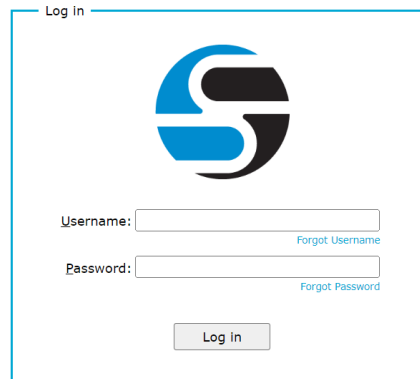
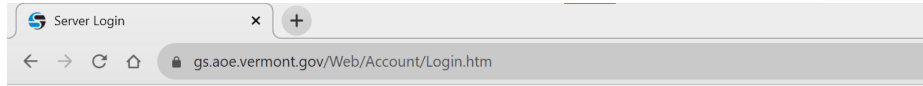


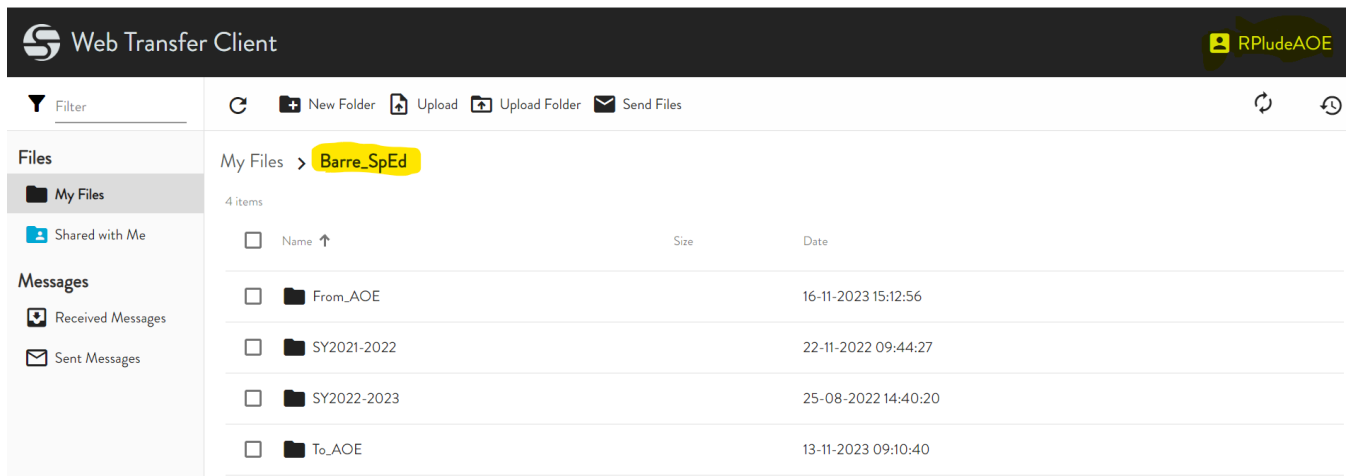
How to upload a file to Globalscape

[Log into Globalscape using the revised link \(9/2023\)](#)



A screenshot of the login form. At the top, it says "Log in" next to a blue circular logo with a white 'S'. Below the logo are two input fields: "Username:" and "Password:". To the right of the "Username:" field is a link that says "Forgot Username". To the right of the "Password:" field is a link that says "Forgot Password". At the bottom of the form is a "Log In" button.

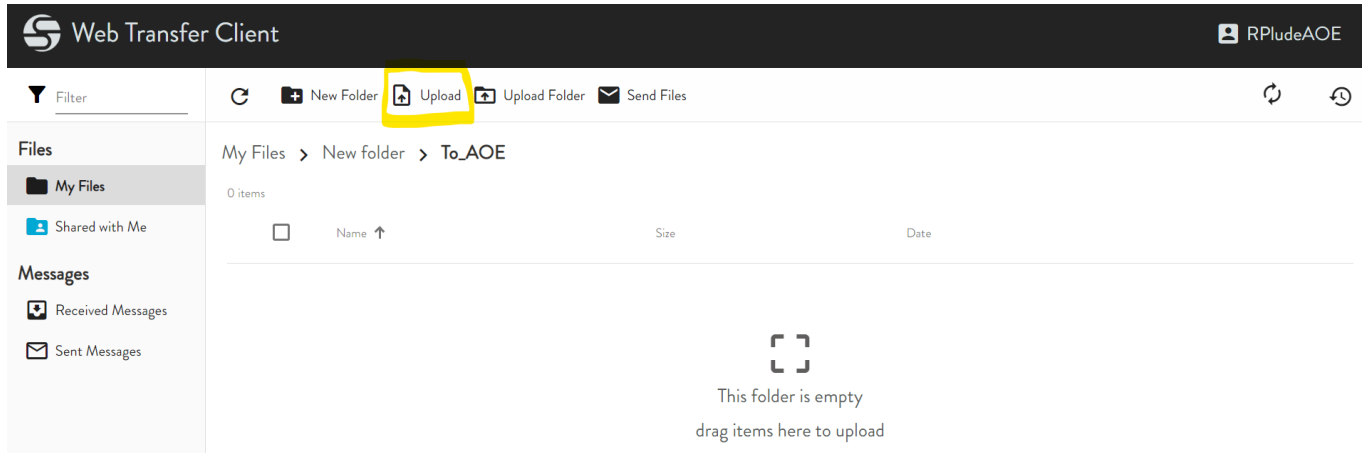
View your folder. Your login will be at the top right, and folder name listed.



A screenshot of the "Web Transfer Client" interface. The top bar shows the logo and "Web Transfer Client" on the left, and a user profile icon labeled "RPludeAOE" on the right. Below the top bar is a navigation bar with icons for "Filter", "New Folder", "Upload", "Upload Folder", and "Send Files". The main area is divided into a left sidebar and a main content area. The sidebar has sections for "Files" (with "My Files" selected), "Shared with Me", and "Messages" (with "Received Messages" and "Sent Messages" options). The main content area shows "My Files > Barre_SpEd" with a yellow highlight. Below this, it says "4 items" and lists a table of files:

<input type="checkbox"/>	Name ↑	Size	Date
<input type="checkbox"/>	From_AOE		16-11-2023 15:12:56
<input type="checkbox"/>	SY2021-2022		22-11-2022 09:44:27
<input type="checkbox"/>	SY2022-2023		25-08-2022 14:40:20
<input type="checkbox"/>	To_AOE		13-11-2023 09:10:40

Within the folder list, choose the "To_AOE" folder. Click on the top menu - Upload. A pop-up file explorer window will appear. Select the file from your personal folder you wish to upload and click open.



The file will be automatically uploaded to the folder, and immediately viewable to you and the AOE staff. This completes your upload and submission.

