

Knowledgebase > cPanel Shared Web Hosting > Creating folders and uploading files using the cPanel File Manager tool

# 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:

- Log into cPanel by browsing to your website address with '/cpanel' appended to the end (e.g https://www.yourdomain.com/cpanel)
- 2. Select the "File Manager" icon.
- 3. 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.