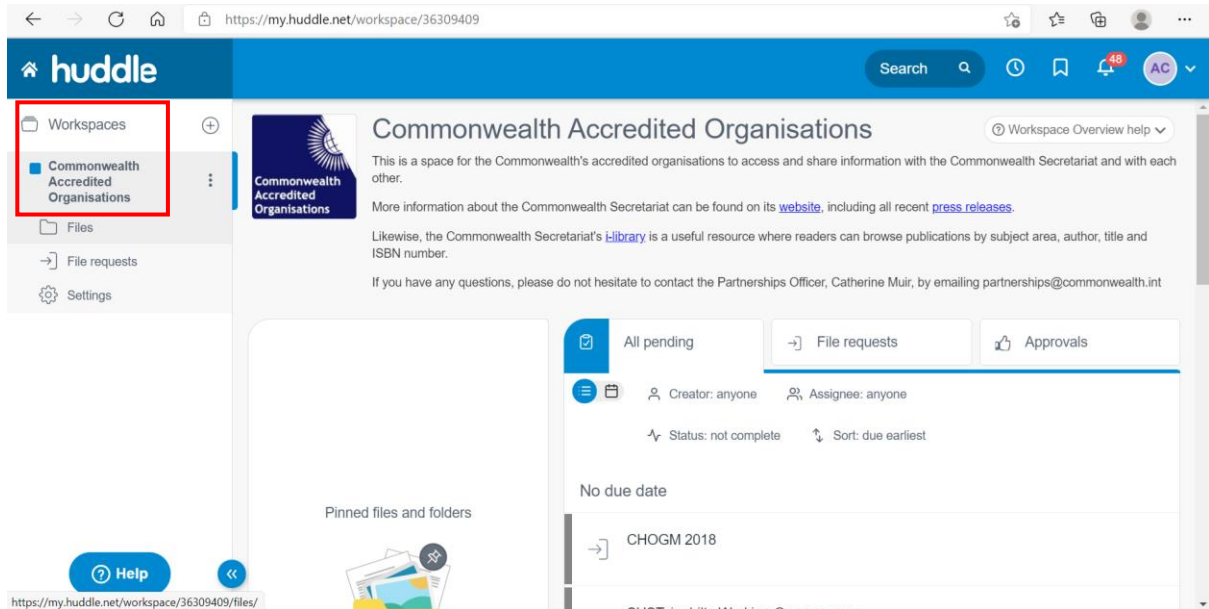


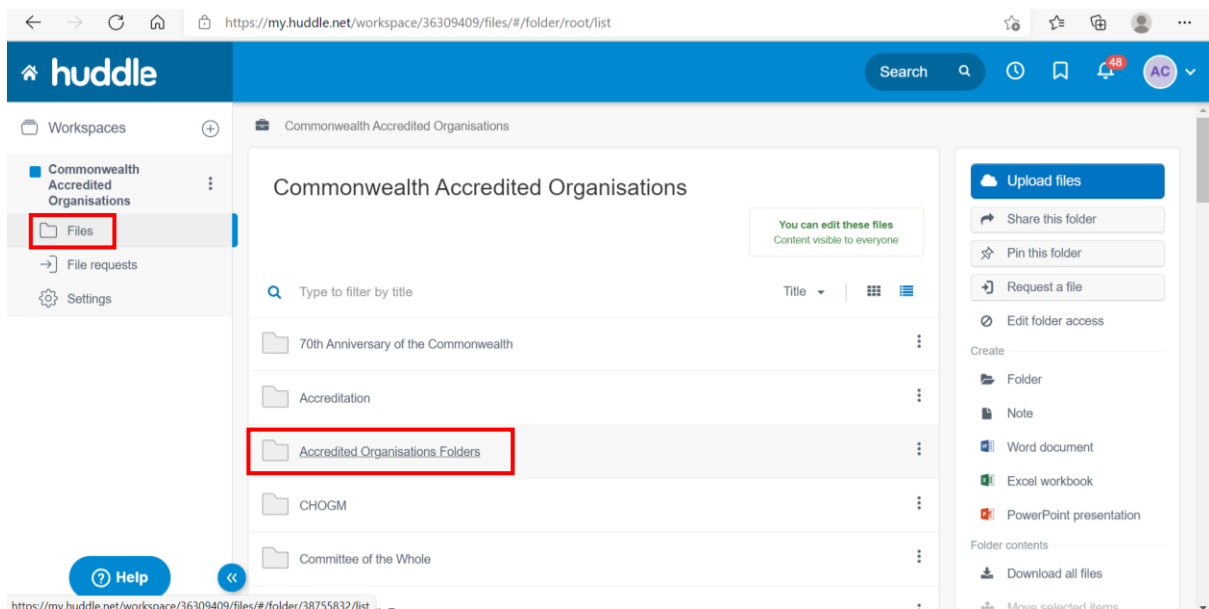


HOW TO UPLOAD A FILE TO THE HUDDLE WORKSPACE

Log on to Huddle and select 'Commonwealth Accredited Organisations' under 'Workspaces'.



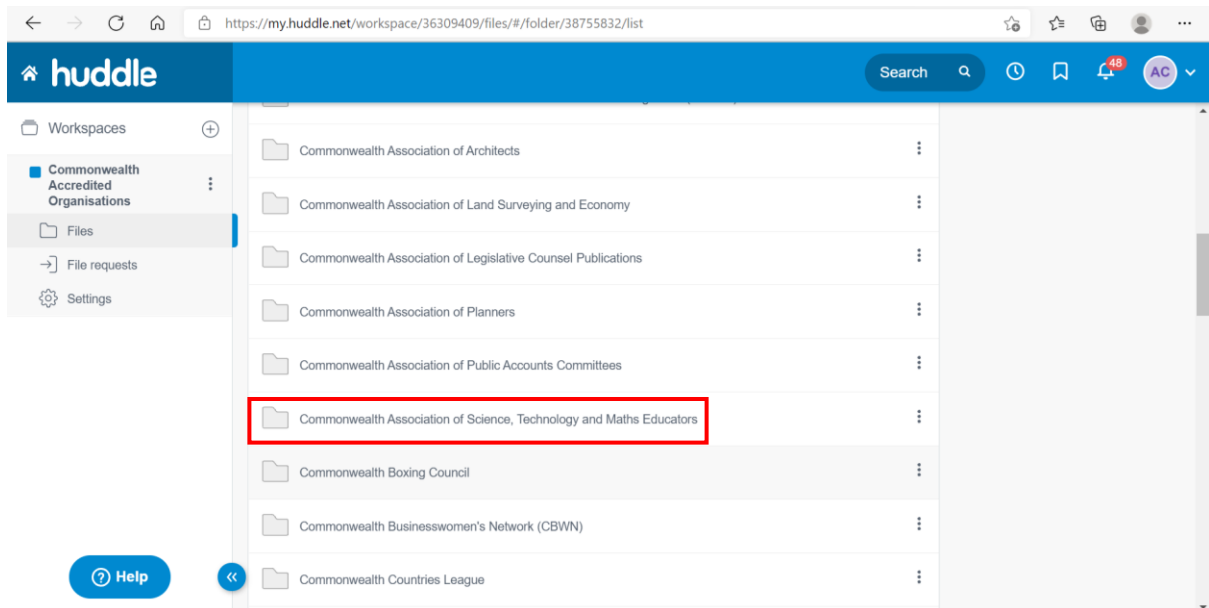
Select 'Files' and choose the 'Accredited Organisations Folders' folder to open it.



When you open the 'Accredited Organisations Folders' folder, you will find that each Accredited Organisation has a folder.

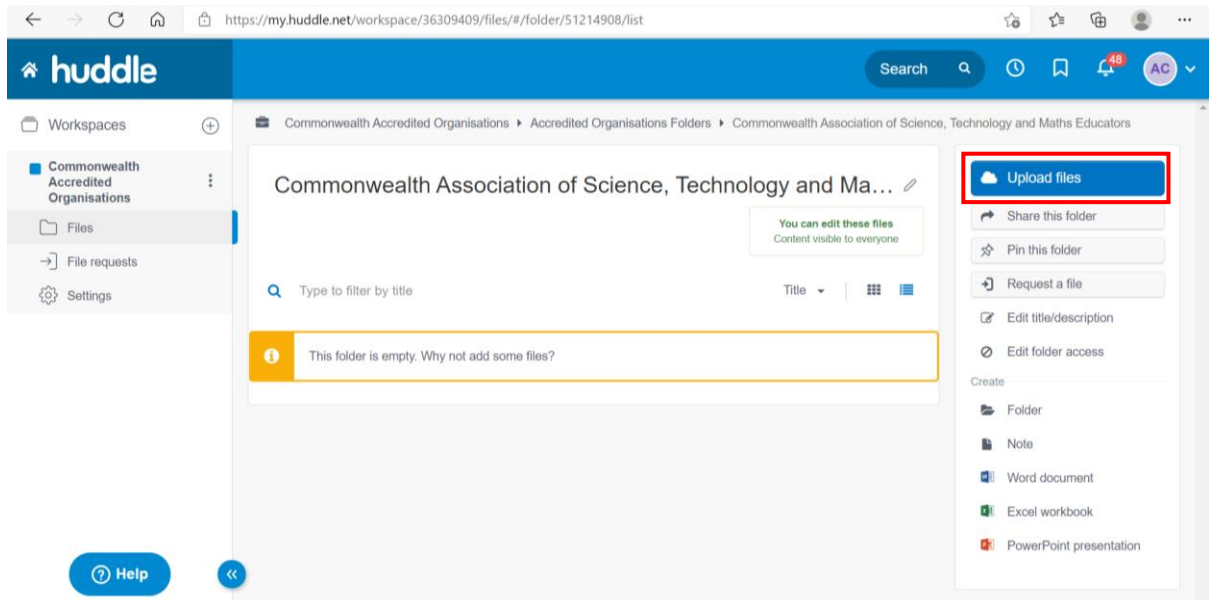


Go through the list of Accredited Organisations and select your organisation's folder.



You are now in your organisation's folder.

Select 'Upload Files' to upload a file.

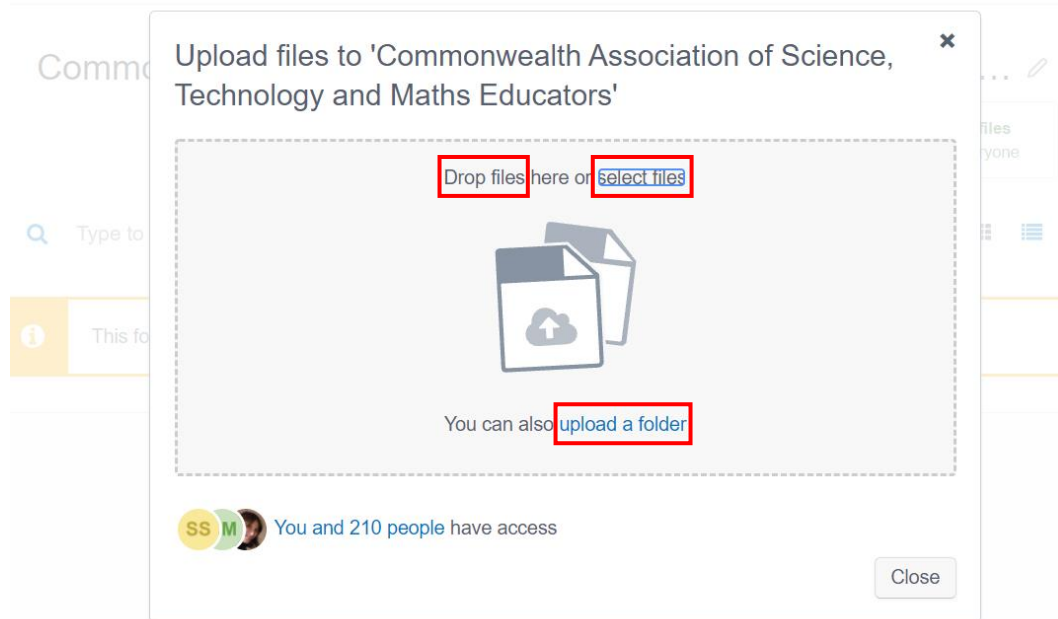




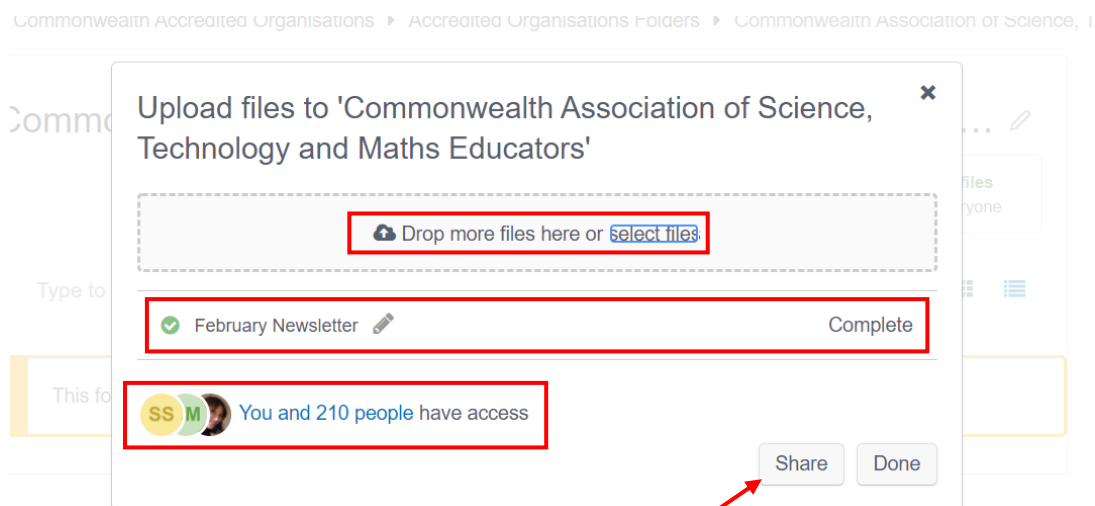
The Commonwealth

The window below will open. Upload your file by either dragging and dropping the file or selecting it from a designated folder on your device by clicking on 'select files'.

You can also upload a folder.



You will see your complete upload as below. Please note that you can also upload more than one file. You are also able to see how many members will have access to your file.



To ensure that your file is shared, select 'Share'.

Please note that if you select 'Done', instead of 'Share', the file will be uploaded to your organisation's folder, but will not be shared.



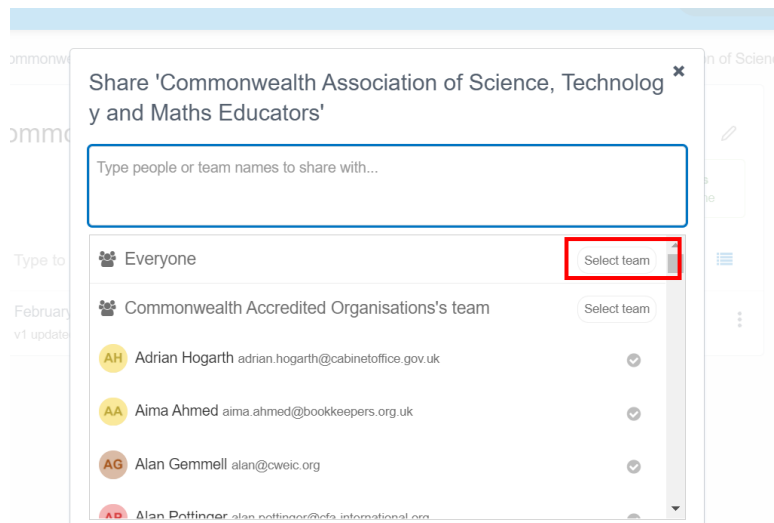
The Commonwealth

Once you select 'Share', the next window will generate a list of contacts for you to select from. There are five different team options for you to select from the list. These include:

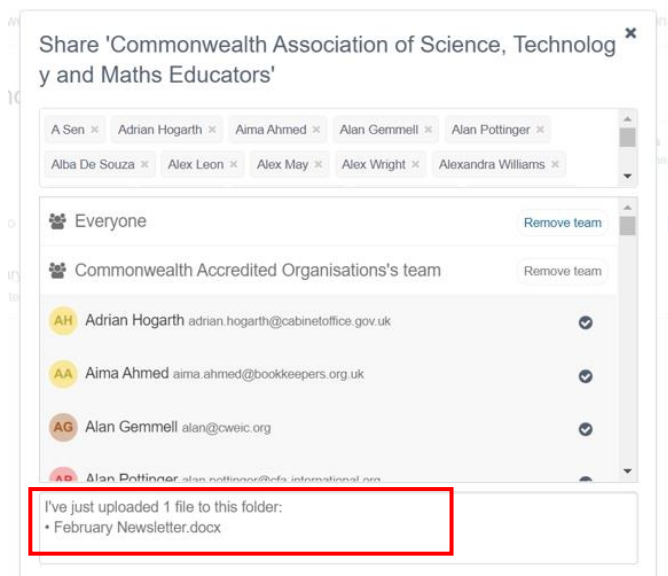
1. Everyone
2. Commonwealth Accredited Organisations' Team
3. Commonwealth Intergovernmentals
4. Commonwealth Secretariat
5. International Organisations

You will see that each option has members listed under it. The type of file you wish to upload can therefore be shared with a selected team or teams, or with everyone. The 'Everyone' team includes all the four different teams mentioned above.

Select '**Everyone**' if you wish to share your file with all the four different teams on the list, otherwise scroll through the list to select a particular team you wish to share your file with.



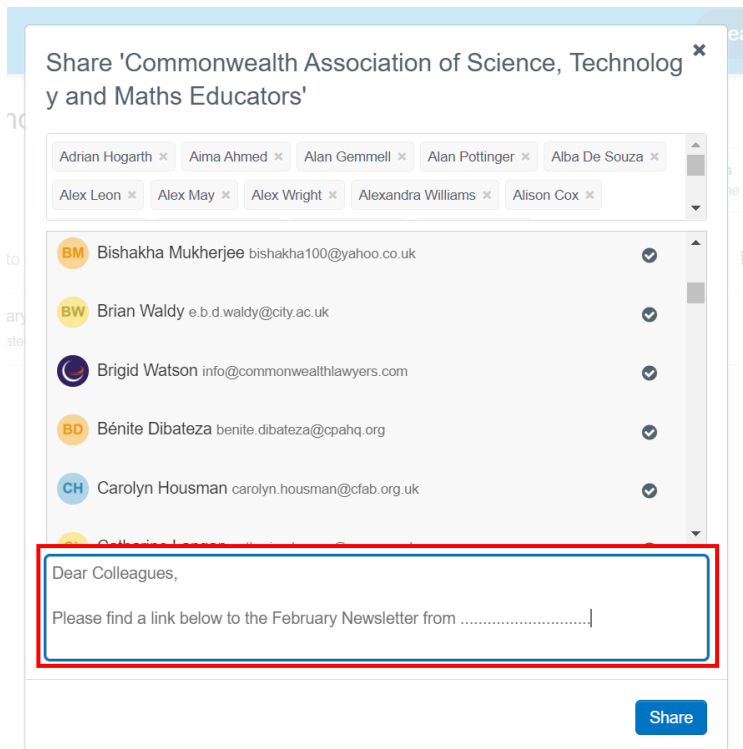
Once you select a team, you will see that all the contacts are selected. You will also see that there is a dialogue box at the bottom of the window, with a default message.



You can edit this message as shown below.



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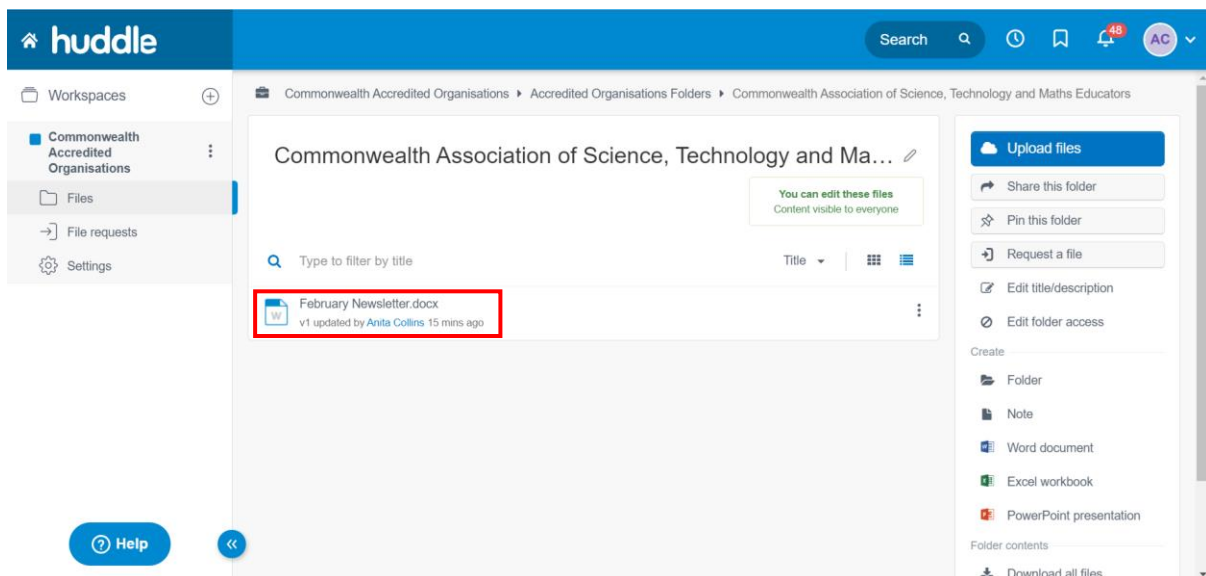


Once ready, select 'Share', you will then be shown the number of people you have shared your file with.

Select 'Done'.

You will then see the file in your folder after sharing.

All shared files will be in your organisation's folder for you and users to access as and when they wish.



Congratulations!

You can now upload a file to the huddle workspace and share with other teams.

If you have any further queries, please contact the partnerships team at partnerships@commonwealth.int