Upload a batch of files to a SharePoint Document Library

Wisconsin Content Management System

V 1.0

1. Using Internet Explorer, access the library location where you wish to upload the files (library or folder within a library)
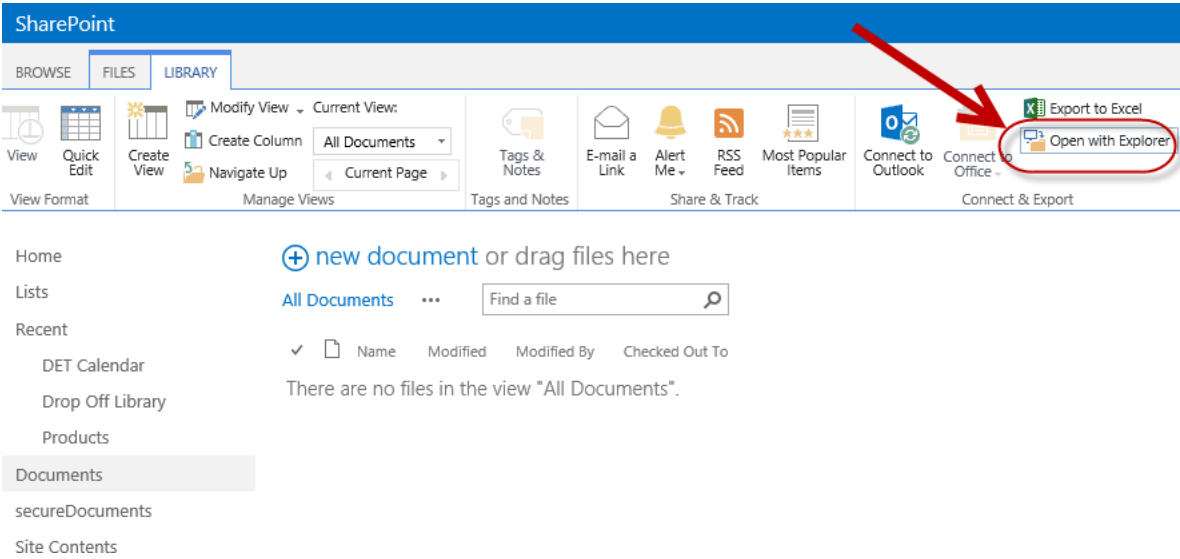2. Click the Library tab in the ribbon and select "Open with Explorer"

Figure 1: Library tab: Open with Explorer

3. If prompted, re-enter your credentials. After a pause, you will be presented with an Explorer window.
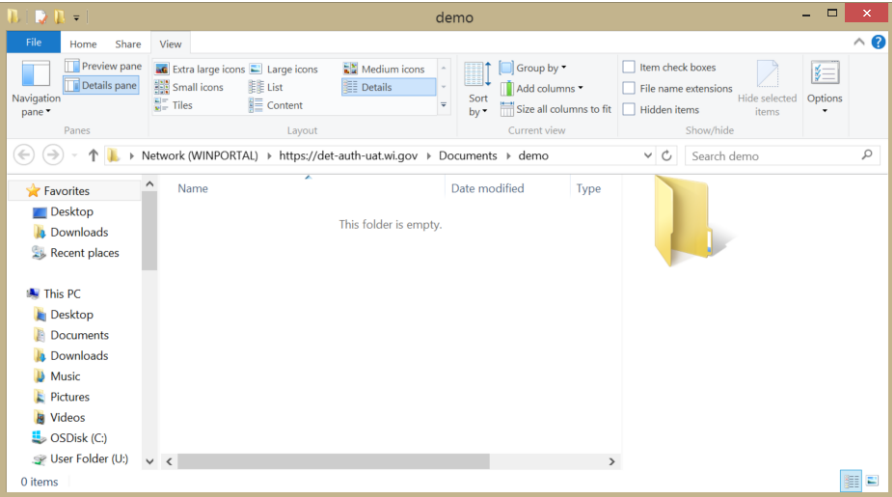

Figure 2: Explorer window with SharePoint path

4. In a separate window, open an Explorer window for the current location of the files you wish to upload
5. Select the files you wish to upload, and drag them onto the SharePoint Explorer window; the pointer will read "Copy to <location>"
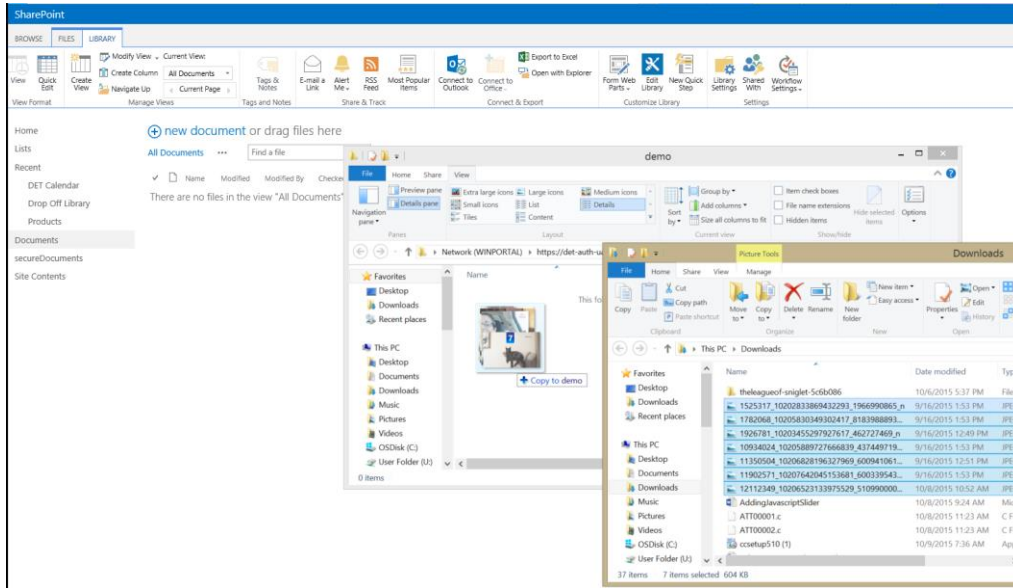

Figure 3: Explorer windows with "Copy to <destination>"

6. Release the left mouse button to "drop" the files on the destination Explorer window
7. After a pause, the SharePoint Explorer window will refresh to indicate the files have been added to SharePoint.
8. Repeat if you have more files to move
9. Click the "X" in the upper right to close the Explorer window
10. Press F5 to refresh the SharePoint library; the files will now appear in the SharePoint location.