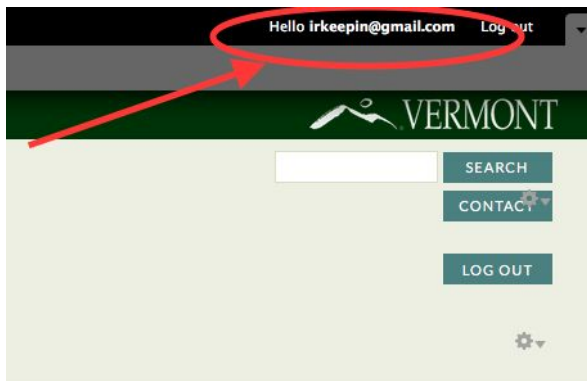
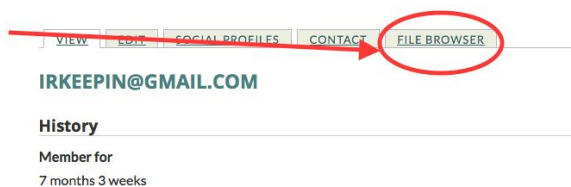


How to add a file

- Click on your account name in the upper right



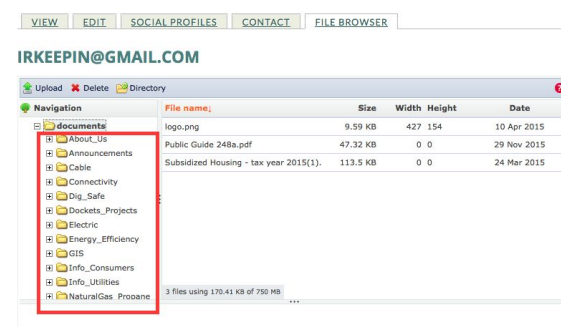
- Click on the "File Browser" tab



- Open the "Documents" folder



- All files should be stored in a subfolder of the "Documents" folder.
- Please choose the subfolder that is most appropriate and store your file there.
- If you can't find an appropriate folder, there is a "general" folder for general use.
- Please avoid placing documents directly in the Documents folder. This will work, but it will become messy and hard to manage over time.



Looking for a file from the pre-2016 server?

All files from the pre-2016 server are in the master “Documents” folder. Most of them are in the same subfolder that they were in pre-2016. The only files that were moved followed these rules:

- All files that were in the top-level folder (ie, not in a subfolder) were moved to the “general” subfolder
- All subfolders that were under “topics” were moved to under “Documents”
- All files that were directly in the “topics” folder (ie, not in a subfolder of “topics”) were moved to the “general” subfolder.