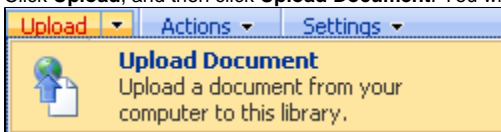


Uploading a Document for Sharing

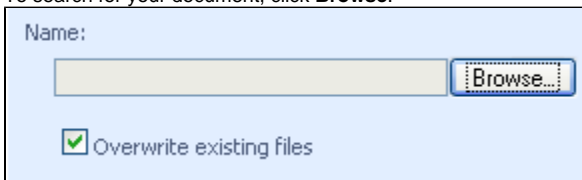
1. On the main page, on the left-hand navigation, under **Documents**, click **Shared Documents**. You will see the **Shared Documents** page.



2. Click **Upload**, and then click **Upload Document**. You will see the **Upload Document: Shared Documents** page.



3. To search for your document, click **Browse**.



4. Locate your file, and then click **Open**.
5. When you have found your file, click **OK**. Once you have uploaded a document for sharing, you will see it listed on the Shared Documents page. You will also see the date the document was last modified and the member who added the document.