

Uploading of file to the LCLS Project office is done using the Microsoft Internet Explorer. Unfortunately, it will not work with any other browser.

It is also necessary that you are connected into the SLAC network via VPN.

Follow these steps:

1. Make sure that your computer is connected into the SLAC network. Start a VPN session, if necessary.
2. Display this page in the Microsoft Internet Explorer
3. Double-Click the "My Computer" icon on your desktop and find the files that you want to upload.
4. Click: [LLNL Dropbox](#) to open a window to the LLNL Drawings Dropbox. You may be asked to authenticate yourself. Enter slaclusername and password for your slac windows account.
5. Drag and drop your file(s) from the "My Computer" window to the "LLNL Dropbox" window.
6. Send an [email](#) to notify the [Michael Dutcher](#) to report your upload
7. You can close the windows when you are done.