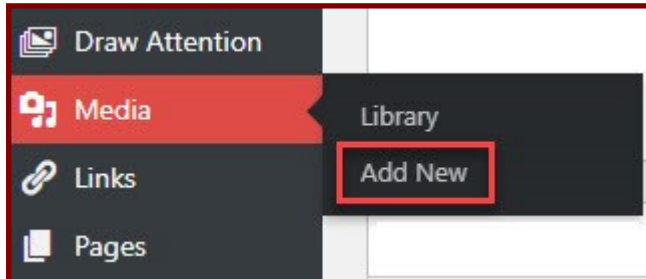# SUSQUEHANNA UNIVERSITY

Upload Materials to WordPress

1. On your computer, open a browser.
2. In the browser, type in the administrative address of your WordPress site (ending in wp-admin).
3. In the lefthand menu, hover over "Media" and then click on "Add New" from the popout menu.

4. In the Upload New Media screen, files can be uploaded in one of the following ways.
   A. Drag a file from your computer and drop it in the upload space.
   B. Click on "Select Files" and then navigate to the file you need to upload. When you find the file, double click on the file to upload it.
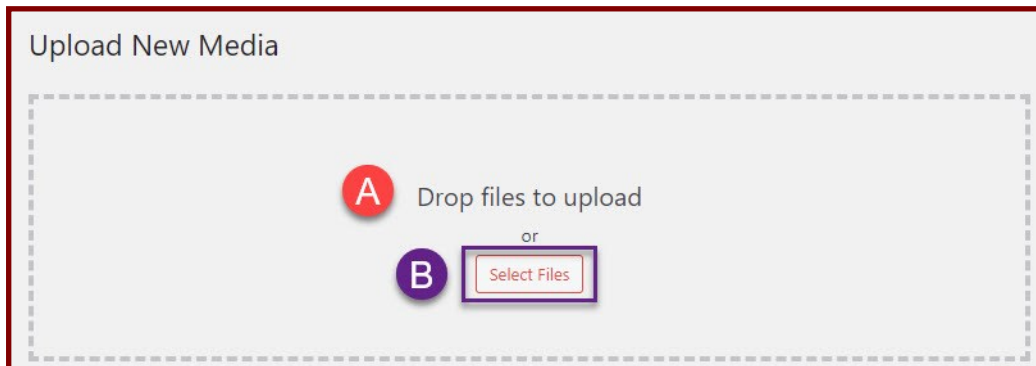
5. The file will upload and you will see it in the Media Library