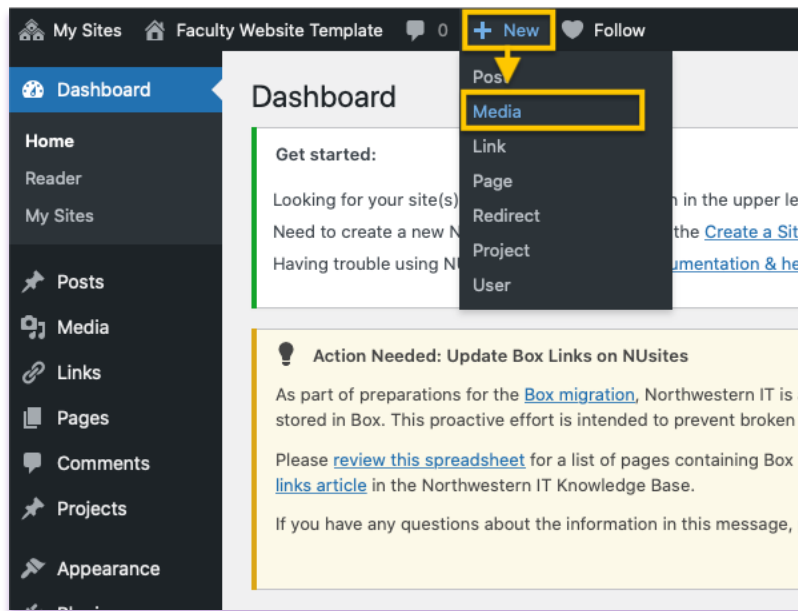# Uploading Documents

The quickest way to add images is to simply hover over the "+ New" option at the top of the page then scroll down and select "Media".

You will be directed to the following screen where you can drag and drop your documents into your media library, or you can select your documents from the folder you saved them from.

Help ▾

🎛 Dashboard

📌 Posts

Media

Library
Add New

🔗 Links

📄 Pages

💬 Comments

📌 Projects

🎨 Appearance

🔌 Plugins

👤 Users

🔧 Tools **7**

⚙ Settings

📊 Statistics + GTM

Ⓓ Divi

✉ Subscriptions

◀ Collapse menu

Upload New Media

Get started:

Looking for your site(s)? Click the **My Sites** button in the upper left of this screen.

Need to create a new NUsites site? Complete out the Create a Site form and start publishing.

Having trouble using NUsites? Check out the documentation & help page.

💡 **Action Needed: Update Box Links on NUsites**

As part of preparations for the Box migration, Northwestern IT is asking anyone responsible for web content across the University to review their sites for hyperlinks connecting to content currently stored in Box. This proactive effort is intended to prevent broken links once Box content is migrated.

Please review this spreadsheet for a list of pages containing Box links on NUsites. For details on updating your URLs, please refer to the November 23 email you received, or review the updating Box links article in the Northwestern IT Knowledge Base.

If you have any questions about the information in this message, please contact your local IT support staff or the IT Service Desk at BOX-Migration@northwestern.edu or 847-491-4357 (1-HELP).

Drop files to upload

or

Select Files

Need Help?