




Bulk Upload and Bulk Download

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BulkUploadDownload

▶ Context Navigation

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✓  [Name](#) [Modified](#) [Modified By](#)

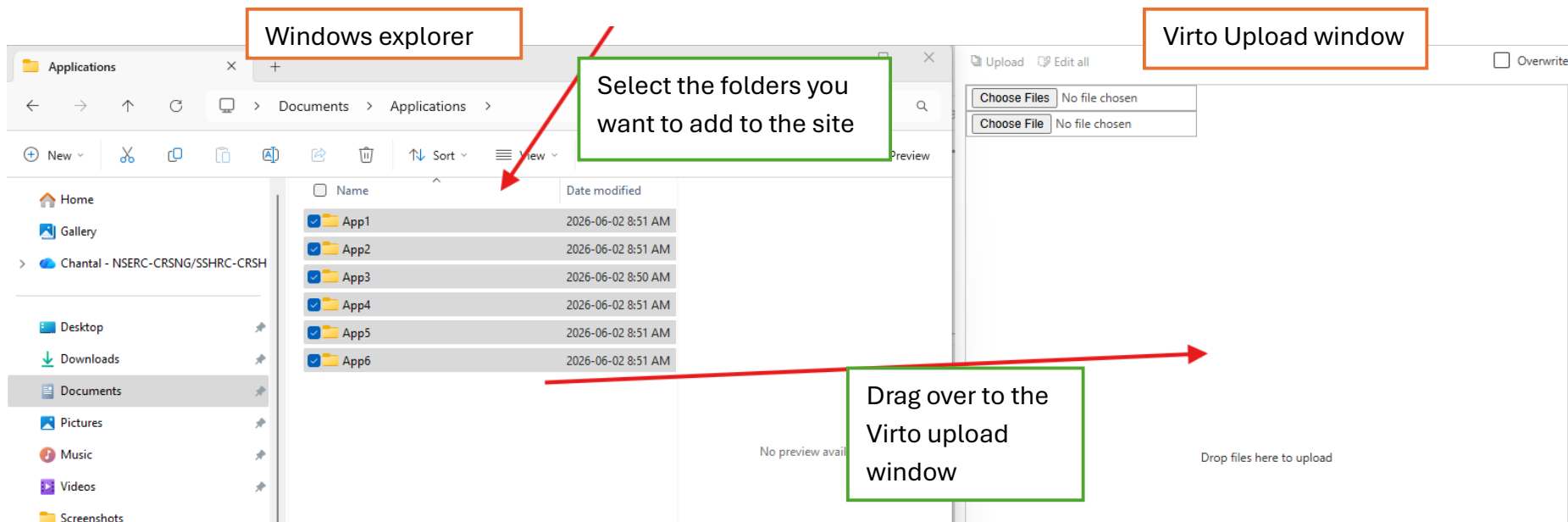
 Bulk Upload

 Bulk Download

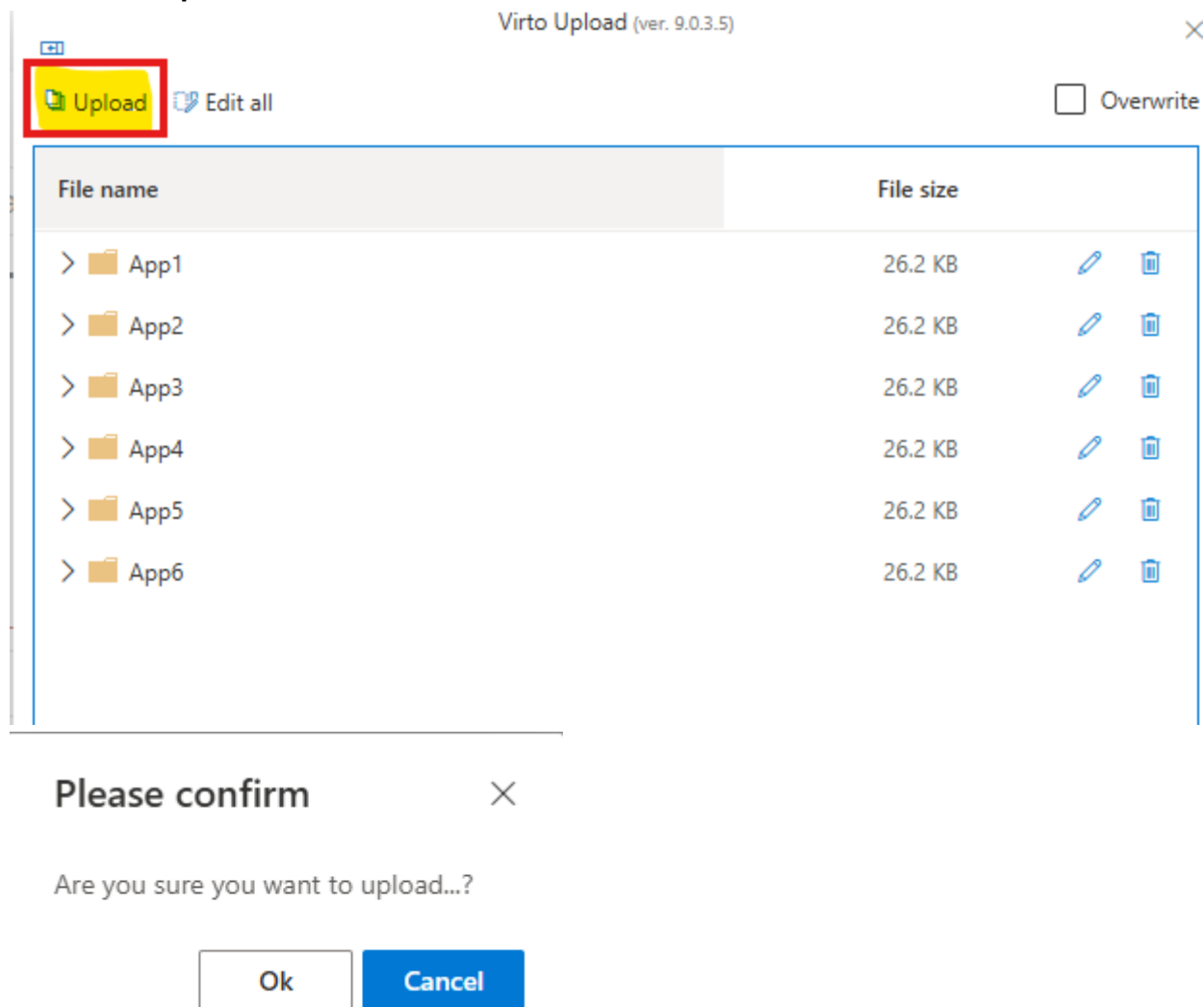
Bulk Upload Folders

1. Go to the Application Library
2. Click on **Bulk Upload** and a window will open

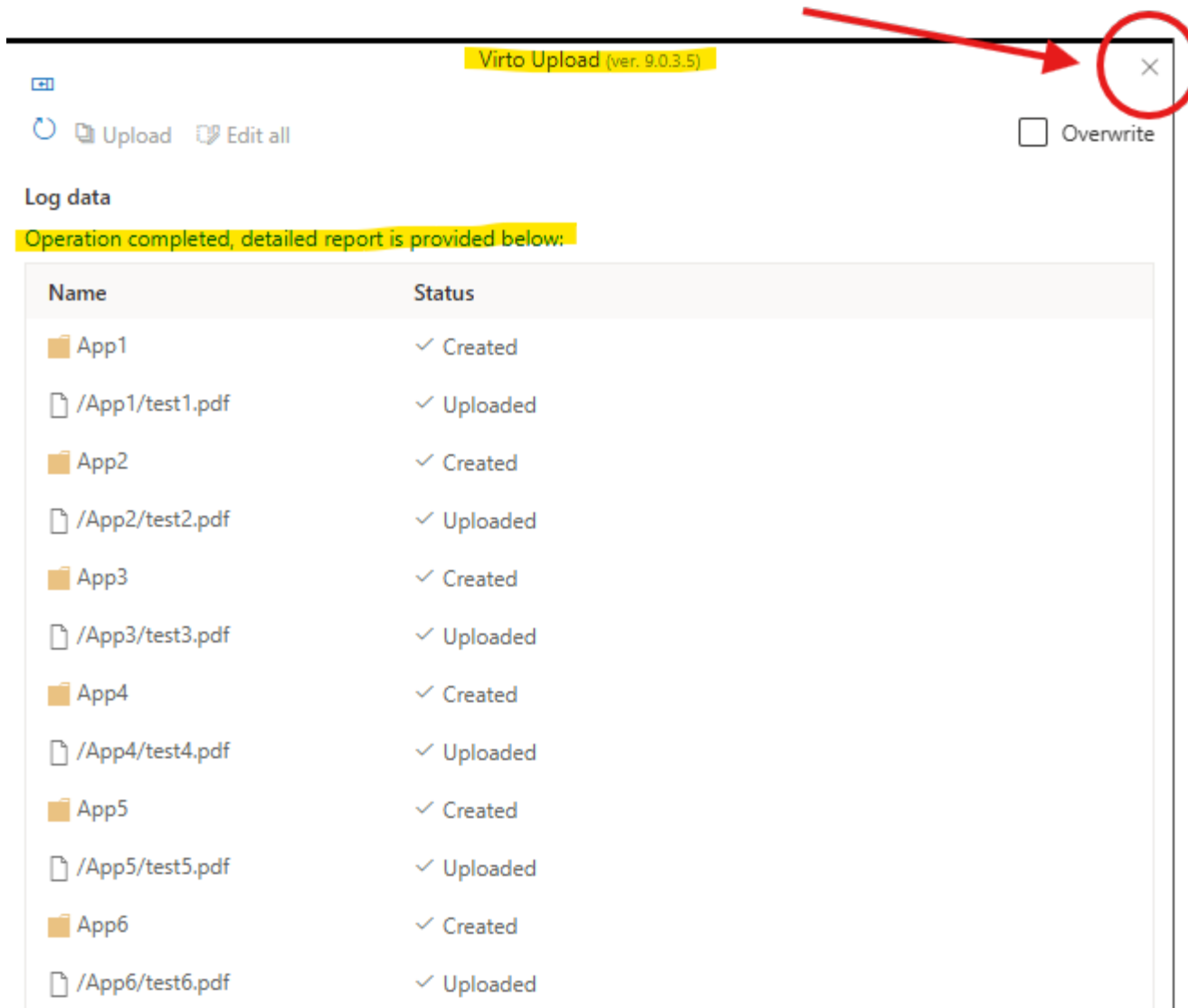
3. Open **Windows Explorer**, then select all the folders and drag them to the **Virto Upload window**.



4. Click **Upload** and in the **Please confirm** box click **OK**.

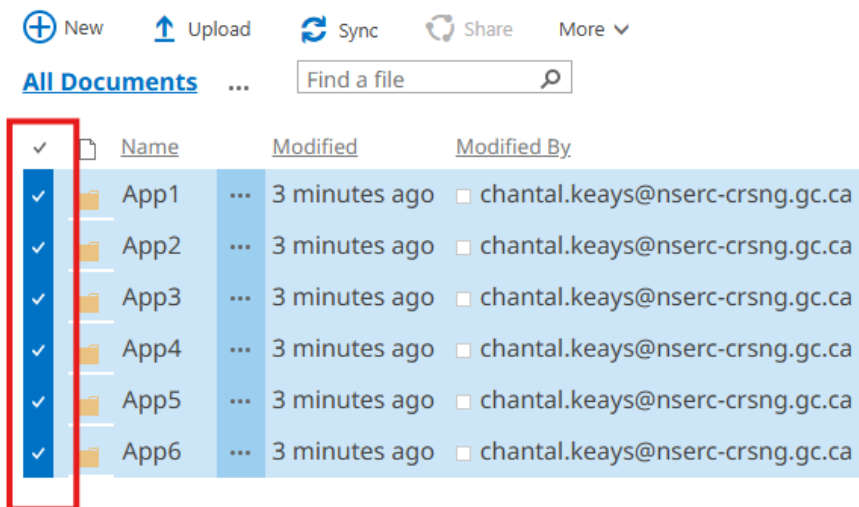


5. Once completed you will see this confirmation, then you can click on the **X** to close the window:



Bulk Download

1. Select the files or folders you want to download, then click on **Bulk Download**



The screenshot shows a file management interface with a toolbar at the top containing icons for New, Upload, Sync, Share, and More. Below the toolbar is a search bar labeled "Find a file" and a link for "All Documents". A table of files is displayed below, with the first column containing checkboxes. A red box highlights the checkboxes for six files, all of which are checked. The files are named App1 through App6, and each was modified 3 minutes ago by chantal.keays@nserc-crsng.gc.ca.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name	Modified	Modified By
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App1	3 minutes ago	chantal.keays@nserc-crsng.gc.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App2	3 minutes ago	chantal.keays@nserc-crsng.gc.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App3	3 minutes ago	chantal.keays@nserc-crsng.gc.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App4	3 minutes ago	chantal.keays@nserc-crsng.gc.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App5	3 minutes ago	chantal.keays@nserc-crsng.gc.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	App6	3 minutes ago	chantal.keays@nserc-crsng.gc.ca

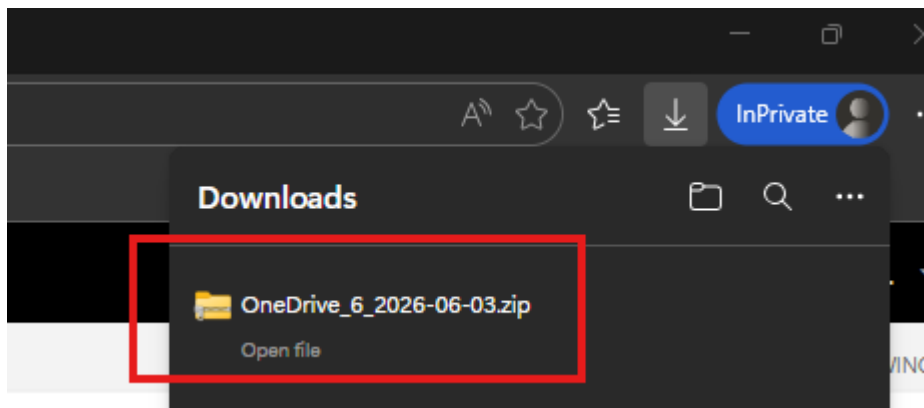
↑ Bulk Upload

↓ Bulk Download

Drag files here to upload

2. You will see at the top right of the browser that it has downloaded the files into a **.Zip** file.

Note: Please allow time for the file to be created. Depending on how many files you selected it will take a few minutes please don't click a second time.



3. You can then extract the files/folder to the location you want them.