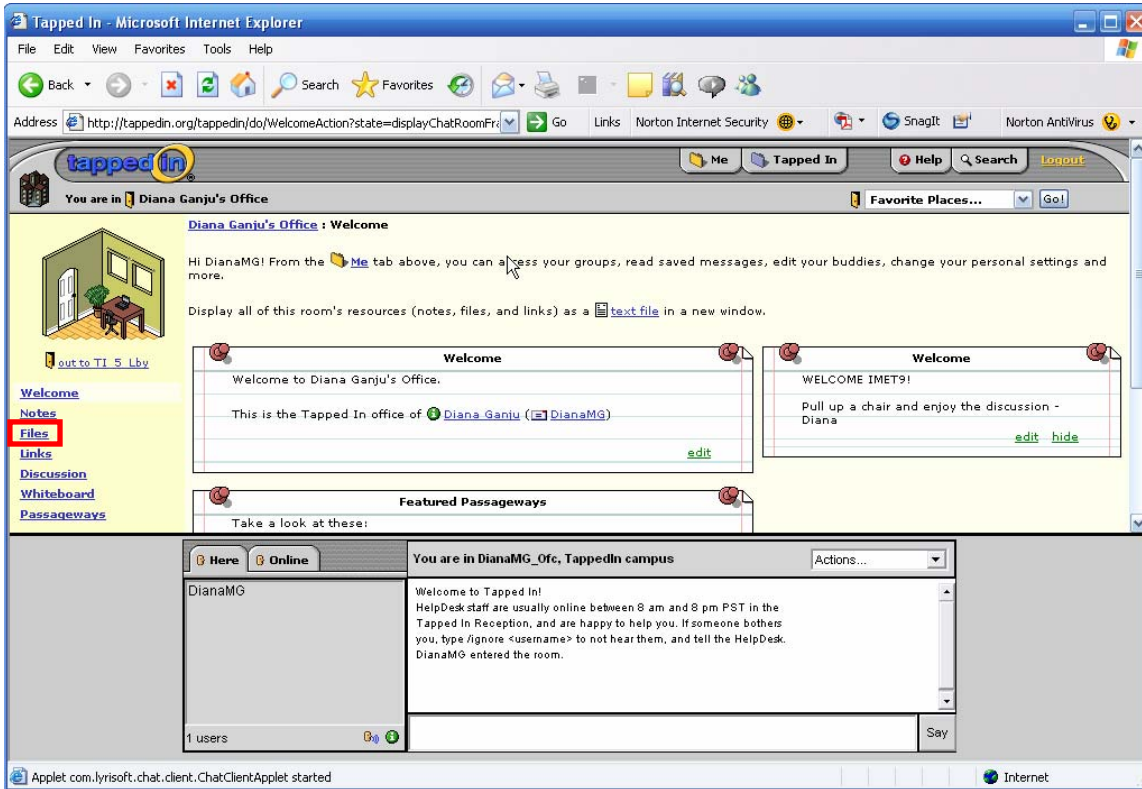


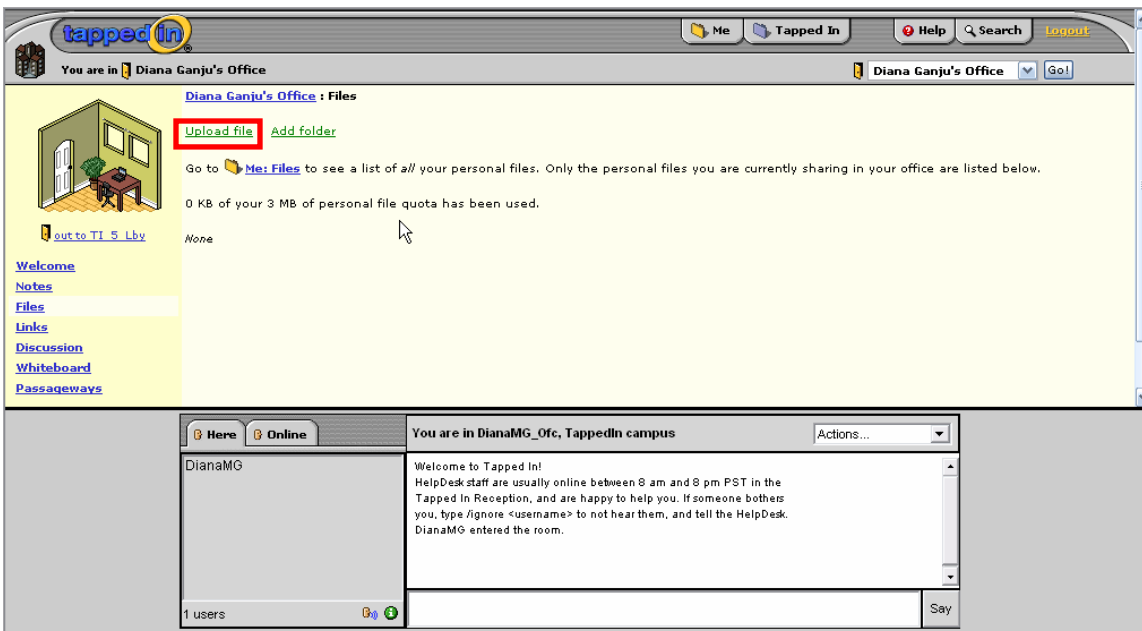
Instructions for Uploading Files to your Tapped In Office

Note: files are only accessible from the office they were upload to.

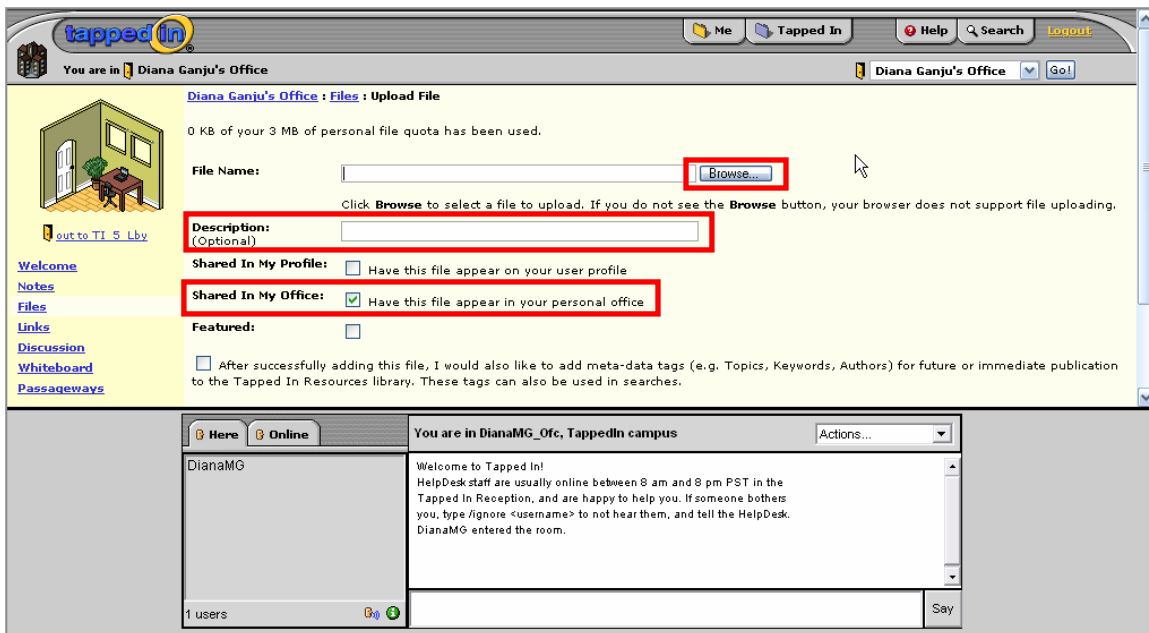
Login to Tapped In



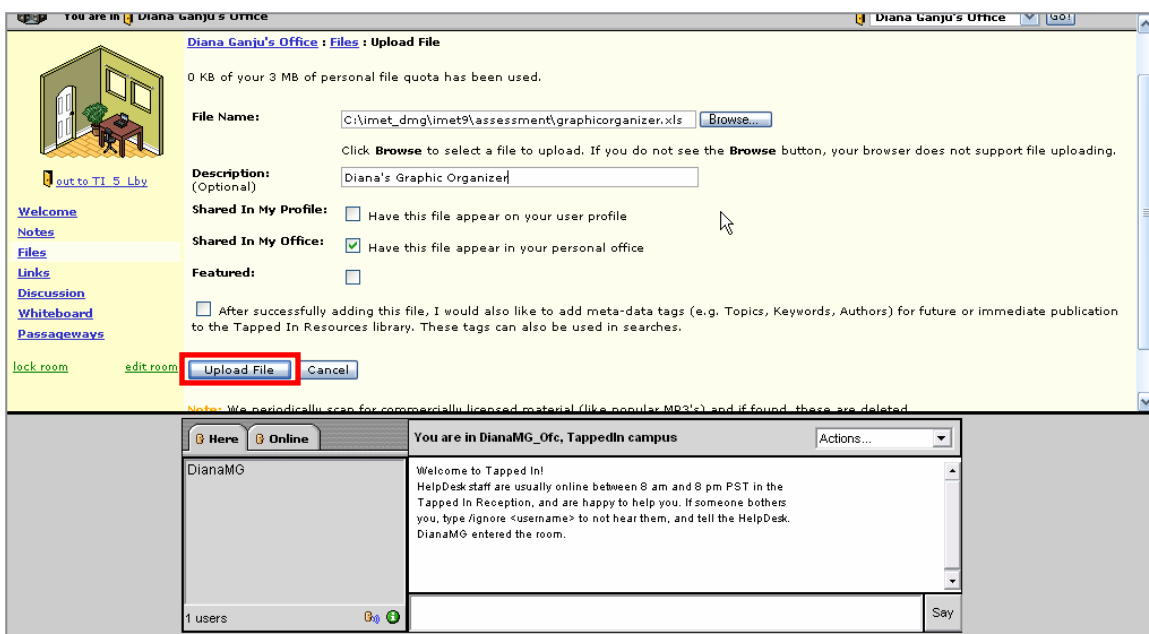
Click **Files** in the left column of your office welcome screen



Click **Upload File**



Click on **Browse** and navigate to the file you want to upload
Type a **description** of the file (good place to put someone's name if the file belongs to someone else.
Be sure to check "Have this file appear in your personal office"



Click **Upload**
The file should then be viewable when you click the **File** link in the left column.