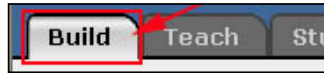


Uploading Files to HuskyCT Using a Web Folder

*****Please note: for these directions, you *must* log into HuskyCT using Internet Explorer

Step 1 - Open the File Manager for a HuskyCT site as a Web Folder

a. Click on the **Build** Tab

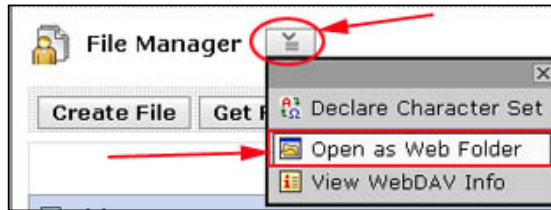


b. Click on **File Manager**

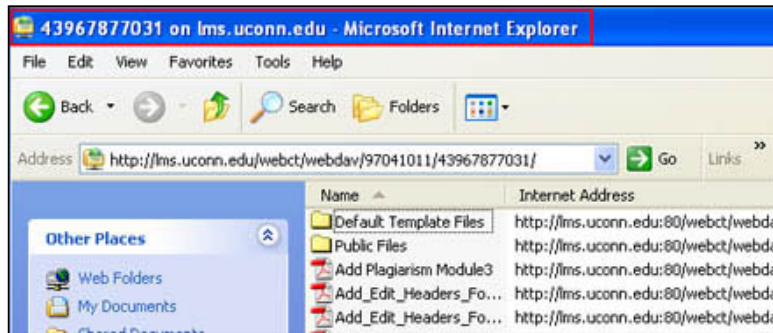


c. Click on gray option menu arrow

Click on **Open as Web Folder**



d. A window will appear that shows the files currently available in the File Manager of your HuskyCT site

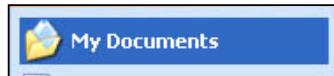


Step 2- Drag or Copy/Paste files on your computer to the HuskyCT Web Folder

a. Click Windows **Start** button



b. Click on **My Documents**



c. **Select the files** to move to HuskyCT

Then, either **drag these files** to the Web Folder window or **Copy and then Paste into Web Folder window**

