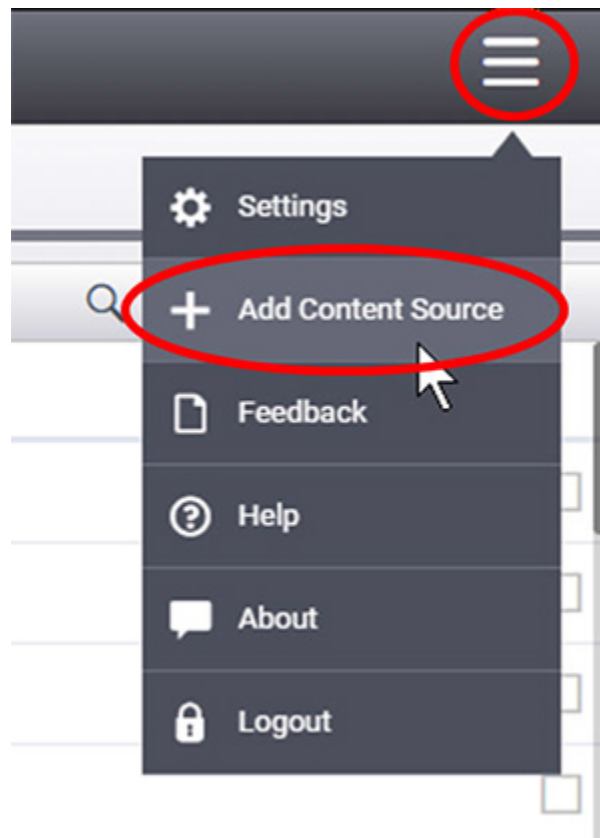# Adding a Content Source

Note: To add a content source you must be on the same network as that content source. You cannot add content sources remotely.

1. Click the top right Global Application Menu (3 horizontal lines) and in the dropdown, select **Add Content Source**.

*Click Menu and Select **Add Content Source***

2. In the Select Company dialog box, select the company you would like to add the content source to.
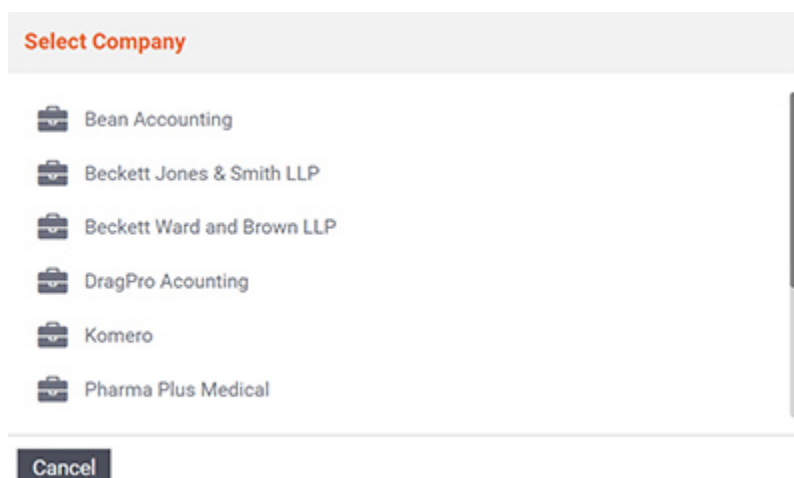
Select the Company

3. Select the type of content source you would like to add and follow the setup wizard. For more detailed instructions on setting up each content source type, see Content Management. You will be required to use your administrative credentials to set up the storage repositories for your users. After you have set them up, your users must use their own personal credentials to log in and access that storage.