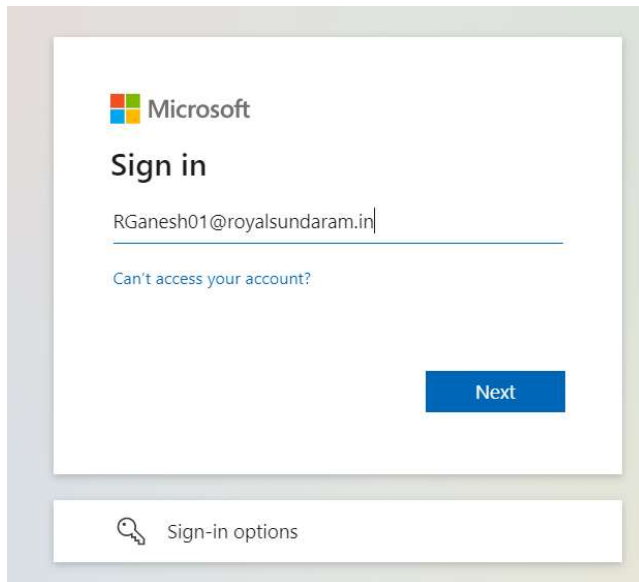


How to Upload the File in Share point

Access the SharePoint URL:

<https://rsaportal.sharepoint.com/BRT%20%20-%202023/Shared%20Documents/Forms/AllItems.aspx>

Sign in with your: Loginid@royalsundaram.in (format)



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "RGanesh01@royalsundaram.in". Below the input field is a link that says "Can't access your account?". A blue button labeled "Next" is positioned to the right of the input field. At the bottom of the sign-in area, there is a section titled "Sign-in options" with a magnifying glass icon.

Click Next enter login password.



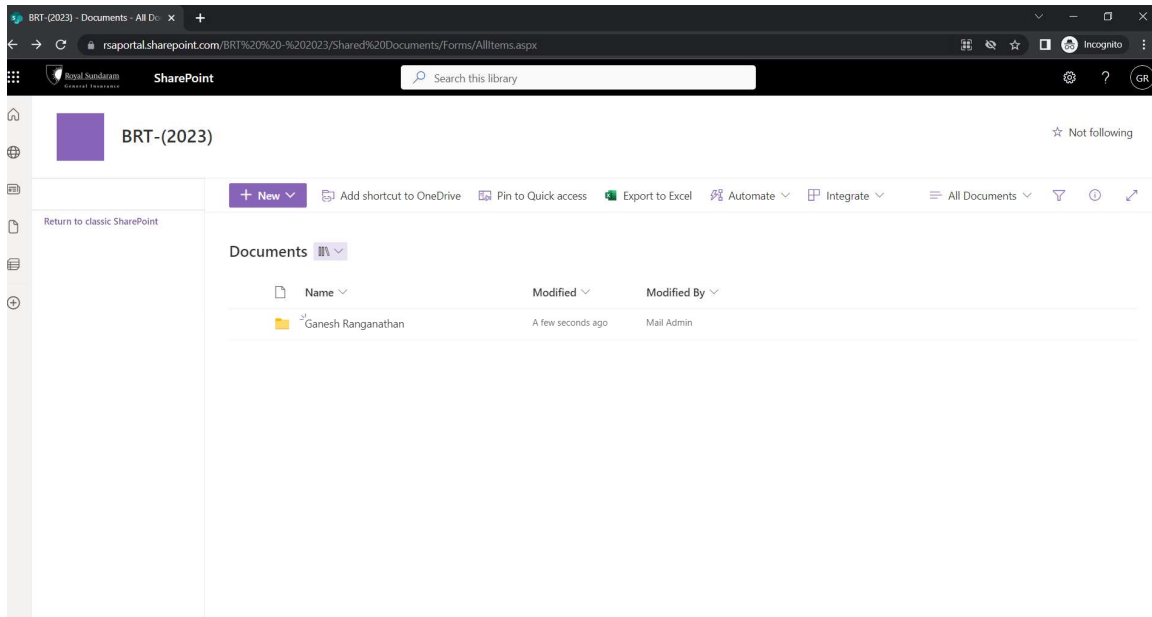
Sign in with WindowsID@royalsundaram.in

rganesh01@royalsundaram.in

Windows Password

Sign in

Click on the folder created in your name.



Access the upload button to upload file.

