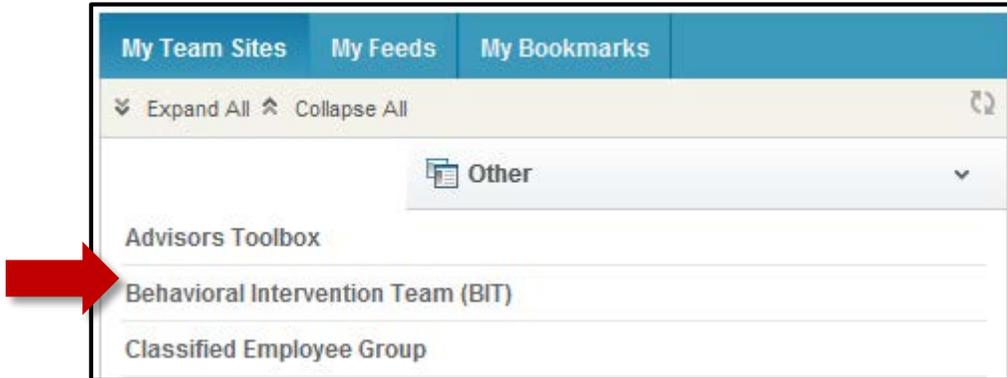


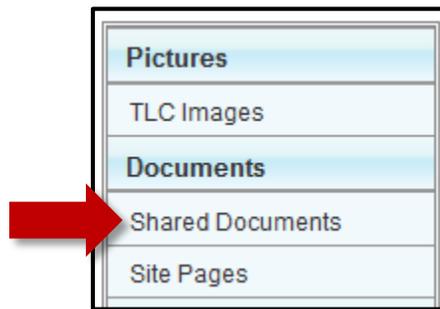
Uploading multiple files to a MyBucks Team Site using Internet Explorer 10

If you have recently received a new computer with Internet Explorer 10, the process to upload new files to a Team Site on MyBucks has changed. Follow these steps to upload multiple files to a Team Site.

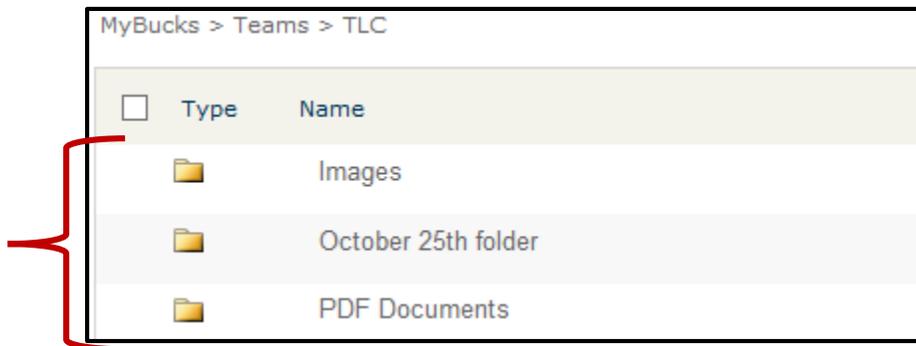
1. After logging into MyBucks, navigate to the Team Site where the files will be uploaded.



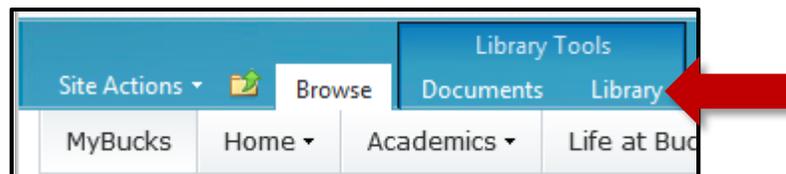
2. Navigate to the **Shared Documents** option on the left side of your Team Site.



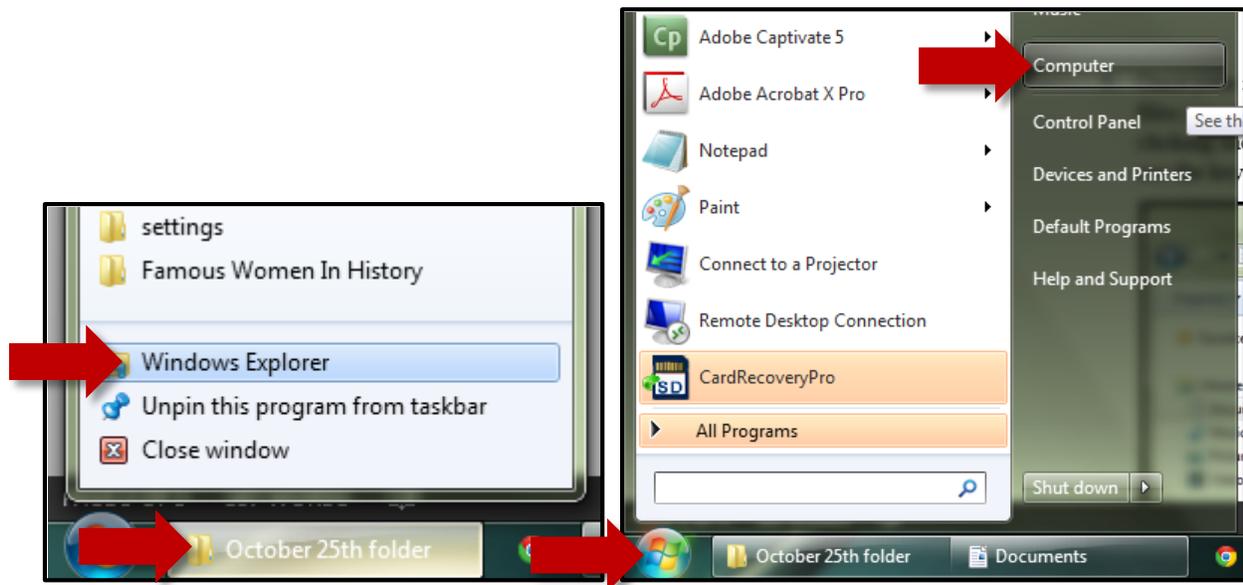
3. Under Shared Documents, click the folder you wish to upload your files to.



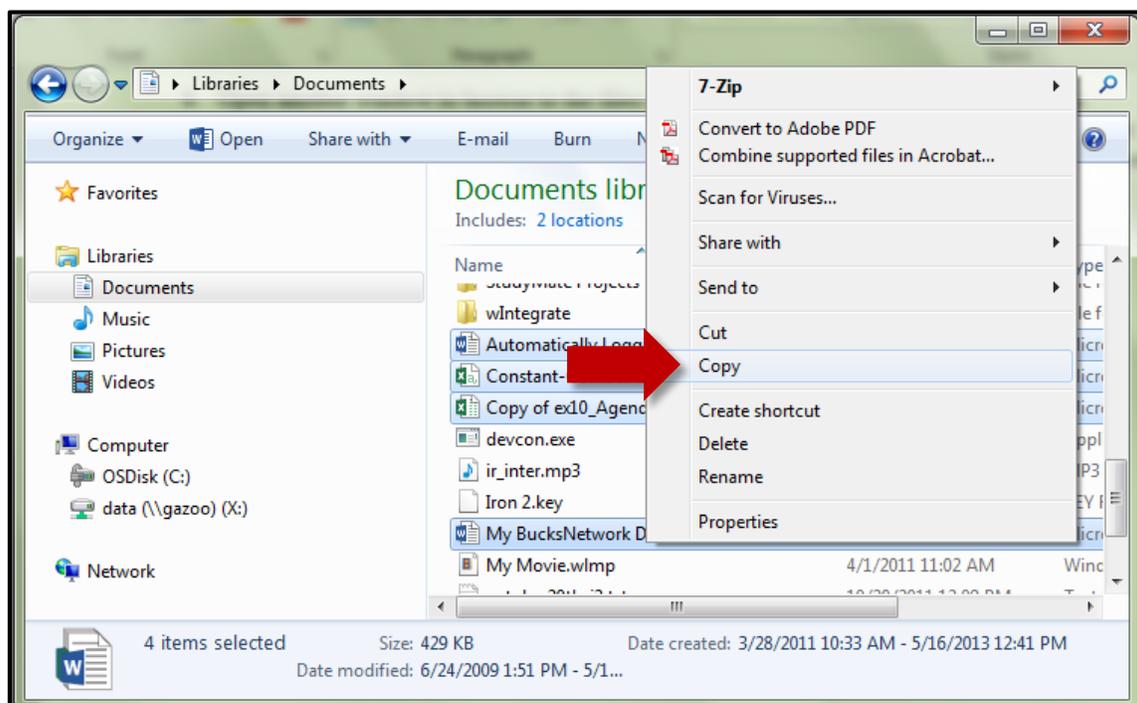
4. Once in your desired folder, click **Library** under Library Tools.



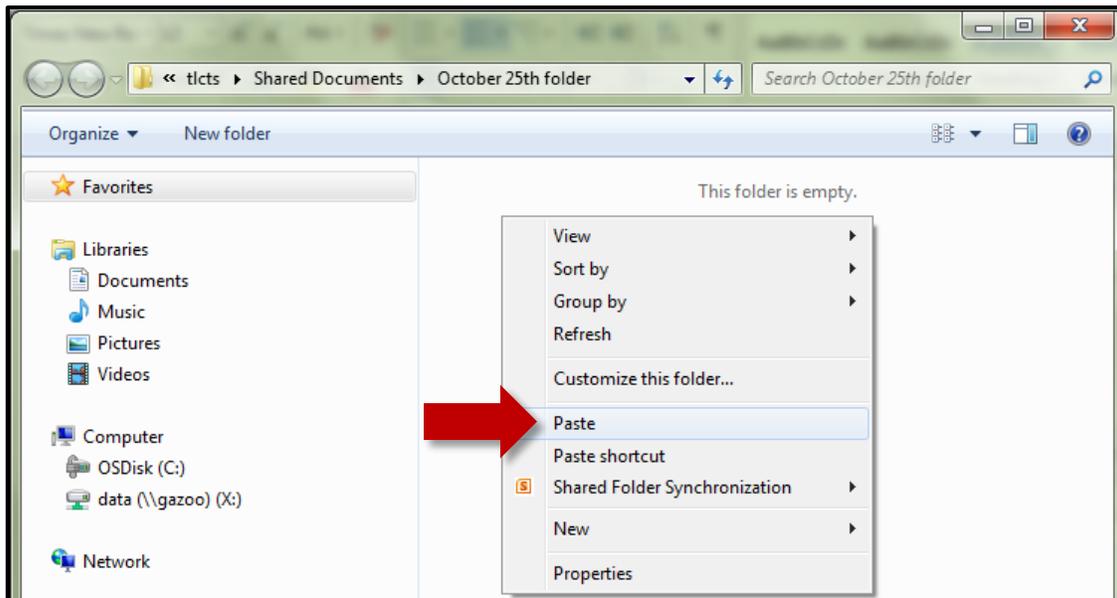
8. Open another window to browse to the files you wish to upload. You can do this by right clicking on the folder that was just opened by the MyBucks Team Site (this will appear in your Windows taskbar) and choosing the **Windows Explorer** option. Alternatively, you can click on your Start Menu and choose **Computer**.



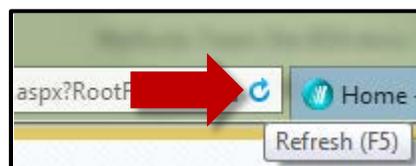
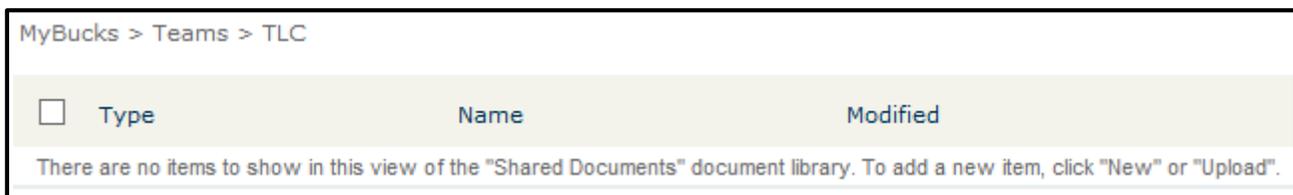
9. Once your new window is open, browse to the folder where your files are located. Highlight the files you wish to upload (you can choose multiple files by holding down the CTRL key and clicking each file). Right click on any of the files you selected and click **Copy**. You can also use the keyboard shortcut **CTRL+C** to copy the files.



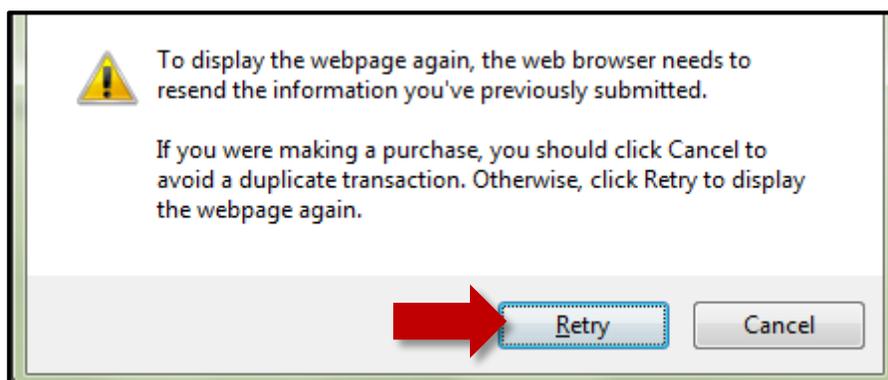
10. Return to your original folder for your Team Site. Right click in the Windows Explorer window and click **Paste**. You can also use the keyboard shortcut **CTRL+V** to paste the files. If you have no further files to upload, you can close both windows.



11. Return to MyBucks in Internet Explorer. The folder will appear empty until you refresh the page. Click the Refresh button next to the address bar. You can also use the keyboard shortcut **F5** to refresh the page.



12. A warning message may appear after you refresh. Click **Retry**.



13. The files that you copied will now appear on your Team Site.

MyBucks > Teams > TLC

<input type="checkbox"/>	Type	Name
		Automatically Logging in to MyBucks 
		Constant-Contact-List 
		Copy of ex10_Agenda_lesson15 
		My BucksNetwork Drive 