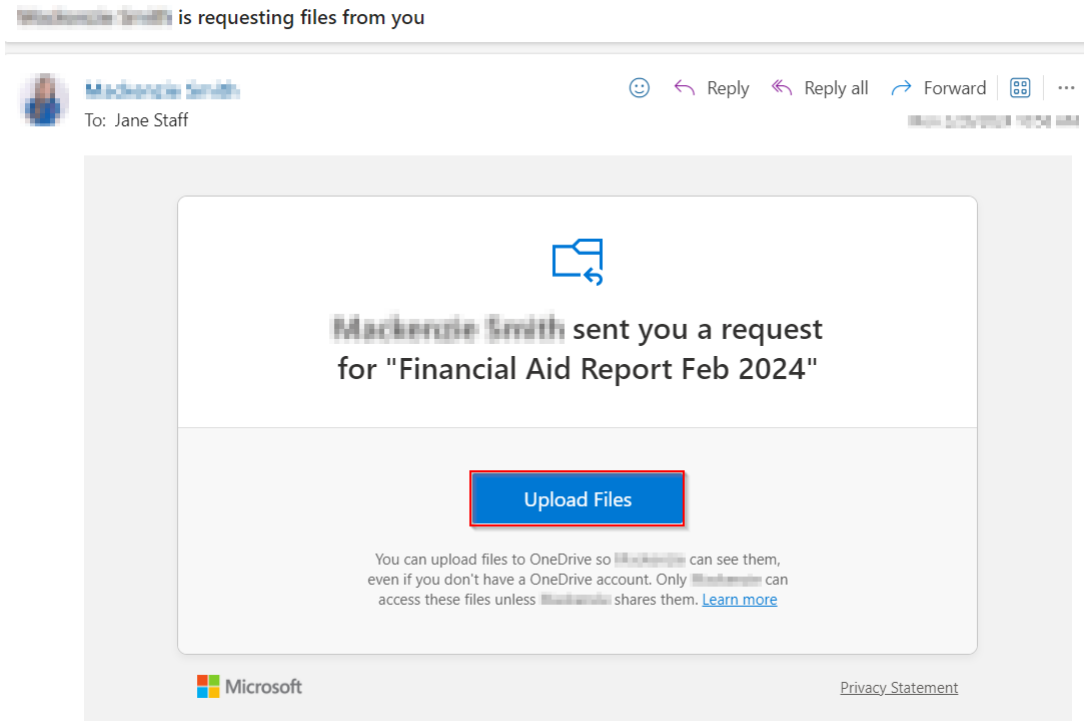# Uploading Requested Files to OneDrive/SharePoint

If you received a link directly from a user requesting files, please click the link and skip to step 2.

1. Click the "Upload Files" button in the email you received. You may need to login with your Hanover credentials.

2. You will see the name of the file(s) being requested. Click the "Select files" button to pick which file(s) you would like to upload.
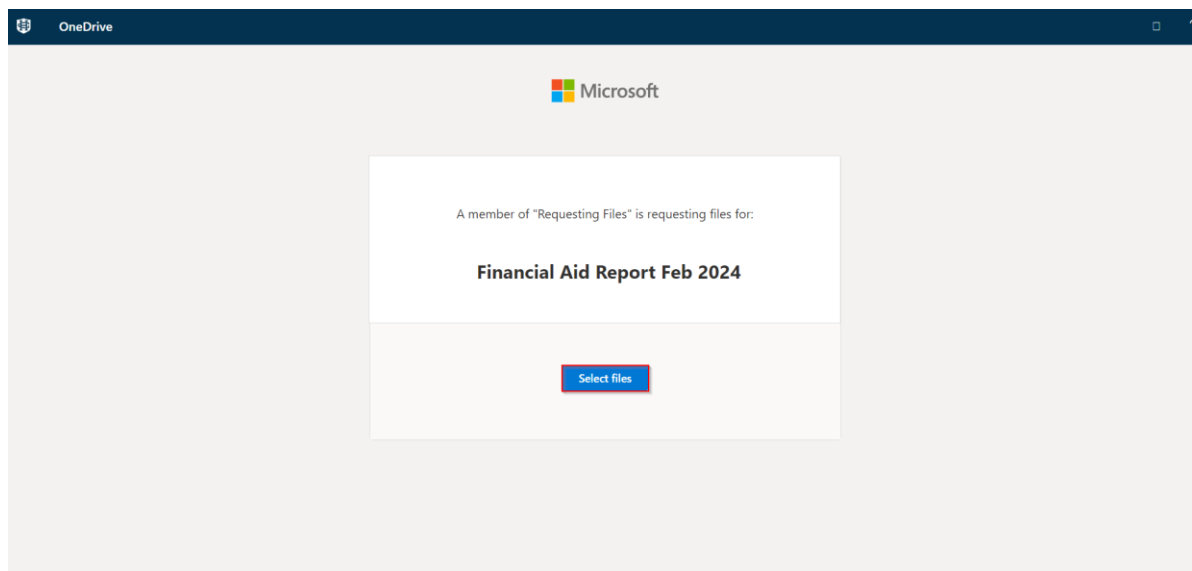
3. Once you have selected the correct file(s), you will be prompted to enter your first and last name. Once you have done so, click the "Upload" button. You can choose to click the "Upload more" button if you have more files you would like to upload.