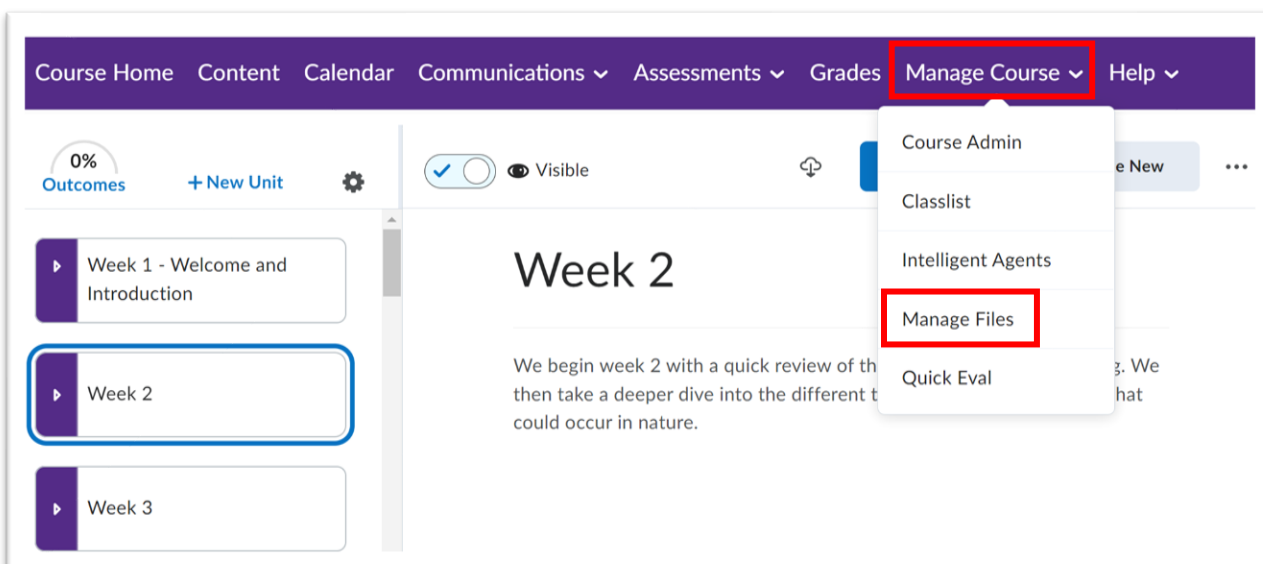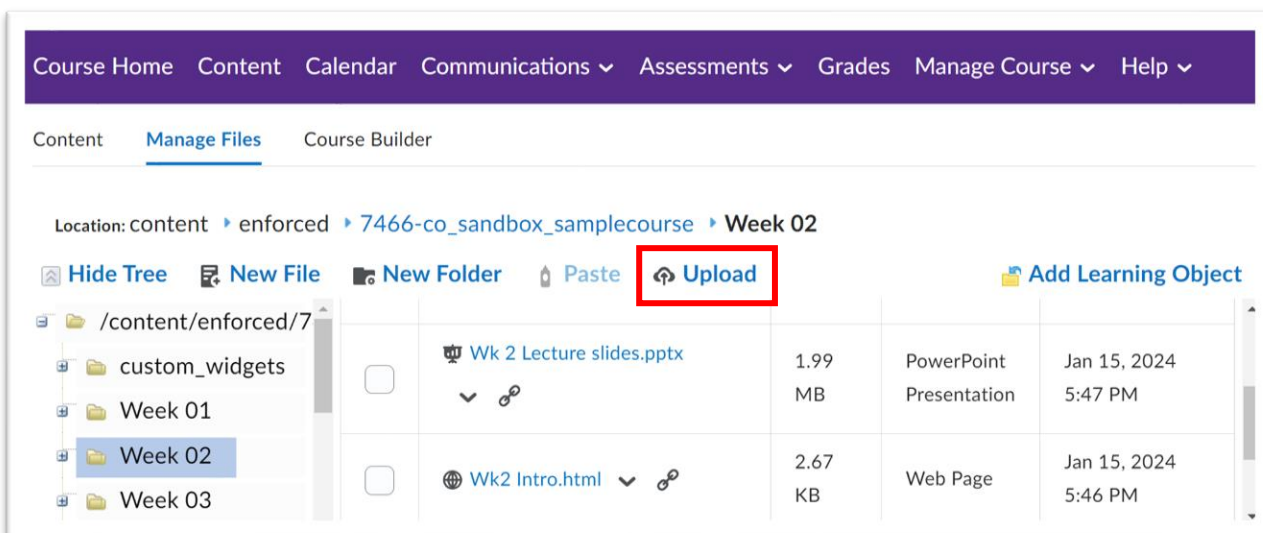# How to upload and link documents
from Dropbox, OneDrive, and other repositories

If your documents are in a repository such as **Dropbox, Google Drive**, **OneDrive**, etc., links from Brightspace to these repositories may not work, so users will not be able to access these documents. To provide direct links to such documents, follow these steps:
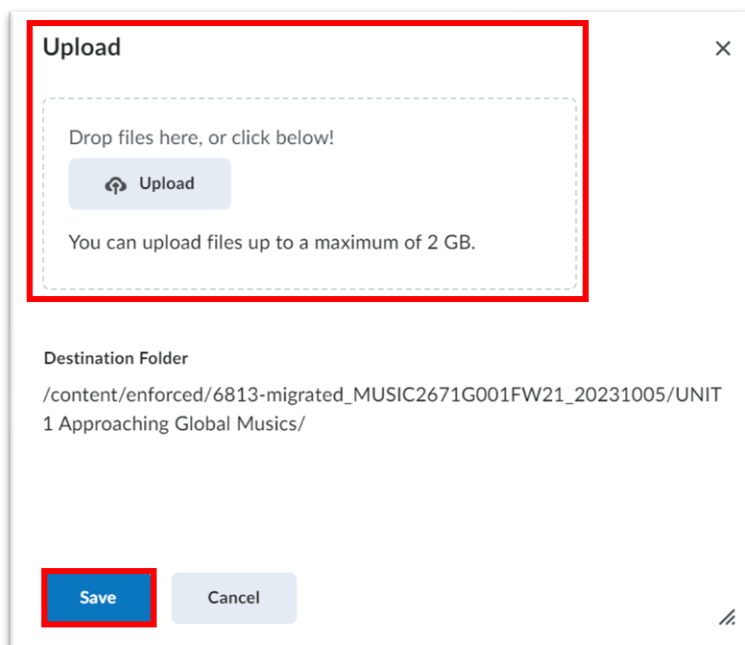
1. Download the document from its repository location (e.g., from Dropbox) to your computer.

2. In Brightspace, click **Manage Course** and select **Manage Files** from the drop-down menu:
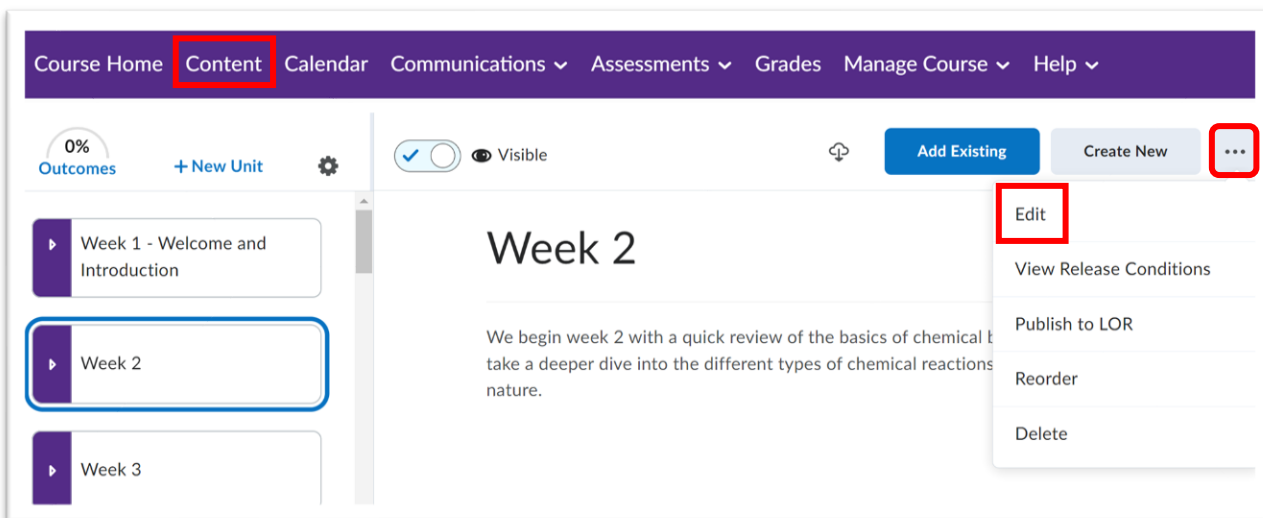

3. Select the location where you want to place the document – e.g., "Week 2", and click "Upload":
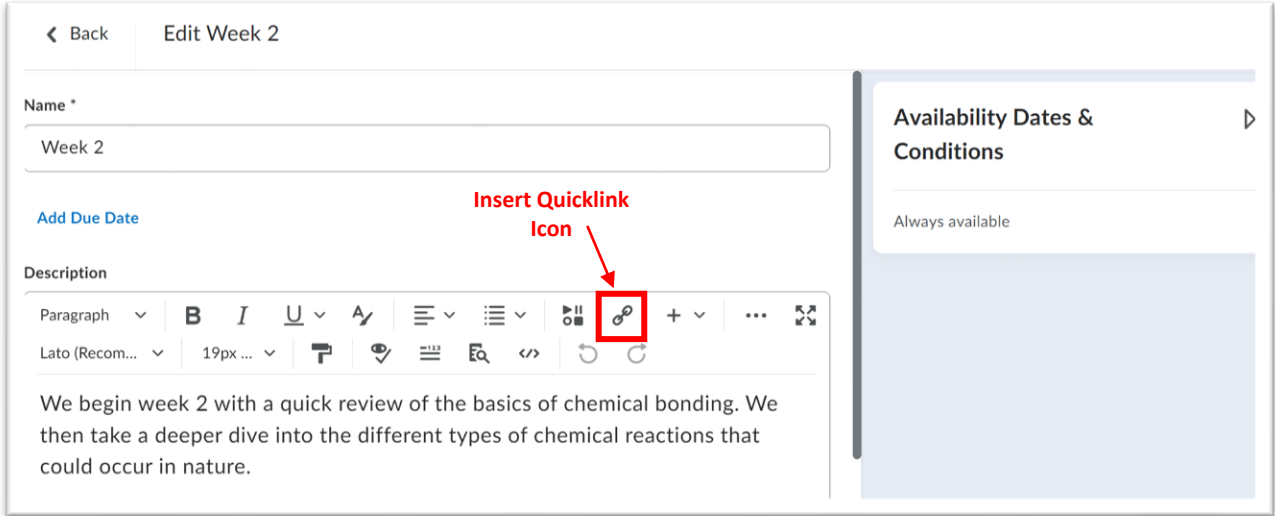
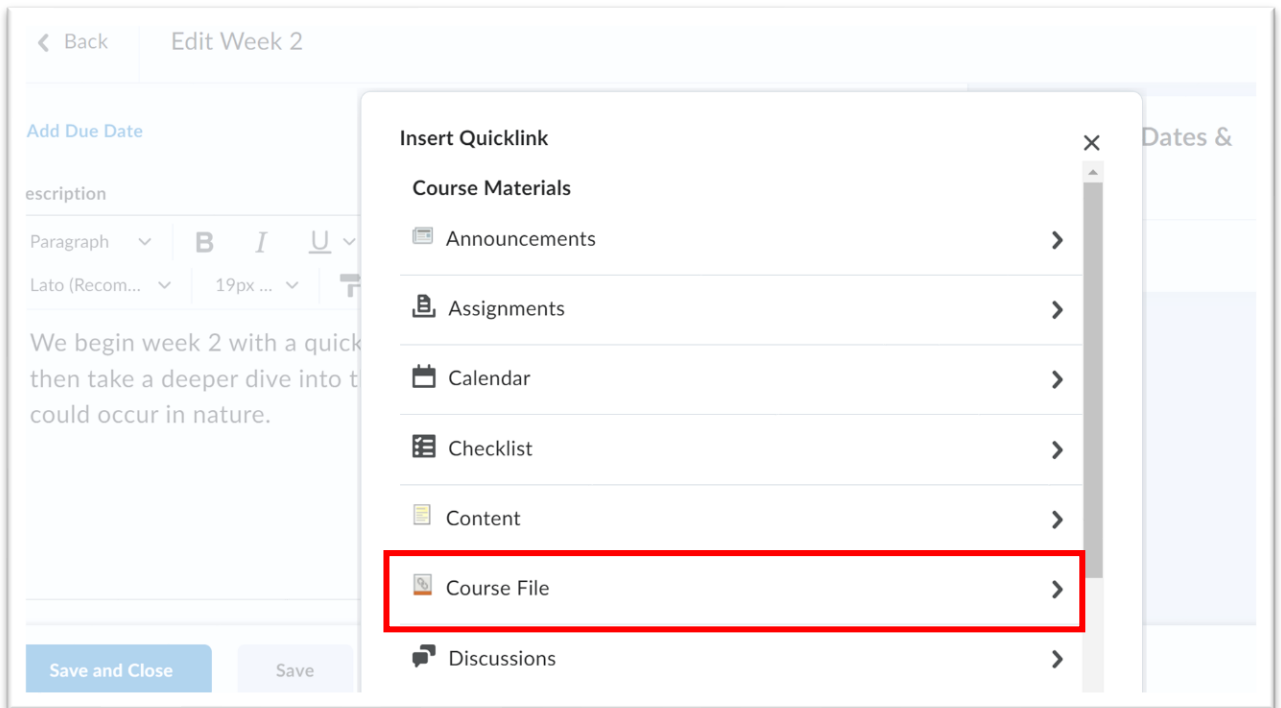4. **Upload** the PDF from your computer and click **Save:**

5. Go back to **Content** – Select the location where you want to place the document – e.g., "**Week 2**", and click "**Edit**" (Under the three dots on top right of the screen):
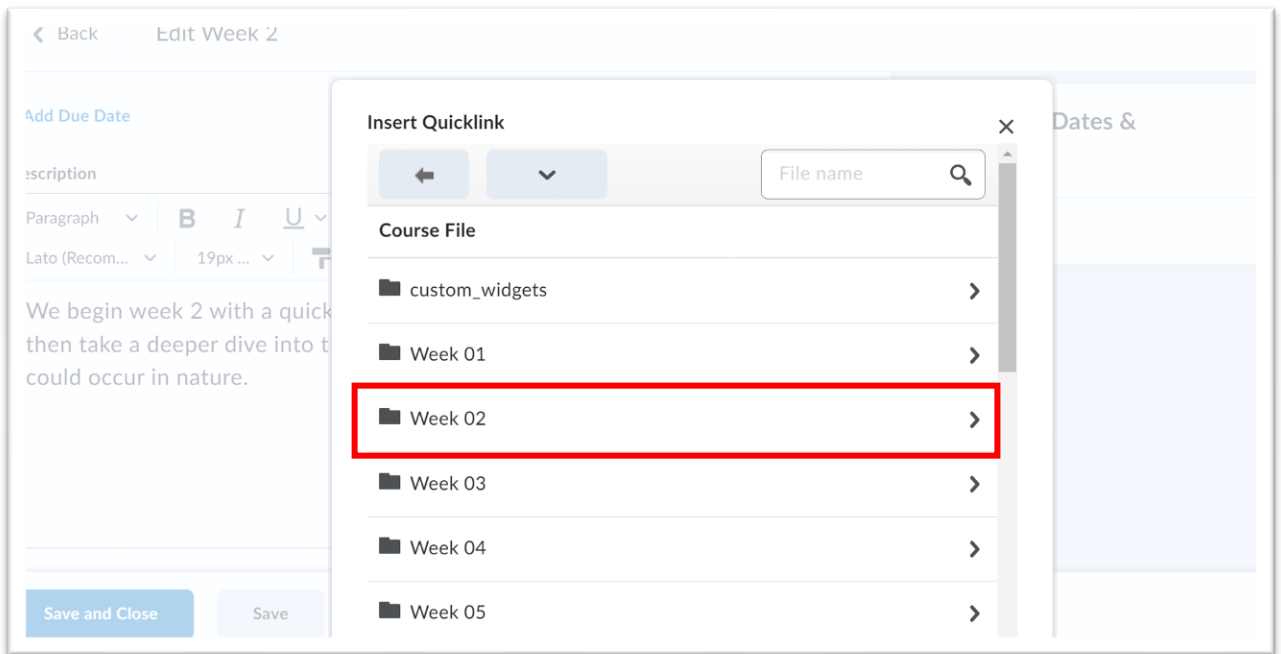
6. Select the **Insert Quicklink** Icon:

7. Select **Course File:**

8. Select "**Week 2**" (or whichever location the PDF was placed in):

9. Click on the PDF you uploaded:

10. Your PDF is now linked in the location you specified. Click **Save and Close**.

Your content page will include the PDF link so users can access the document:

<u>Note:</u> To embed the PDF, see "**How to Embed a PDF document in OWL Brightspace**"