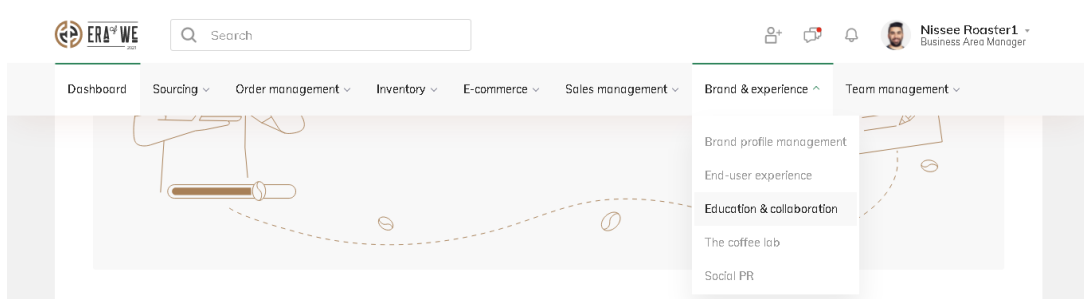## How do I Upload a File?

Nehal Gowrish - 2021-09-14 - Brand & Experience
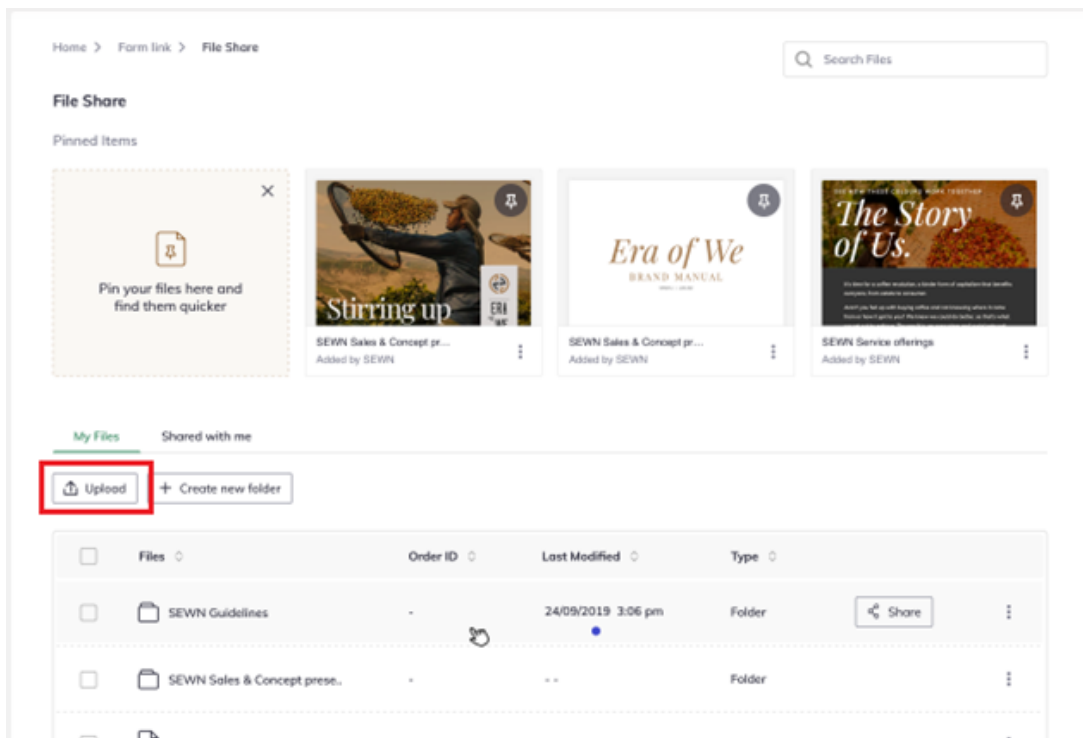
BRIEF DESCRIPTION

The Era of We application allows you to upload your coffee and collaboration files. The platform is designed to host large content files that can be easily accessed from anywhere. The file hosting system allows you to quickly upload large files so that anybody can access the same. In this documentation, you will understand how to upload a file.
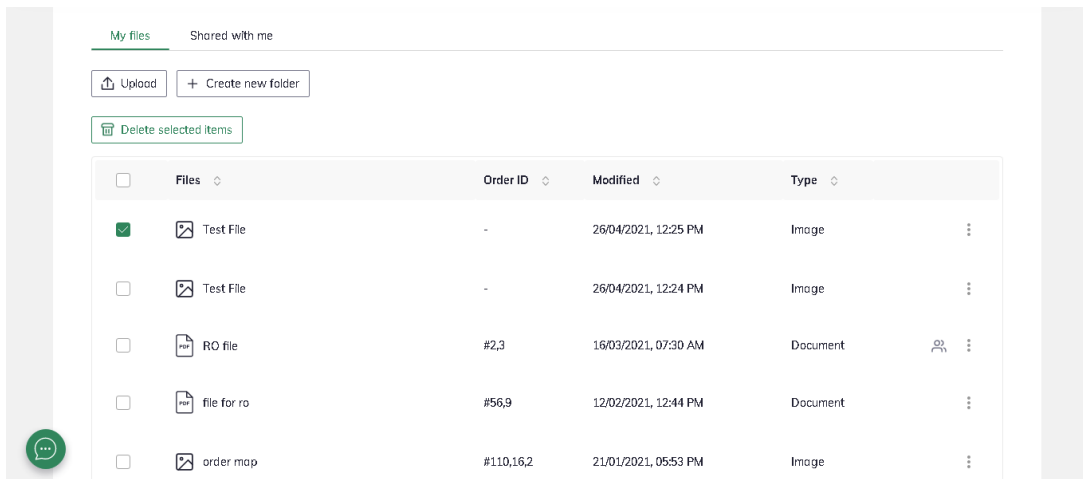
STEP BY STEP GUIDE

Step 1: Log in to your admin account, navigate to the 'Brand & experience' tab, and select 'Education & collaboration' option from the dropdown menu.
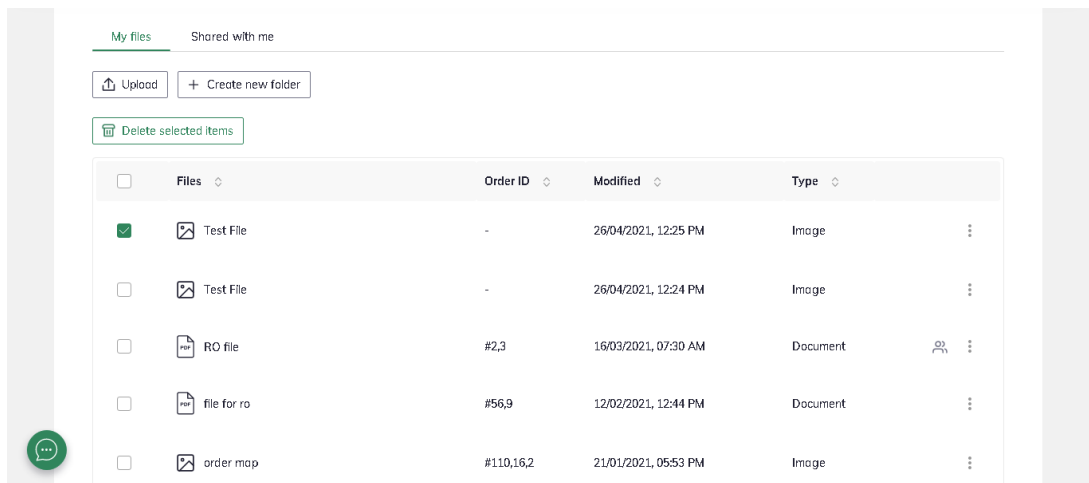

Step 2: Here you will see all your files and folders on Education & collaboration. Select 'Upload' to add a new file.

Step 3: If you want to upload a file directly into an existing folder, then simply tick the checkbox to select the desired folder.

Step 4: Click on the 'Upload' button to add a file in the folder.

Thus, you can upload a file as a roaster.

Related articles:

1. [How do I Share Files with Others?](#)

2. [How do I Access Files Shared with Me?](#)

3. [How do I Control who can Access My Shared Files & Folders?](#)