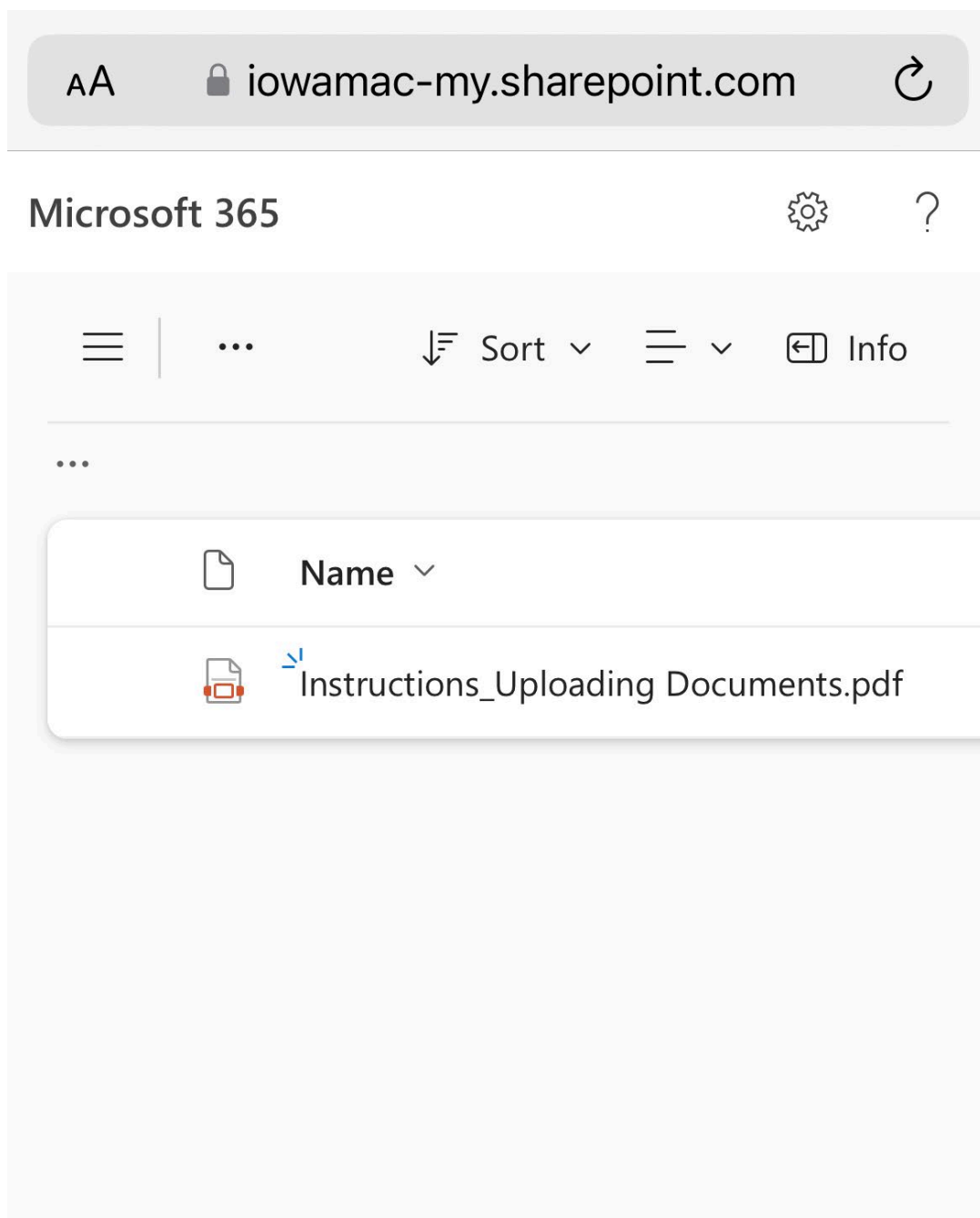# IOWA | Iowa Workforce Development

Note: Uploading documents on your mobile phone will appear slightly different than on your desktop. Please take note of the instructions below.
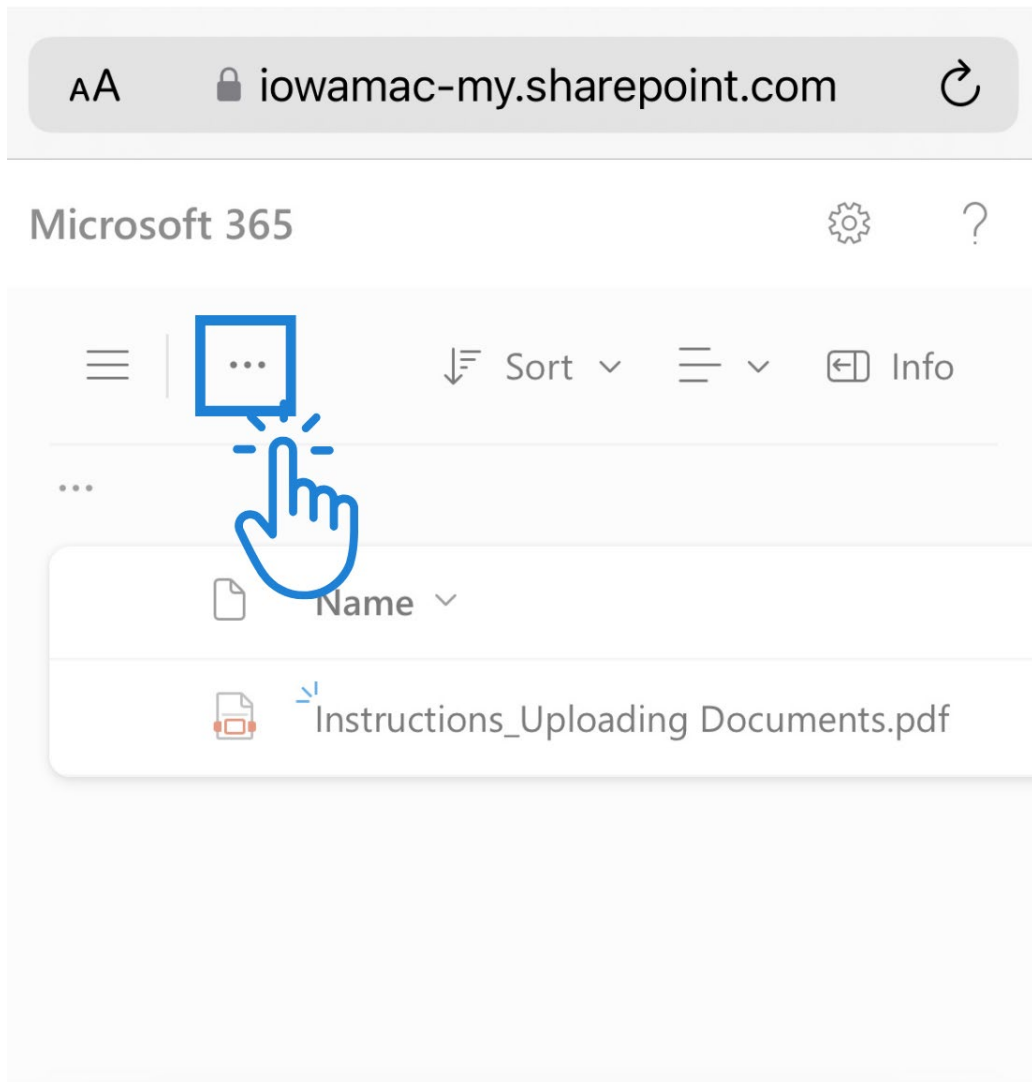
FILE UPLOAD INSTRUCTIONS - MOBILE

1. **After clicking on your upload link, you will see this page on your phone.**

AA   🔒 iowamac-my.sharepoint.com   ⟳

Microsoft 365   ⚙   ?

☰ | ⋯   ⇅ Sort ⌄   ☰ ⌄   ⊡ Info

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📄   Name ⌄

📄 Instructions_Uploading Documents.pdf

2. **You may see a pop-up from Microsoft that says "We've got an app for this!" at the bottom of the screen. You can disregard this message. To do so, just tap anywhere on the screen that's above the pop-up.**
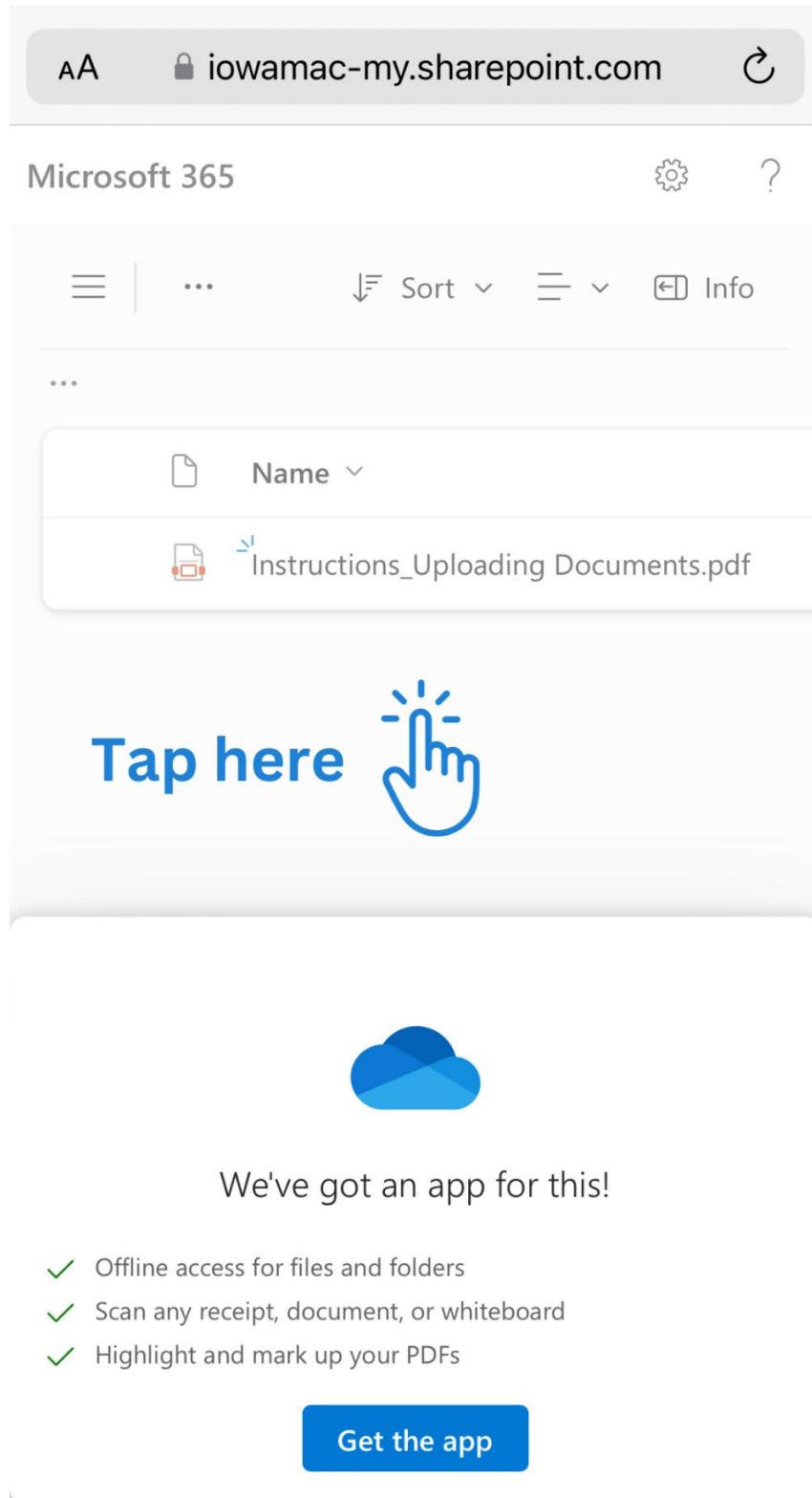
3. **Next, tap on the three dots at the top of the page. This will bring you to the file upload option.**

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Microsoft 365 ⚙ ?

☰ | ⋯   ↓▤ Sort ⌄   ☰ ⌄   ⬅▯ Info
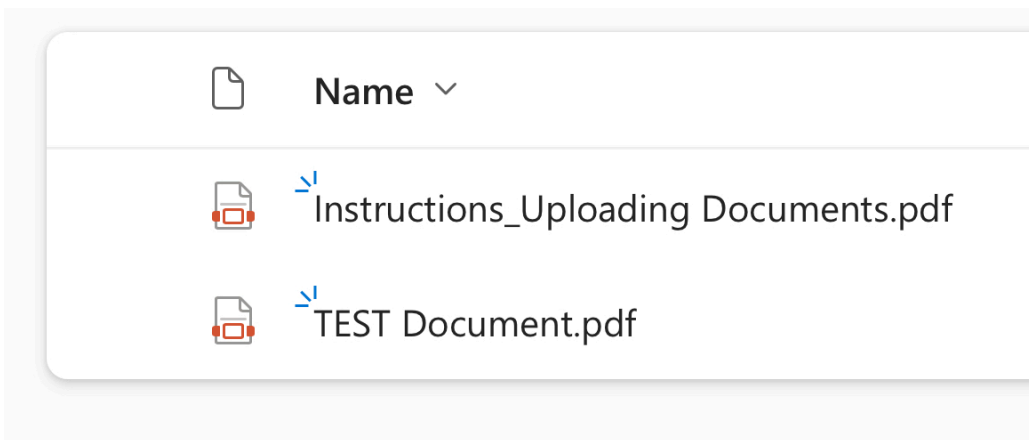
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📄 Name ⌄

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4. **After clicking on the three dots, you'll see a pop-up. Tap on "Upload", and then tap on "Files."**
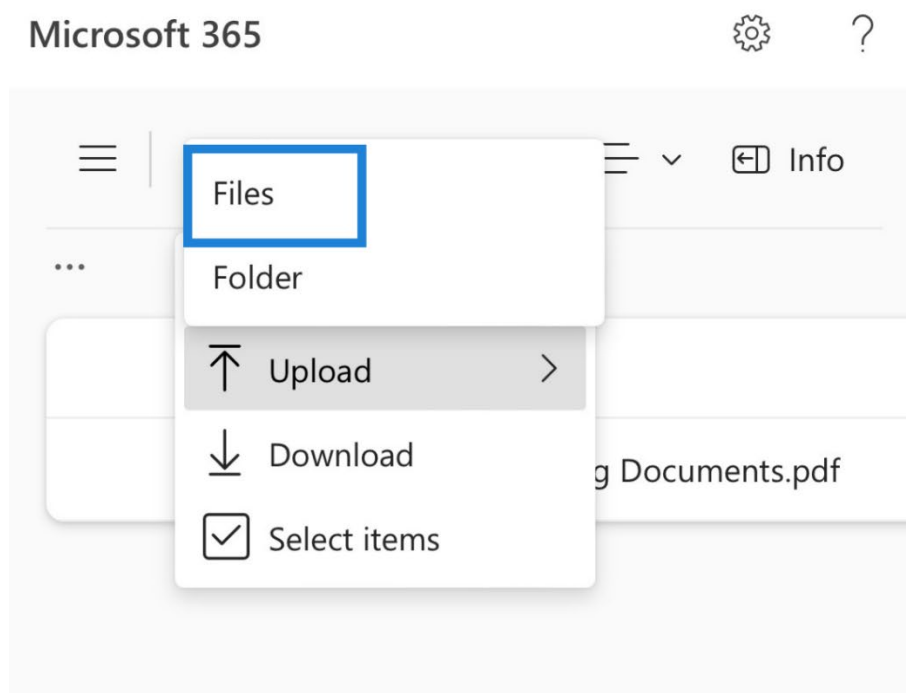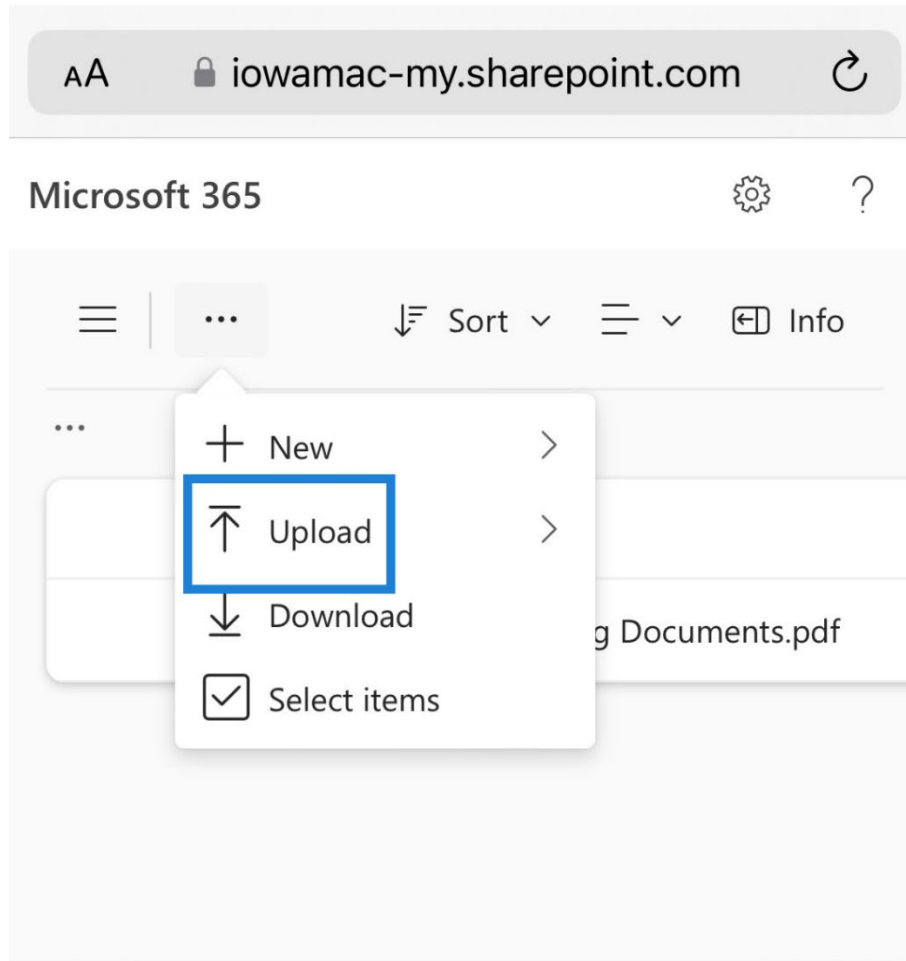
5. **Once you tap on "Files", you'll see a popup on your phone. Please select and upload your photos or files.**

Photo Library

Take Photo or Video

Choose Files   odf
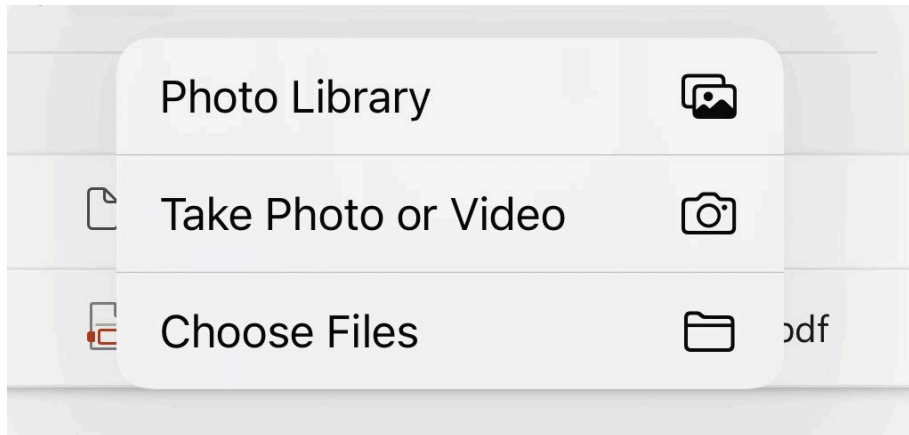
6. **Once completed, confirm that your file is displayed in the folder.**

Name

Instructions_Uploading Documents.pdf

TEST Document.pdf

7. **Once you have uploaded all of your files, you can close the window. For any questions, please visit workforce.iowa.gov/contact to locate the appropriate program or area that you are contacting.**