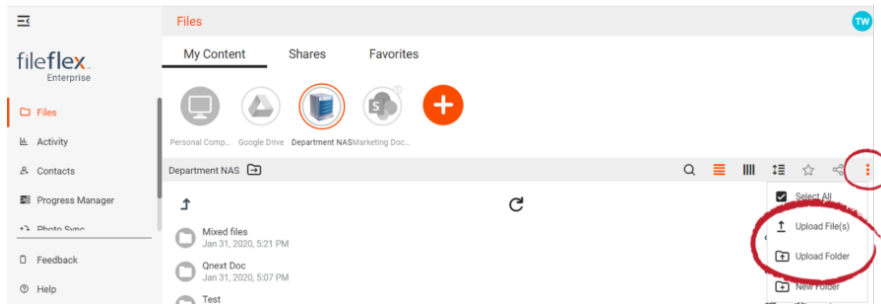


# Upload

You can use the Upload feature to copy any file or folder from your device to any repository you've linked to FileFlex.

1. Navigate to the location you'd like to upload the file or folder to.
2. Open the menu (3 dots) in the top right Activity bar and select **Upload**.



*Upload a file or folder*

3. In the file explorer that shows up, find and select the file or folder you'd like to upload and select **Open**.
4. The Progress Manager will open as the file(s)/folder(s) are uploading. This process will continue until finished, even if you log out of or close FileFlex.