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

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rs. Leuning's SharePoint Site - Newsletters - Voldard Document Jpload Document: Newsletters	
Upload Document Browse to the document you intend to upload.	Name: Upload Multiple Files Vorwrite existing files

5. You then have to find where you have the file at. Like the following screen shot.

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Organize - New folder				
🔶 Favorites	Name	Date modified	Туре	Size
Desktop	Accelerated Reader Rewards	3/9/2010 3:07 PM	Adobe Acrobat D	49 KB
Downloads	class list	3/11/2010 2:59 PM	Microsoft Office	33 KB
🕮 Recent Places	DawnLeuningSchedule	3/14/2010 8:47 AM	Microsoft Office	17 KB
	DawnLeuningSchedule	3/14/2010 8:37 AM	Adobe Acrobat D	79 KB
🥽 Libraries	Deubrook Elementary Classroom Expecta	3/11/2010 3:05 PM	Microsoft Office	26 KB
	🔁 Fourth Grade News	3/9/2010 3:44 PM	Adobe Acrobat D	99 KB
🜉 Computer	🐻 Scan0001	3/10/2010 1:22 PM	TIF File	451 KB
🚢 Local Disk (C:)	ischedule3	3/11/2010 3:00 PM	Microsoft Office	53 KB
HP v125w (E:)	🔁 Spelling Week One.doc	3/9/2010 3:51 PM	Adobe Acrobat D	32 KB
🙀 shared\$ (\\hsvrtlsrvr) (S:)				
😥 Network Drive (T:)				

6. Now click open when you find the file then click ok.