

How do I upload a file to a group?

You can share files with members of your group.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- All files added to the group will be accessible to all group members.

<https://embed.app.guidde.com/playbooks/nisJGPudMCWyvLCftgRRBF>

Embed this Video

Open Files

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In Group Navigation, click the **Files** link.

View Files

[View Files](#)

Once you click the **Files** navigation link, you will see where all the files are located for the group.

Add Files

[Add Files](#)

Click the **Upload** button to add new files to the group.

Choose File to Upload

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Find the file you want to upload to the group. Click the **Open** button once to upload the file.

View Group Files

[View Group Files](#)

Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.

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