

Uploading media files from a laptop/desktop computer

1. Locate your team in the table below
2. Ctrl + Click to follow the link to access your team's folder.

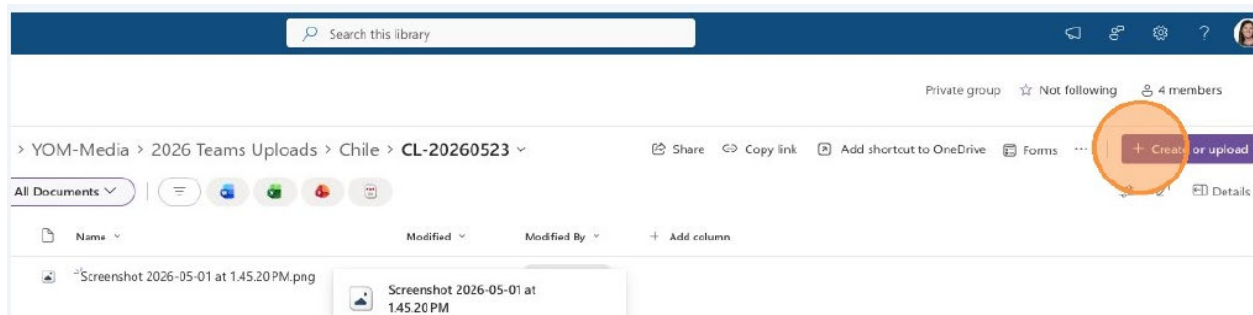
Note: The link will only work for you and your team members who have been granted access to your team's folder, not to any other folders.

 Chile	 Europe	 Italy
 Philippines (Mindoro)	 Philippines (Subic Bay)	 Peru
 Romania	 Uganda	 USA

3. Bookmark this page in your browser so you can easily locate the team's SharePoint folder.
4. Next, open the folder associated with the day that you will be adding media.
Note: The Folder name is CL = Country; 2026=Year; 05=month; 23=Day. In this example, we are uploading a file taken on the 23rd of May.



5. Find the "Create or Upload" button on your screen. It may be in the top-left corner, or you can also drag and drop files/folders directly into this space.



6. Click "Files upload." In the pop-up window, browse to the files you want to upload from your computer and select them.

