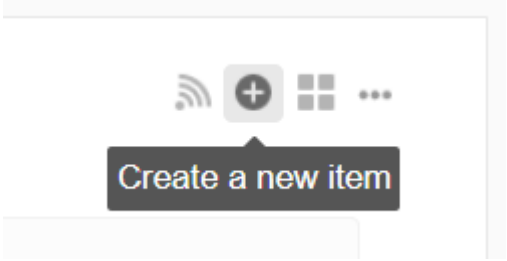
How-To Create\Upload an Item\Content inside your Workspace

Chris Holt - 2024-11-05 - Getting Started Guides & Manuals

You can follow these steps only if you have permission to create items within your Workspace.

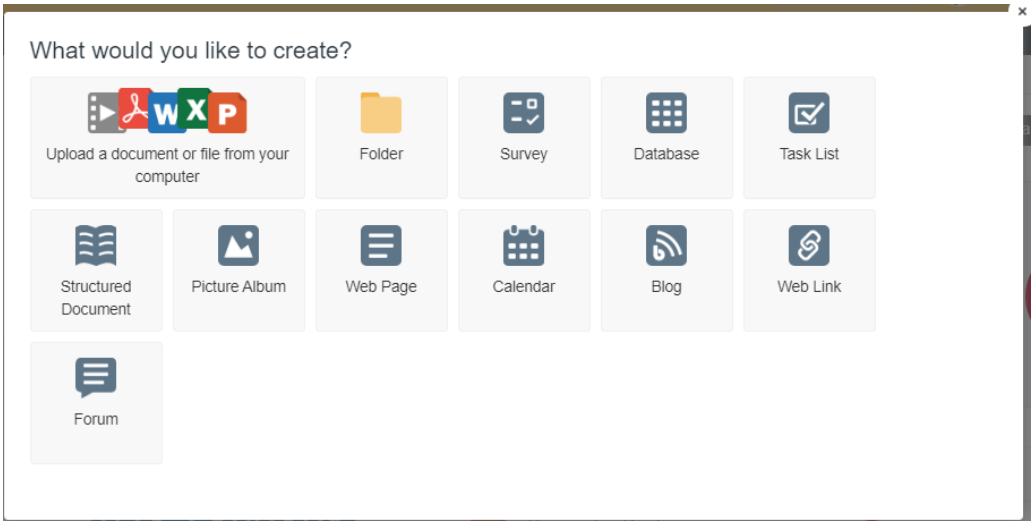
> **Tip:** If you do not have permission to create items, you'll need to contact the Workspace Manager.

1. Open the Workspace.
2. Click on the "+" icon to (create a new item) in the top right corner.



> **Tip:** If you cannot see the "+" icon shown above, you do not have the permissions to create items.

3. Now select which item you would like to create from the available options.



4. Follow the on-screen instructions and then click the save button.