Use Case 1: Upload to CampusNexus Documents *on premises (i.e., from office)*

0. CTRL-C your Desktop Path: \\Client\C$\Users\X\OneDrive - Sullivan University\Desktop
   a. *NOTE:* X = your Sullivan University staff ID (e.g., sallen)
1. Within CampusNexus, single left-click CampusNexus Documents

2. Within CampusNexus Documents, create or edit a document of your choosing

3. Within CampusNexus Documents' Document, single left-click "Display Document"
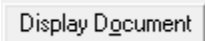
4. Within sub-menu that appears, single left-click "Upload Document" icon

5. Within new sub-menu that appears, single left-click address bar and type CTRL-V to enter your Desktop Path from Step #0 (above)
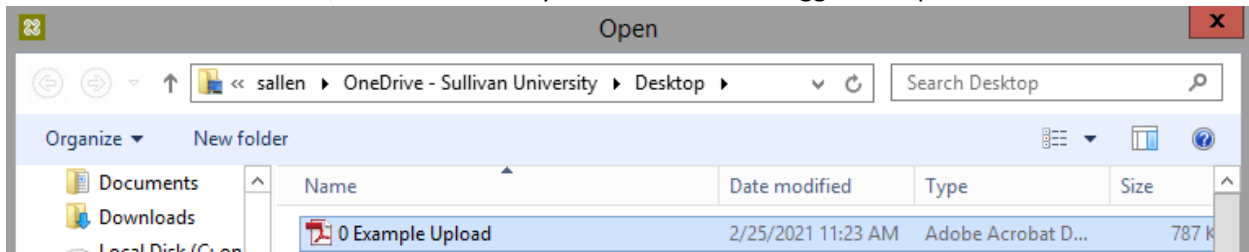
6. Within the same sub-menu, double left-click your desired file to trigger file upload
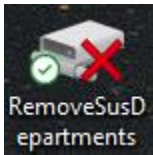

7. Visually confirm your desired file successfully uploaded by single left-clicking icon
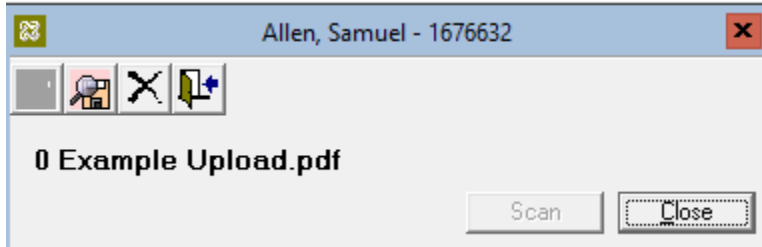
Use Case 2: **Upload to CampusNexus Documents *off premises (i.e., from home)***

0. Download "[Remove SUS Departments Drive](#)"
   a. Install
   b. Reboot system
   c. *NOTE: Barring app updates, in a workstation's life this is a one-time step; hereafter, proceed to Step #1*
1. Run "Remove SUS Departments Drive" from Desktop

2. Execute Use Case 1 (above)