


How to Add Files to Folders

Last Modified on 12/26/2021 11:44 am IST

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](#).

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