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

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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 <u>Workspace Manager</u>.

- 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.