Creating folders and uploading files using the cPanel File Manager tool

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Overview:

Often you will need to create a Directory (folder) or upload files, such as images, to your website's file structure. You can do so by following the guide below.

Method:

1. Authenticate your IP for access to cPanel
    1. In a web browser window, go to https://webhostauth.micron21.com
    2. Complete the reCAPTCHA challenge (the "I'm not a robot" box)
2. Log into cPanel by browsing to your website address with '/cpanel' appended to the end (e.g https://www.yourdomain.com/cpanel)
3. Select the "**File Manager**" icon.
4. Navigate to the directory where you would like to create a folder or upload a file.

Creating a new folder:

1. At the top left of the window, select "**+Folder**".
2. Name this folder.

Uploading a file:

1. At the top of the window, towards the left, select "**Upload**".
2. Drop in or select the file you would like to upload.