

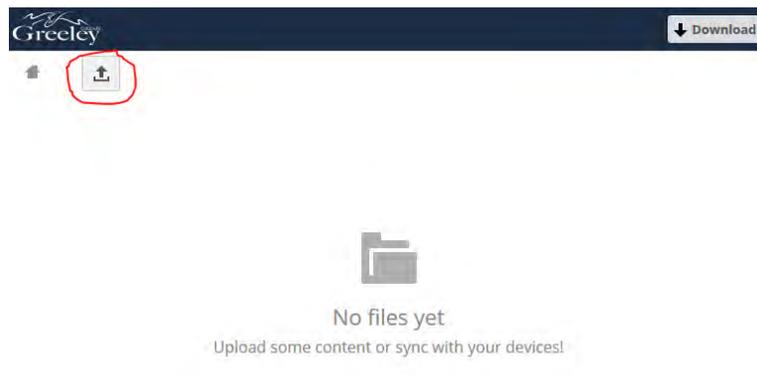
Uploading Files to Greeley ownCloud

The upload file process is very straightforward. When you have received the link from us (possibly with a password) you can click and open it in the browser of your choice.

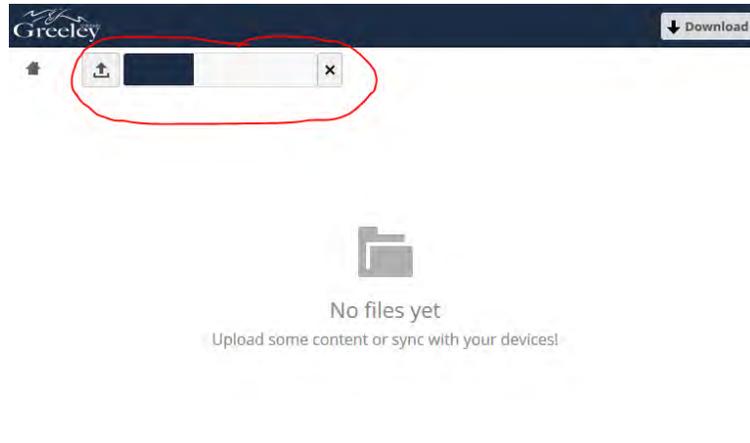
Once you arrive at the Greeley ownCloud site (and depending on the security settings) you could be prompted for a password. Type that password in and select the button next to it to authenticate.



Once logged in (or if there is no password set) you will be presented with the main screen. At this point you have two options to either upload a file or download. For our purposes you will just click on the upload button (circled in red below), select a file from your PC and click ok.



Once you select a file you will see an upload progress bar appear. When this progress bar gets to the end it will stall for a period of time. This is normal. The system is scanning the file for viruses.



Once the virus scan is complete you will see the screen flash and your file will show in a list. Congratulations! This means you have successfully uploaded a file to us.