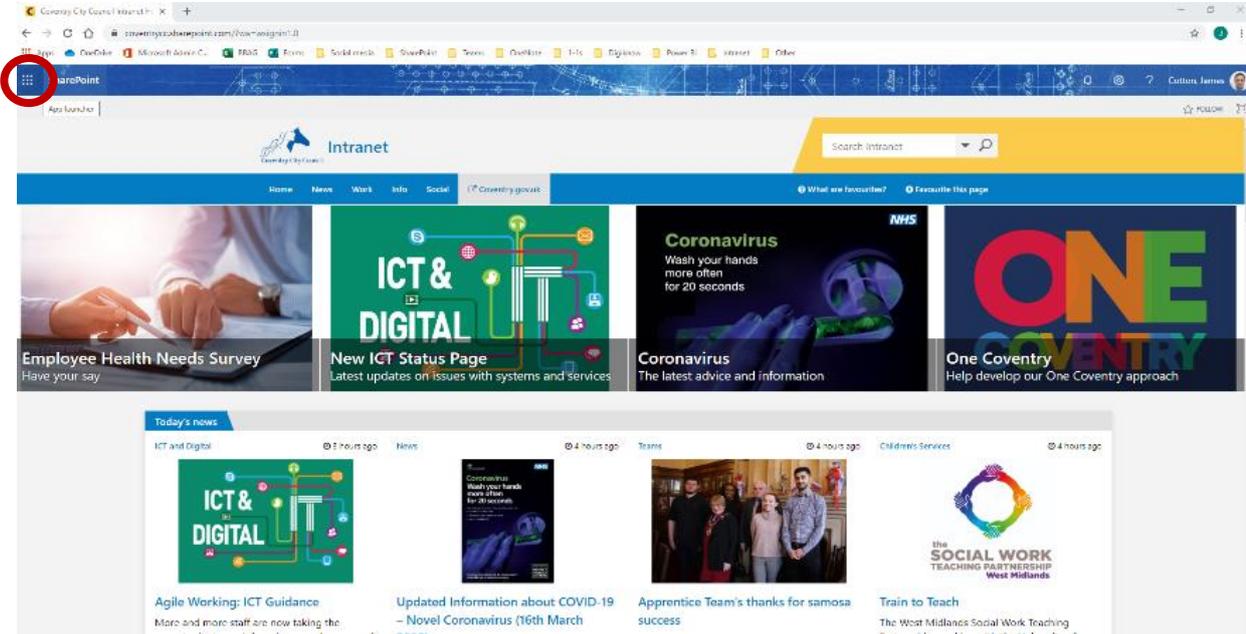
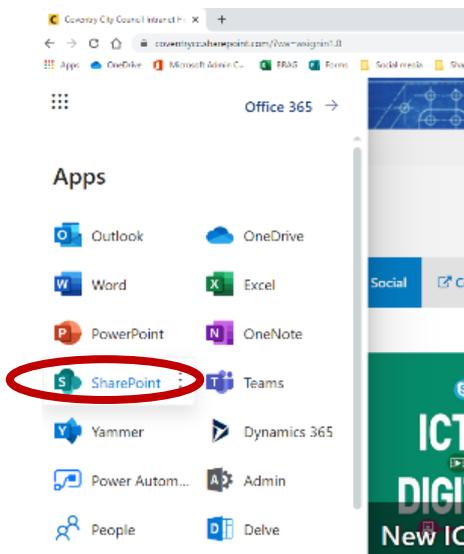


# How to upload a document to a SharePoint site

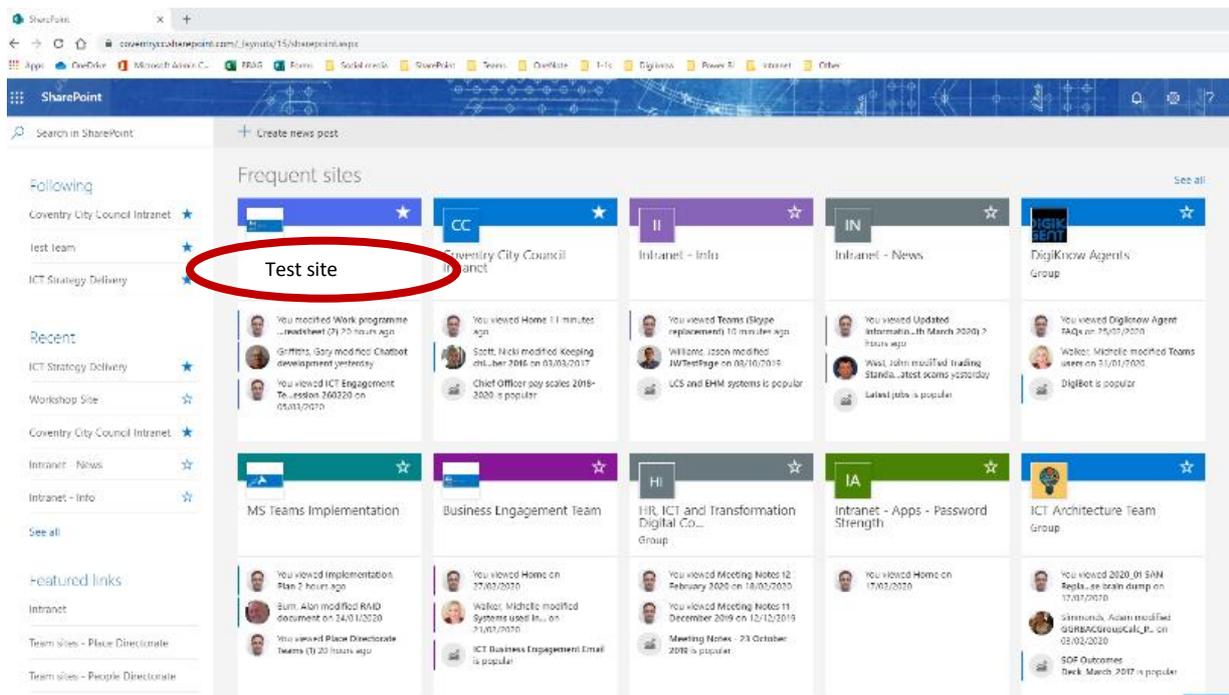


1. Go into Google Chrome and wait for the intranet home page to load. Once the above home page has appeared, please select the 9 dots located in the top left-hand corner of the screen as circled above.

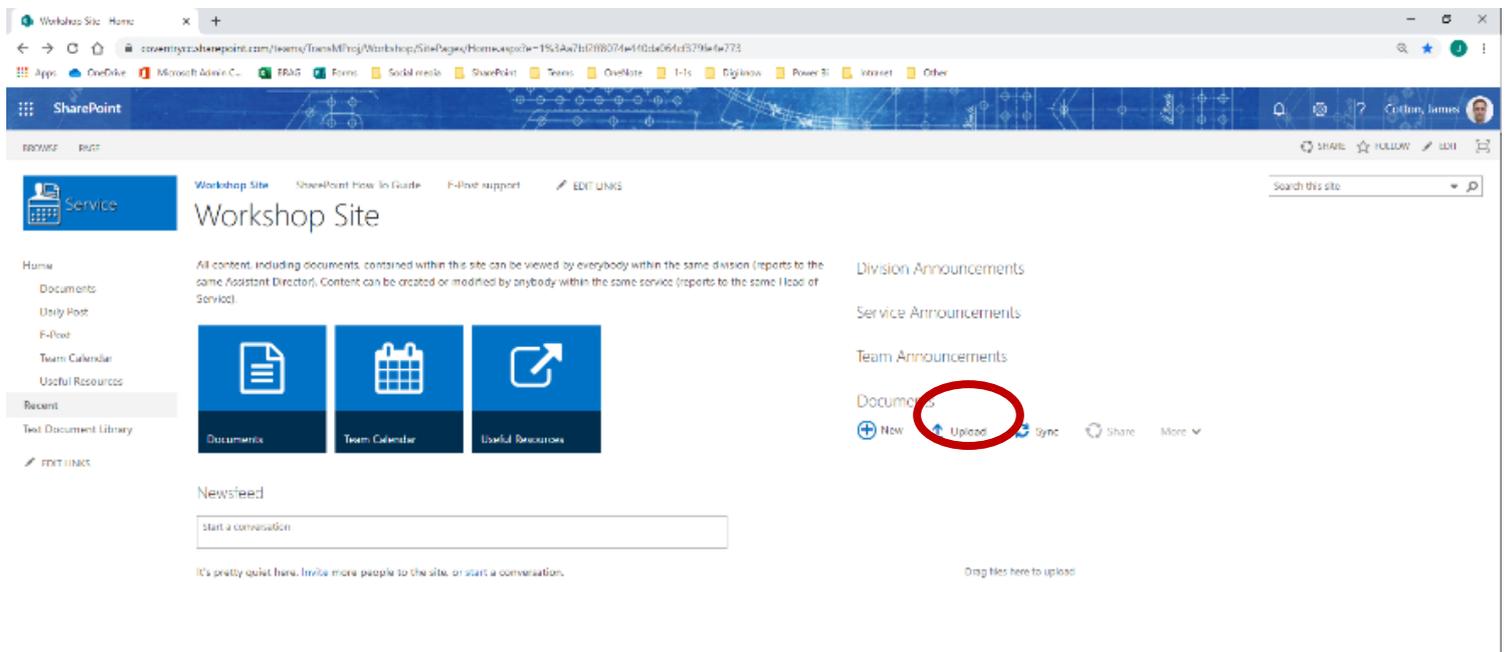
For those not supported by Coventry City Council, you will need visit and sign into [office.com](https://office.com) and select "SharePoint" from the listed applications. You can now skip to step 3.



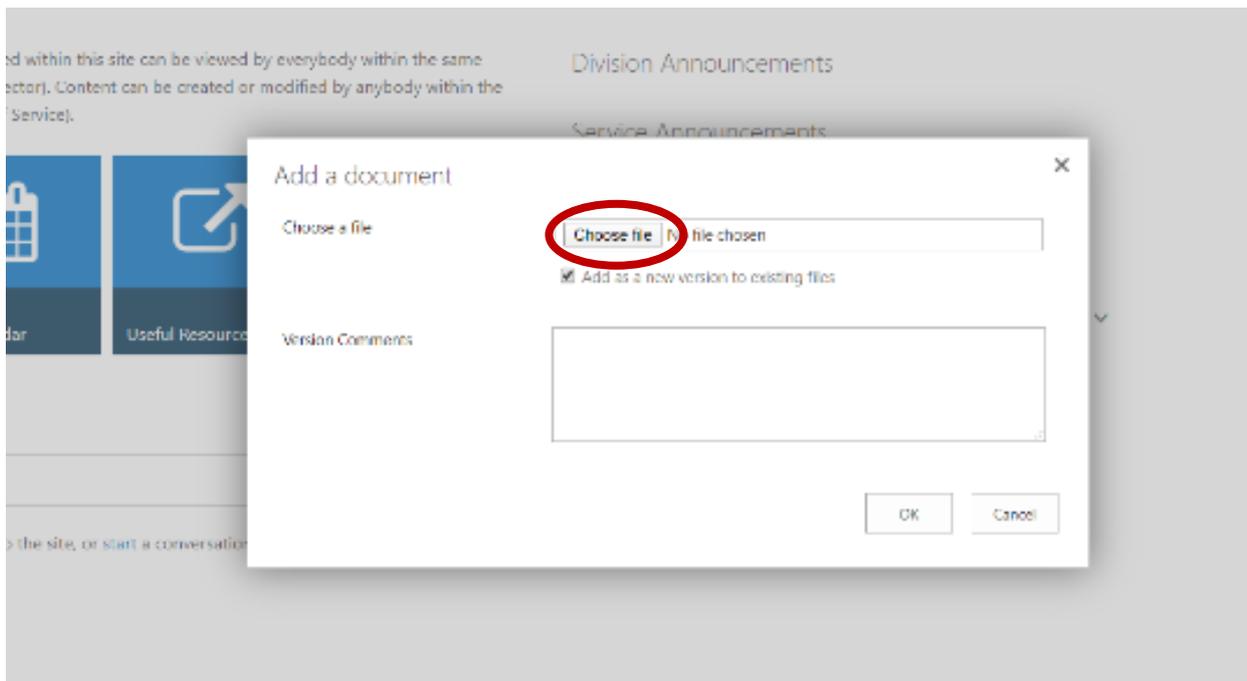
2. A list of applications will now appear, select "SharePoint" as circled.



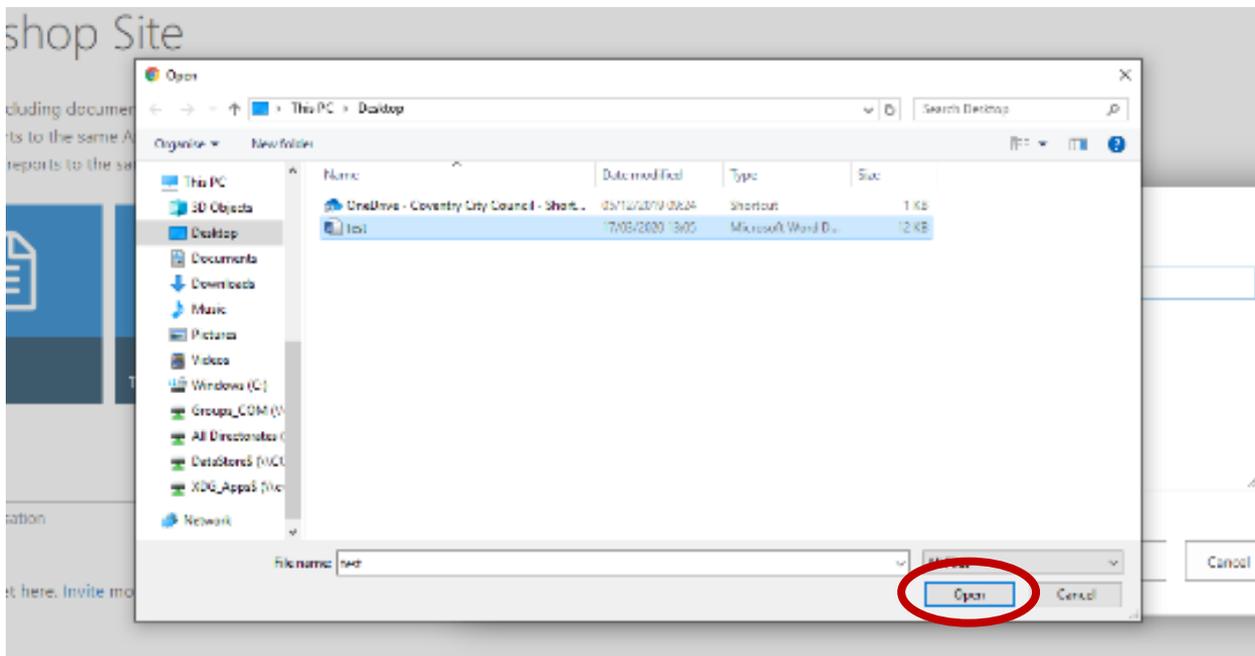
3. The next page contains every SharePoint site you have access to. Please find the name of the SharePoint site you wish to access and click on its name. In this example we are going into a test site.



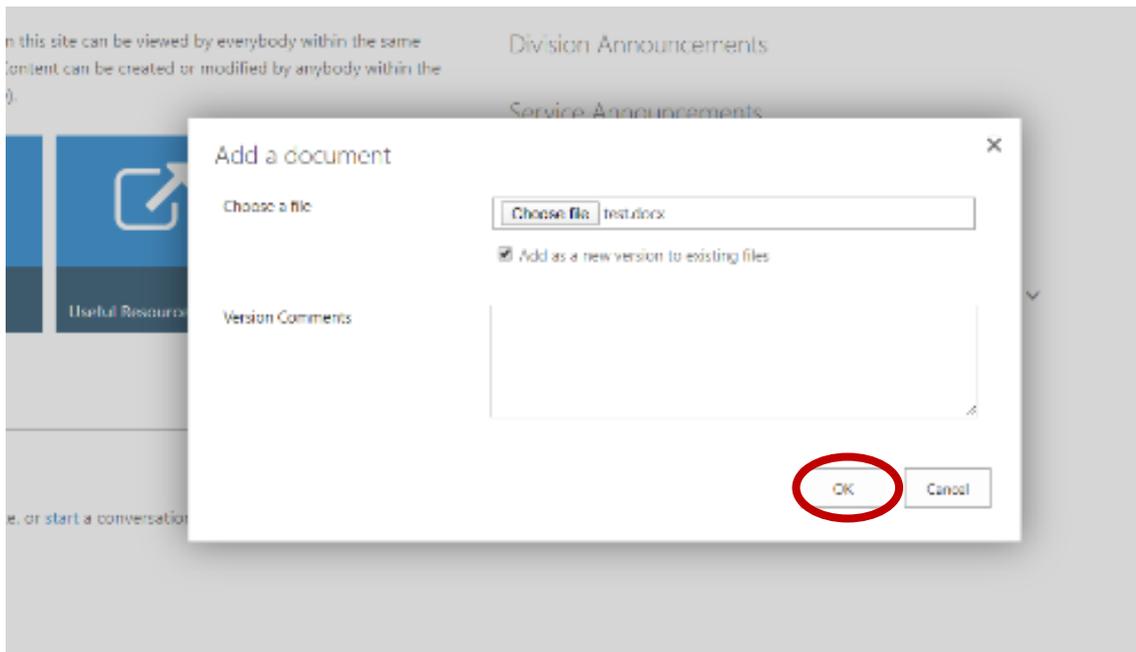
4. To upload a document straight away select "Upload" as circled.



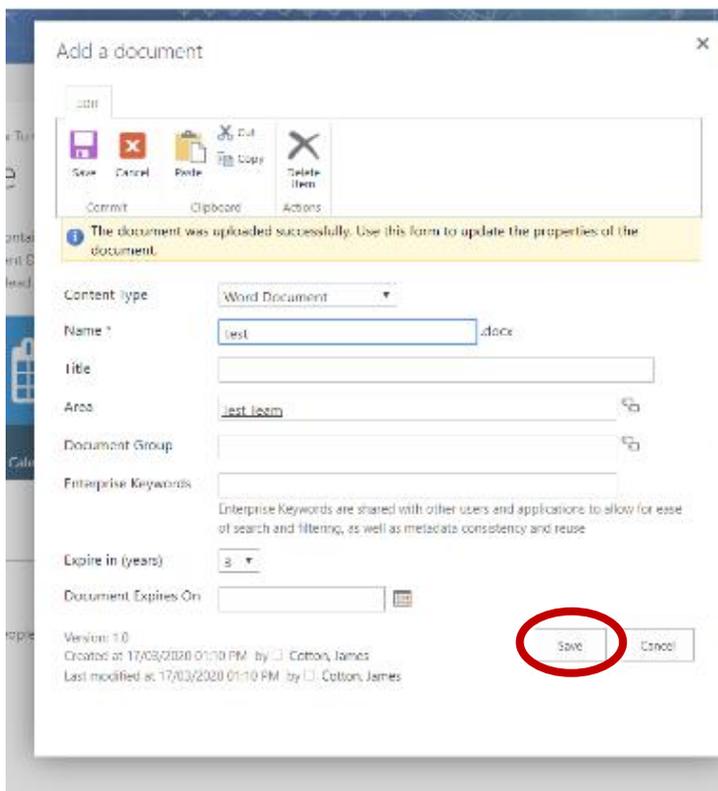
5. Next, select "Choose file" as circled.



6. Select the file/document you want to upload and then select "open" as circled above.



7. Next select "OK" as circled.



8. Then, select "Save" as circled.

SharePoint Cotton, James

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It's pretty quiet here. Invite more people to the site, or start a conversation. Drag files here to upload

9. Your document has now been uploaded. You can also delete documents by right clicking on said document and selecting delete.

Alternatively you can return to step 4 and click and drag a file/document from your desktop onto your SharePoint site.

Please note this page will only list documents you have recently added, for an extensive list of all documents you have uploaded please select "Documents" as circled above.

Updated 17/03/2020