

Uploading a file to Canopy

5 Steps [View most recent version](#) 

Created by

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Creation Date

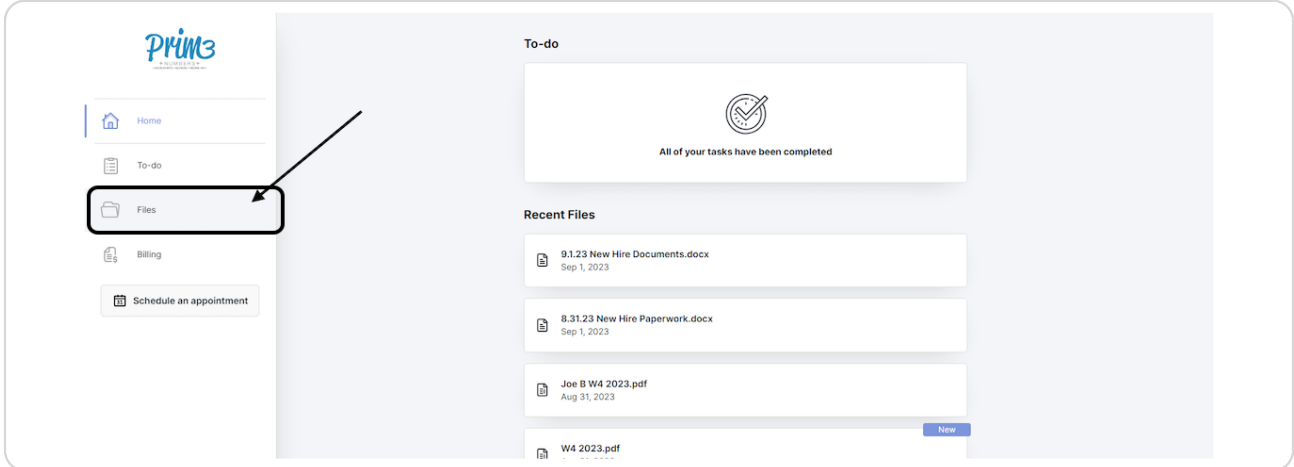
September 1, 2023

Last Updated

September 1, 2023

STEP 1

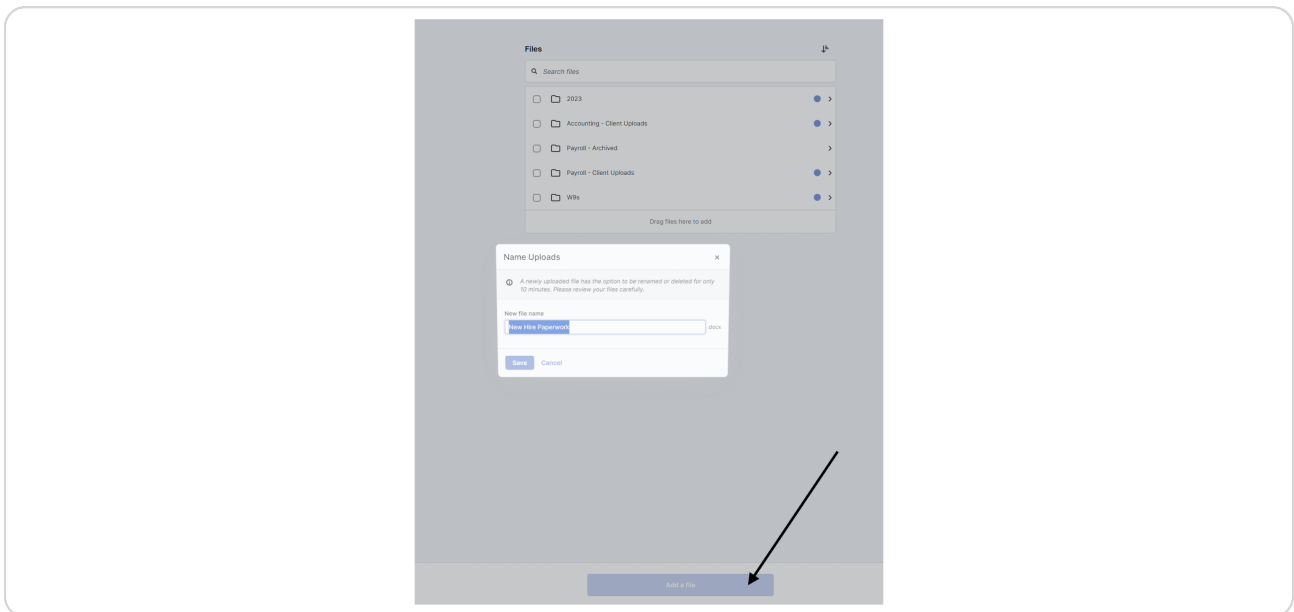
Click on Files



STEP 2

Click on "Add File" at the bottom of the screen

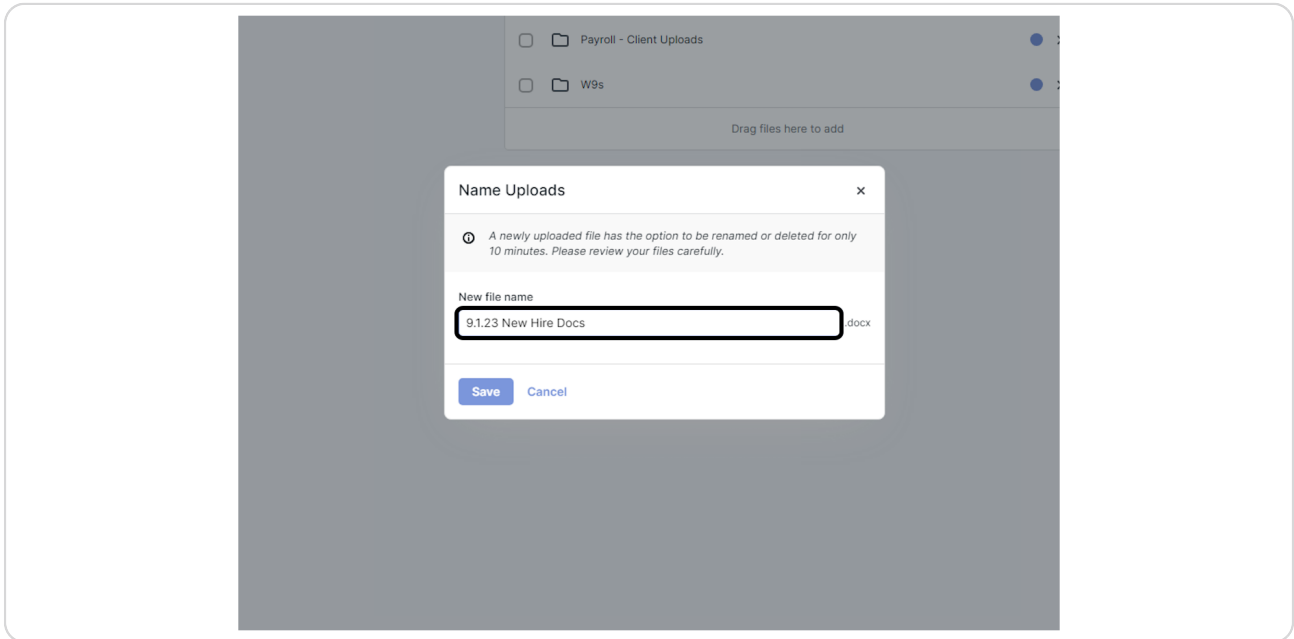
NOTE: In Canopy, you will not upload files to a specific folder. The uploads go to a pending folder. Once Canopy notifies Prime Numbers of the upload, we will review and sort to appropriate folder(s).



STEP 3

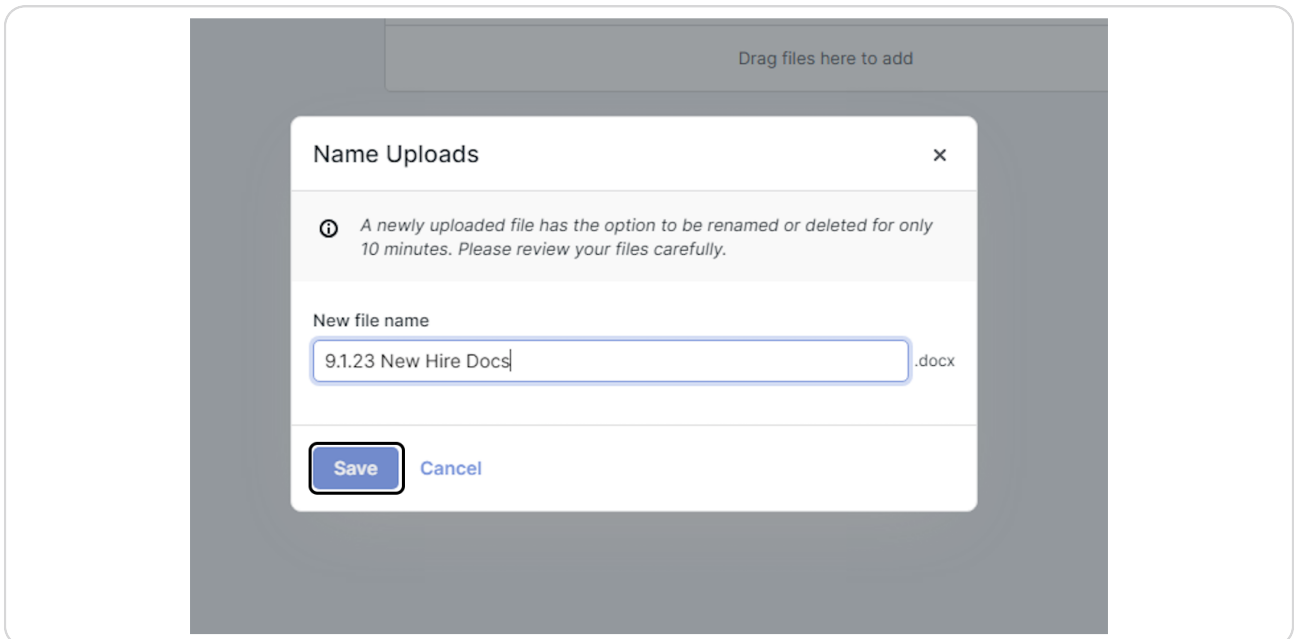
Find your file and rename

Make sure you label files correctly



STEP 4

Click on Save



STEP 5

IMPORTANT: Please note that the document can only be edited or removed within 10 minutes of uploading. *****Make sure you label files correctly!*****

