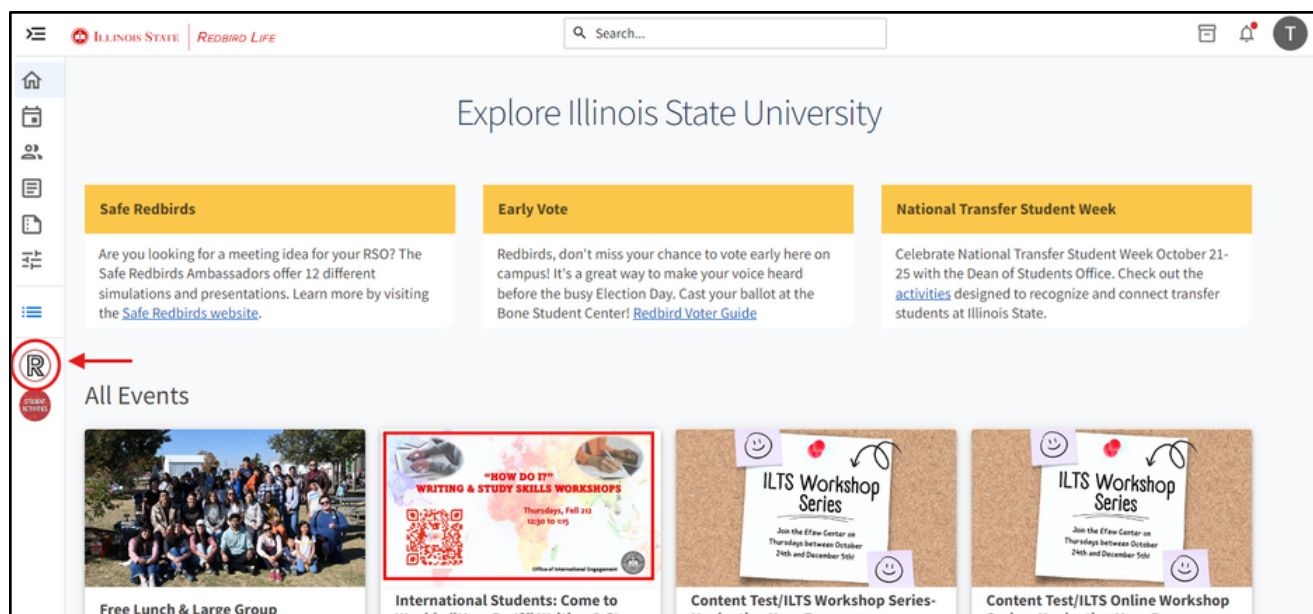


UPLOAD DOCUMENTS

Redbird Life
Involvement Starts Here

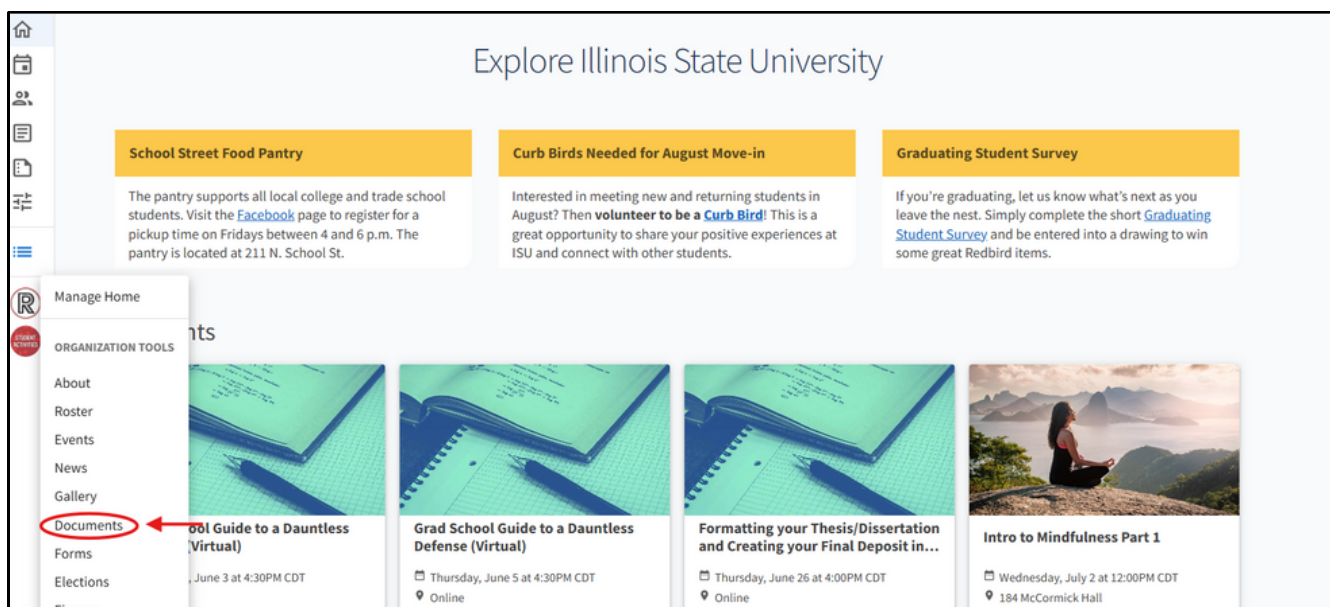
1 Go to Redbird Life at RedbirdLife.IllinoisState.edu

On the left-hand menu, select the RSO you want to update.



2 Select Documents

On your RSO's Redbird Life page, select **Documents** from the menu on the left side of the page.

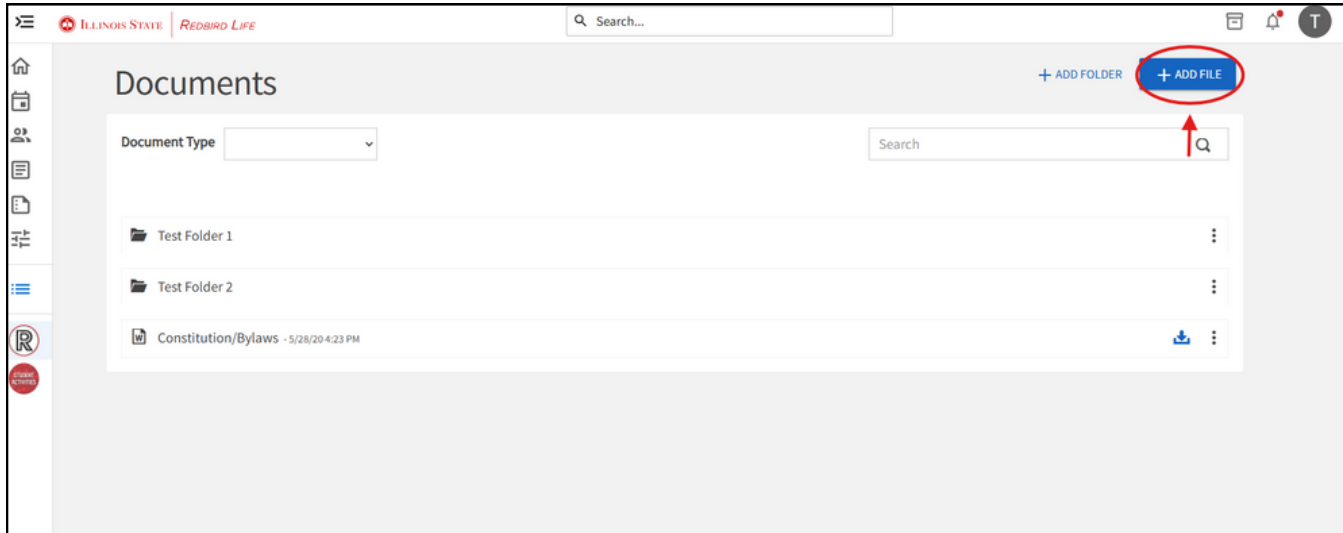


UPLOAD DOCUMENTS

Redbird Life
Involvement Starts Here

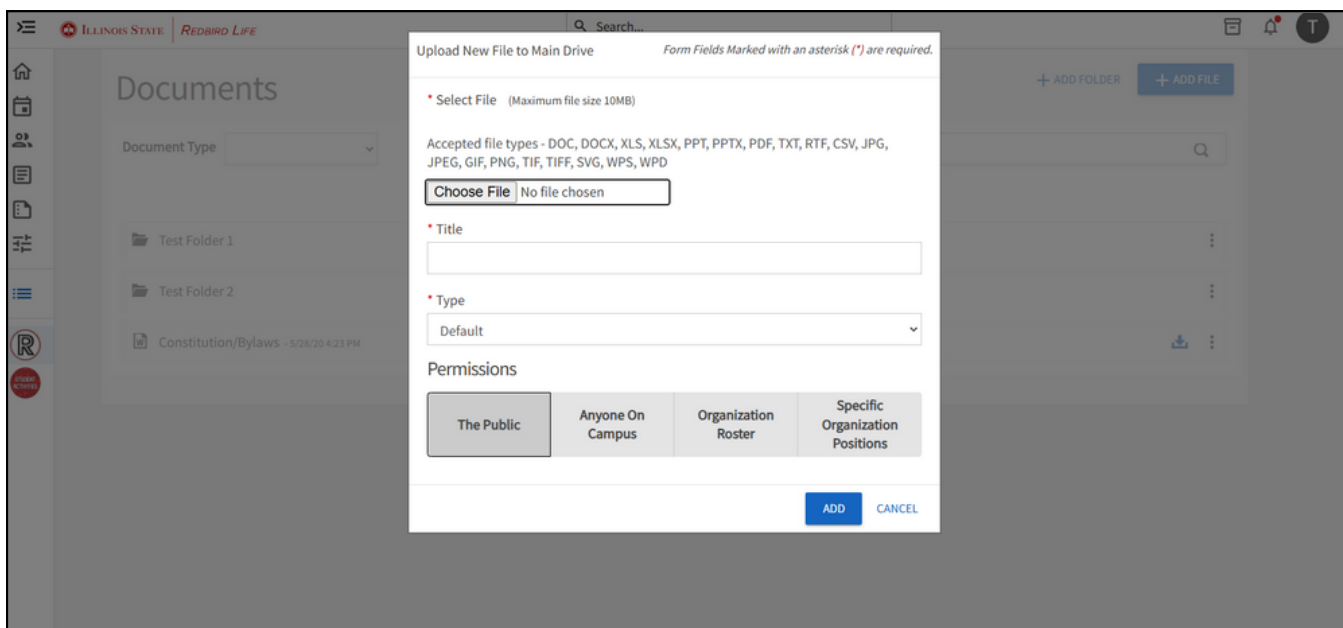
3 Add Files

On the Documents page, click **Add Files** in the top right corner of the page.



4 Select Your File

Click **Choose File** to select the file you want to upload, enter a title, select the file type, and choose who can view it. Then, click **Add** to upload. (Files must be 10MB or smaller.)

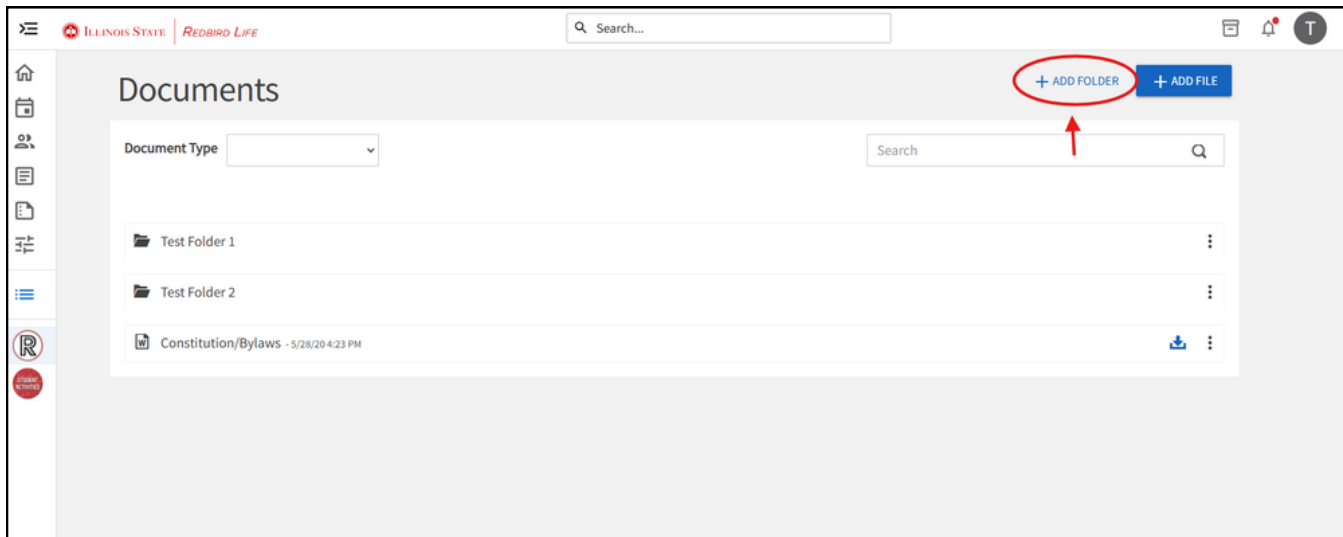


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5 Add Folder

To create a folder, on the Documents page, click **Add Folder** in the top right corner of the page.



6 Title Your Folder

Enter a title for your folder, choose who can view it, then click **Add** to create the folder.

