

## How to use File Manager

File manager is a computer program that allows a user to upload, move, edit, delete, and manage files and folders. It can be accessed through Cpanel.

- Log into Cpanel.
- Under **file**, there is an icon named **file manager**.
- Click **file manager** and the file manager window will open.
- Click **public\_html** or **www**.
- Create or click folder you want to access.
- On the top, click + **folder** (meaning create folder).
- A pop up will show and you can input the name of the folder in the first empty box.
- Afterwards, click **create new folder**.
- On the top, click **upload**.
- After the upload window will open, click **select file**.
- Search for the file to upload and click **open**.
- On the bottom below select file, click **go back to...**
- The uploaded file will be shown.
- The uploaded file can be moved into the folder by clicking **move**.
- A pop up will show and you can input the path in the empty box.