

SharePoint Uploading a Document

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SharePoint - Uploading a Document

Document Libraries are available from each site within SharePoint.

1. From the menu bar, go to 'Documents and Lists', and find the document library attached to the site, and click on its name.
2. To upload a document from your local computer, click 'Upload Document' button. Browse to find the file you want to upload and click 'open'.
3. Click 'Save and Close' to add the new document.

Important Note: The maximum File Upload Size per file is 50 MB. If the file you are trying to upload exceeds this limit you will receive an error when attempting to upload it and the upload will always fail.