# How to add files to your CloudDeakin locker

There is a restriction on the access of digital study materials during a Law exam. You are required to store your digital study materials in a CloudDeakin unit site locker. Follow these instructions to store your files in your locker. Note the locker has a storage limitation of 247MB.

eBook files are too large to store in the locker, so you should instead either save only relevant chapters from your eBook/s to the locker or zip the file prior to storing in the locker (make sure you are able to download/unzip the file prior to the exam to ensure this is workable). Alternatively, you may want to access the online version of the eBook, in which case you will need to provide a copy of the online textbook weblink to assess-on@deakin.edu.au prior to the exam.
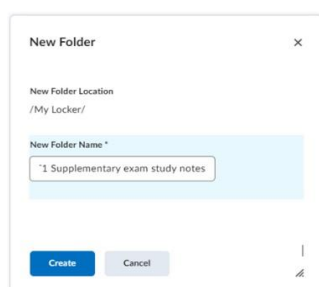
1. Access your CloudDeakin unit site.

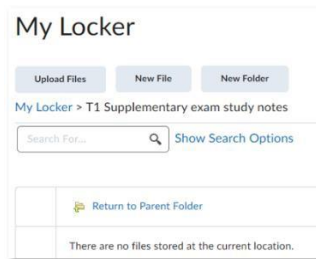2. On the navigation bar, in the **Tools** group, click **Locker**.
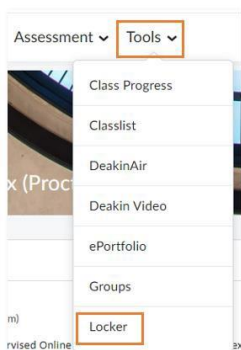
3. Click **New Folder** and name it (you might want to create a folder to store all the study materials you need for your exam).
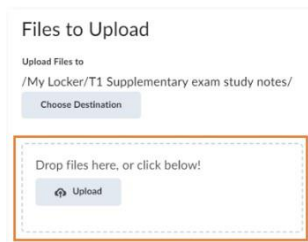

Click **Create**.

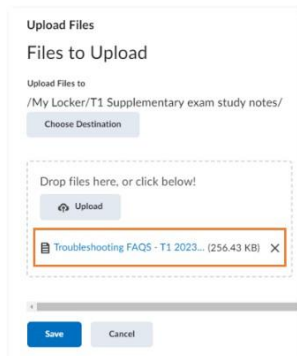Click on the folder title you just created. This will open your folder.
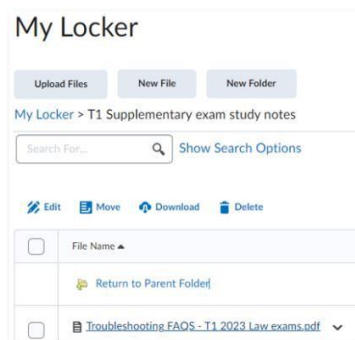

4. Click on **Upload Files**.

5. Under **Files to Upload**, drag your documents or files or upload your files.

6. Once your documents or files are uploaded (they will be shown in blue text), click **Save**.

7. Your documents or files are now saved in your new folder in your locker.

8. You will be able to access these documents or files during your exam.

9. Remember, all documents or files must be stored in either PDF or Word formats.

10. These documents or files must not contain links to other documents stored in OneDrive, Google Docs, SharePoint, or any other Cloud storage platforms.