Upload Multiple Documents

1. Navigate to the folder / library in site.

2. Click the “Add document” link.

3. The “Upload Document” window will appear (Figure 1). Click the “Upload Multiple Files...” link.

4. Open Windows Explorer in another window and navigate to the files you wish to upload.

5. Select the files and drag them from the Windows Explorer window to the “Drag Files and Folders Here” section of the “Upload Multiple Documents” window (Figure 2).
6. Click the [OK] button and the files will begin to upload. When they are finished uploading, click the [Done] button. **Note:** If you are uploading the files directly to the “Documents” library in the root of your site, then you will also need to Check-In and Publish the files by checking the box next to the files in the library and then clicking the [Check In] button in the ribbon bar and specify “Major version” (Figure 3).