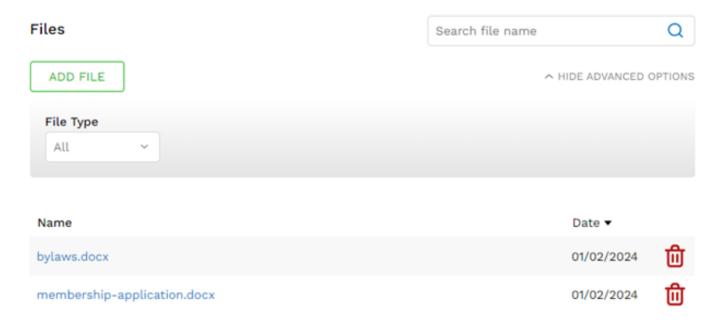
File Organization

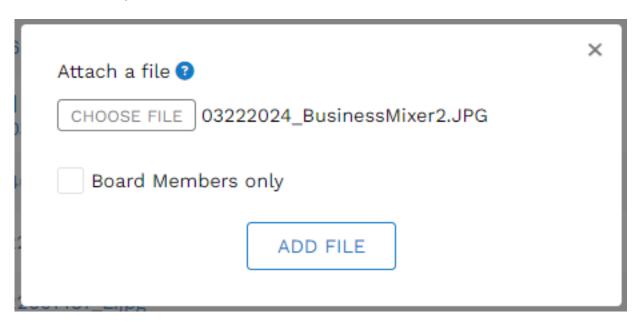
How do I add a file?

To add a file, follow these steps:

- 1. Go to the Admin Tools tab at the top.
- 2. Go to Files under the Organization Management heading.
- 3. Click on the green Add File button. Supported file types include .csv, .doc, .docx, .eml, .jpg, .pdf, .png, .ppt, .pptx, .gif, .pub, .txt, .xls, .xlsx, .msg, and .zip with a max file size of 10MB.



- 4. Attach a file by clicking on the Choose File button.
- 5. Choose to share with only Board Members by selecting the checkbox.
- 5. Once finished, click on the blue Add File button.



Didn't find what you're looking for? <u>Contact Biznomos Support</u> online or call toll-free at <u>1-800-232-3989</u> for additional help.

File Organization

Unique solution ID: #1038

Author: n/a

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