FAQ 3 – How to upload a PDF file to one of your Documents Folders in SharePoint

1. Make sure you are signed in. Reminder you need to type in k12sd1\emailuserid for example k12sd1\jn002 and then put in your e-mail password
2. Now click on one of your Documents folder. In this case I am going to click on my Newsletters
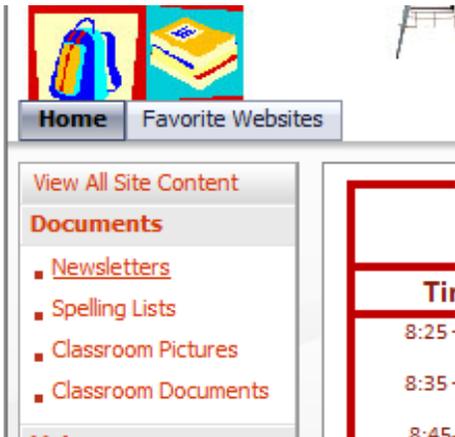
3. Now click on Upload then click on Upload Document
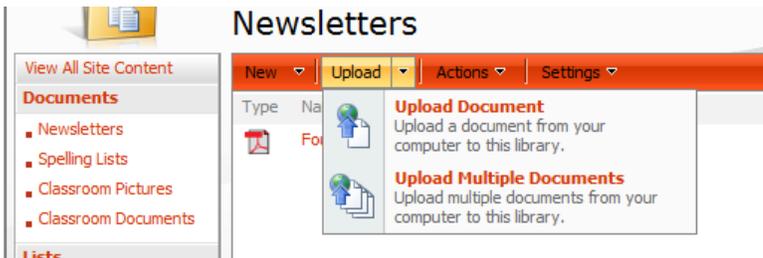
4. Now click on Browse
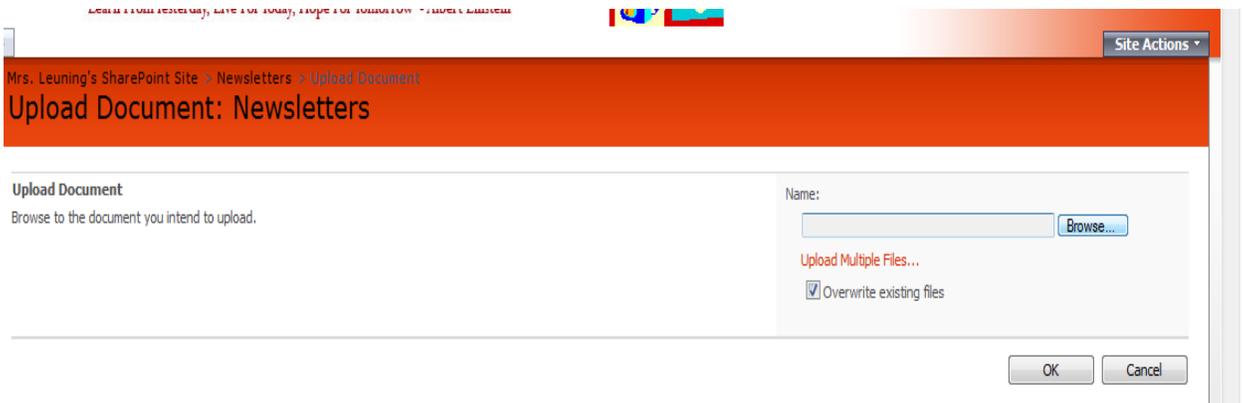
5. You then have to find where you have the file at. Like the following screen shot.
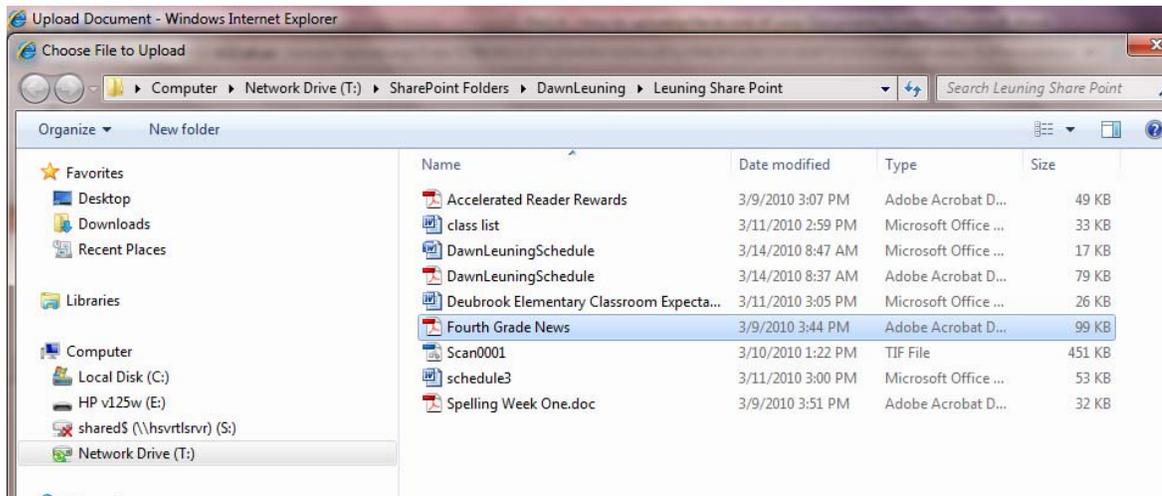
6. Now click open when you find the file then click ok.