

How to Add Files to Folders

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Under 'Files' you can create folders and upload files. To add a file to a specific folder, you need to click into the folder first, before clicking **Add File**. You can also drag and drop files into the desired folder. See our video guide on [How to Organize Files in Folders](#).

NOTE: Moderators in same room can use each other's resources (folders and files) to work together.
