How to Upload to CloudCabinet
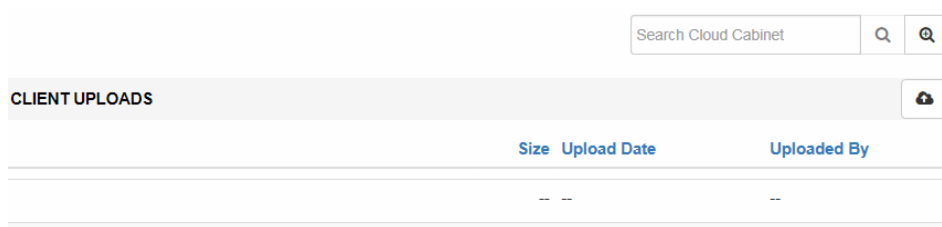
1. Log in and click on the Cloud Cabinet button on the left of the page.
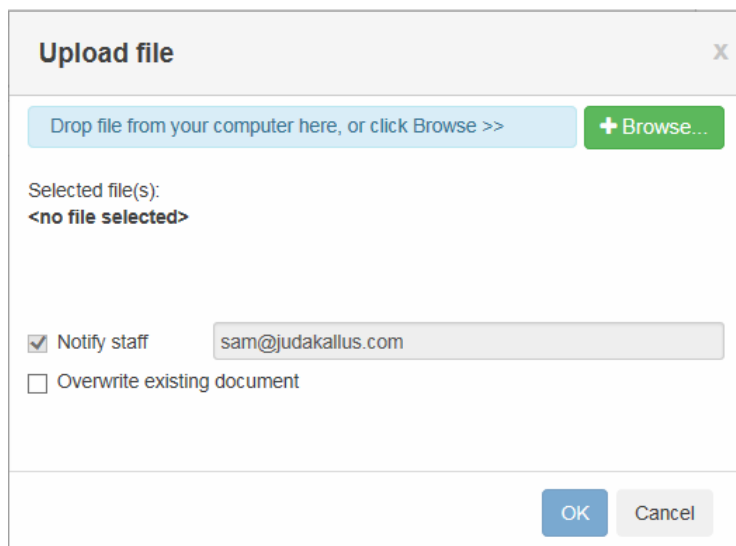

2. A new page will open with a list of your folders. Click on the folder called **CLIENT UPLOADS**

3. When folder opens look for a cloud icon with an up arrow inside on top right.

4. A new window will open over your current window. Click the green ==Browse== button to search your computer for the files you want to upload. You may upload multiple files at once. You may also drag and drop the files into this box. Press the blue OK button once you have the files selected.

5. We will be notified when a file is uploaded.