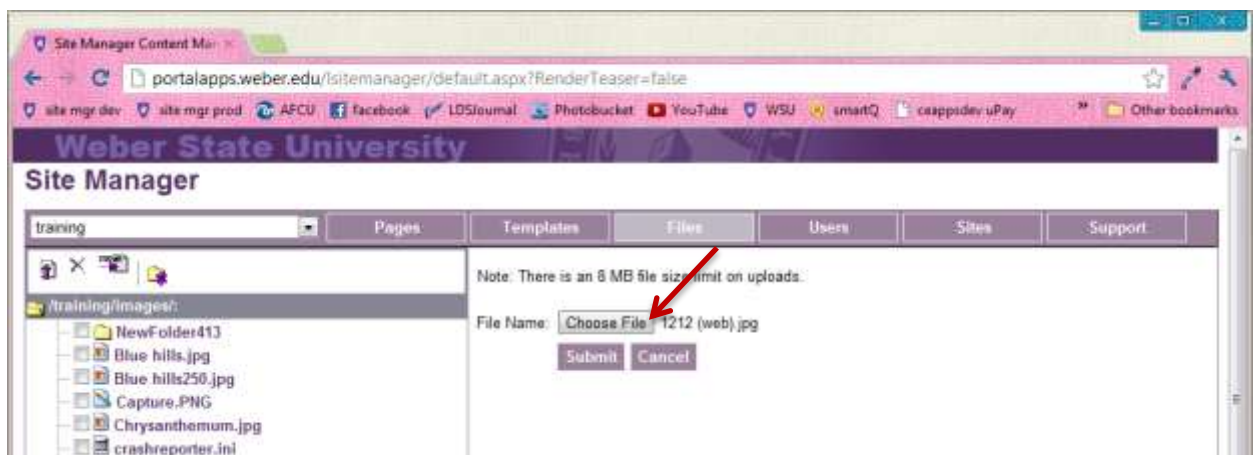


# Uploading a File

1. Click on the Files tab and click the “upload” icon.



2. Click the “Choose File” button, find the file you want to upload from your computer and click the “Submit” button.



3. Your file is now available to use.

