

Task: Upload Multiple Files to a Library App

Purpose: While you can upload multiple files one-at-a-time it's more convenient to select a set of files and upload them all at once.

Example: The Action Marketing Group has multiple files from the recent tradeshow that they want to upload to SharePoint quickly.

Steps:

1. Start Internet Explorer and type the URL for your organization's SharePoint server. The Start page will open.
2. Navigate to the library where you want to upload documents. The document library page will open.
3. Open Windows Explorer and navigate to the files you want to upload.
4. Drag and drop the documents into the Drag Files Here section. The files will be uploaded and will appear on the document library page.

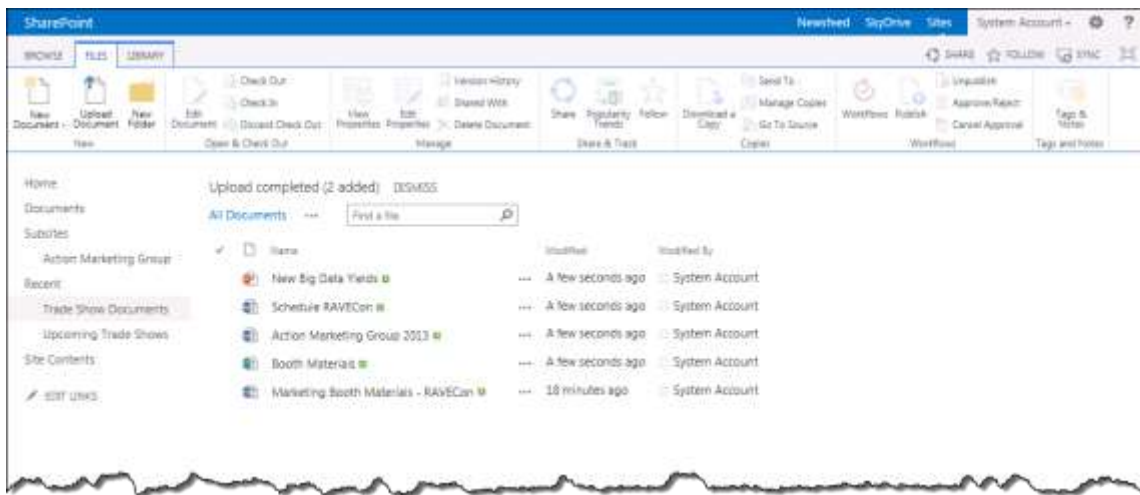


Figure 1: The New Uploaded Documents on the Document Library Page