Upload a New File in a document library

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Open the OneDrive or SharePoint site library.

On your computer select Start 🖽 and then type File Explorer.

- 1. On your computer select Start and then type File Explorer.
- 2. Drag the files to the space in the SharePoint library where it says drag files here. The library should display "Drop here" when you hover the file over it.

You should see your files appear in the Document library