

Loading A Form To Sharepoint Connect

1. Navigate to your Sharepoint site and log in using your individual credentials.

MARSH & MCLENN COMPANIES	NAN	CONNECT		
BROWSE PAGE				
s	Your Site Name			
Home			Documents	
Documents			🕀 New 🏦 Upload 💋 Sync 📿 Sha	are
Recent			Field Sta	
Pending Info Forms			Find a file	
Processed Forms			V 🗋 Name	
Submitted Forms				
Site Contents			Drag files here to upload	
Recycle Bin				

- 2. Click on the 'Submitted Forms' link on the left side of the page to open this sub-folder.
- 3. Locate the form you want to post to Sharepoint on your computer.
- 4. **Drag and drop** the form to this folder, or click on the '**upload**' icon and follow the prompts to load the form.

S 🔉	Alamo Housing Authority CBS Forms
Home Documents Recent	New ▲ Upload Sync ♥ Share More ♥ All Documents ··· Find a file
Pending Info Forms	Name Modified Modified By
Processed Forms	Drag files here to upload
Submitted Forms	