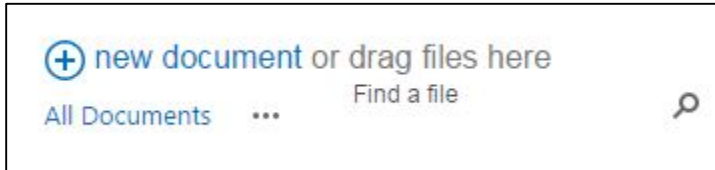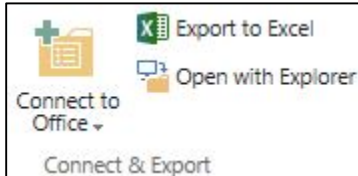# Uploading Documents

1. To upload documents, you must be in the library or list.
2. Click on **+new document** to add a file, located on the top of the page.
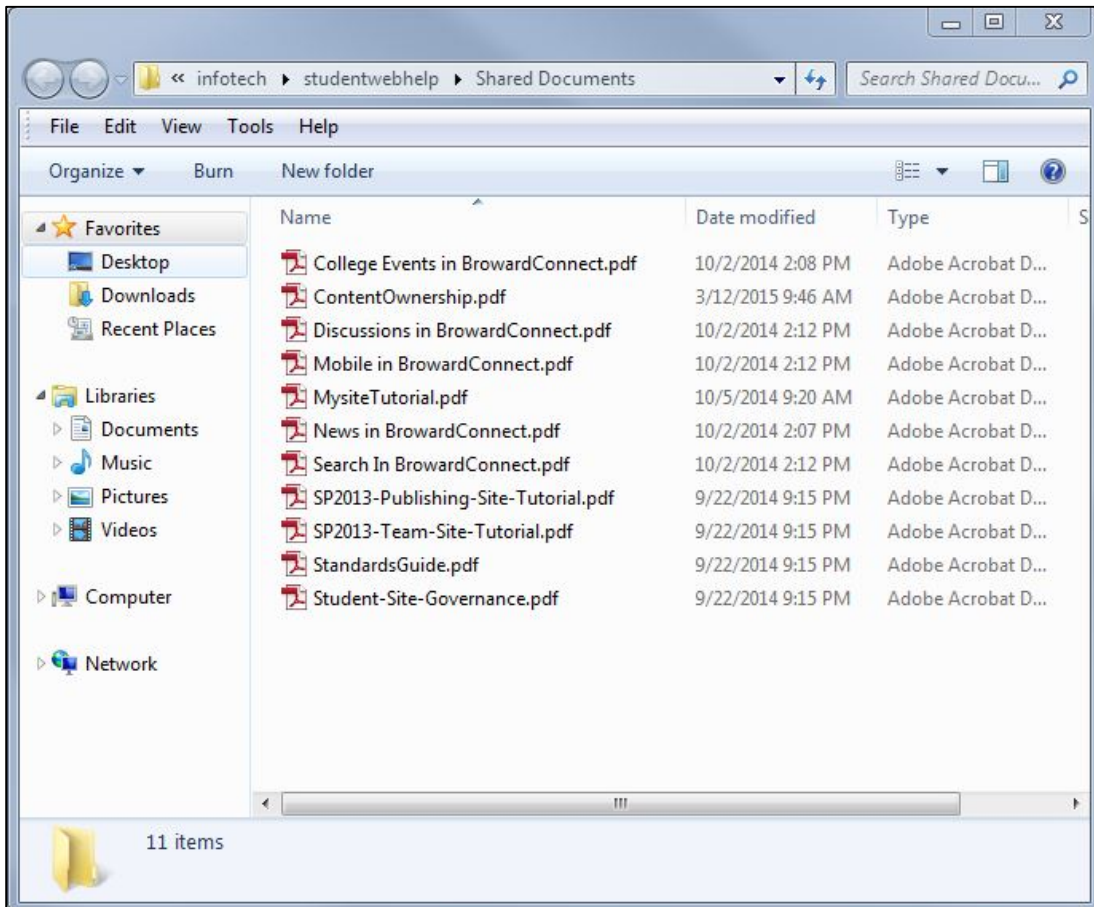

3. **3.** To add multiple files, click on **Open with Explorer** within the Library tab in the Customize group.

Note: This feature will only work in Internet Explorer and will prompt you to log in.

4. A dialog window will open. Copy and paste all documents into this window. Close the window and refresh your webpage. New items will appear on page.

Note: A file being uploaded with the same name as one already in the library will replace it.