

Uploading or Adding files

<https://www.youtube.com/embed/A8Ddhe3gk8g>

There are two file/folder upload methods:

Drag and Drop

When using "Google Chrome" and "Mozilla Firefox" browsers, this upload method allows you to drag files from your computer on the specified area, to start the file/folder transfer. It works with files up to 4GB.

Select Files/Folder

When using "Microsoft Internet Explorer" or "Apple Safari" browsers, files/folder can be uploaded only by selecting them using the appropriate option under "upload". When using one of these two browsers you can upload files with sizes up to 2GB.

Please note that this upload method does not support resuming interrupted uploads and for files larger than a few hundreds of megabytes.

Please follow these steps to upload files using this method:

1. Click "Upload" menu option (from Web File Share's top toolbar). Click "Files" to select the file(s) that should be uploaded from your computer or "Folder" to upload an entire folder to the network.
2. A dialog box will open from where you can select the file(s) or folder, depending on the option selected above. After selecting the files(s)/folder, hit "Open" button.

To select multiple files, hold the "CTRL" key and click on the file to select it.

The selected file(s)/folder will start uploading.

Once the uploading process is completed, the selected file(s)/folder will start showing up in the desired folder. You can now access them from your network.

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