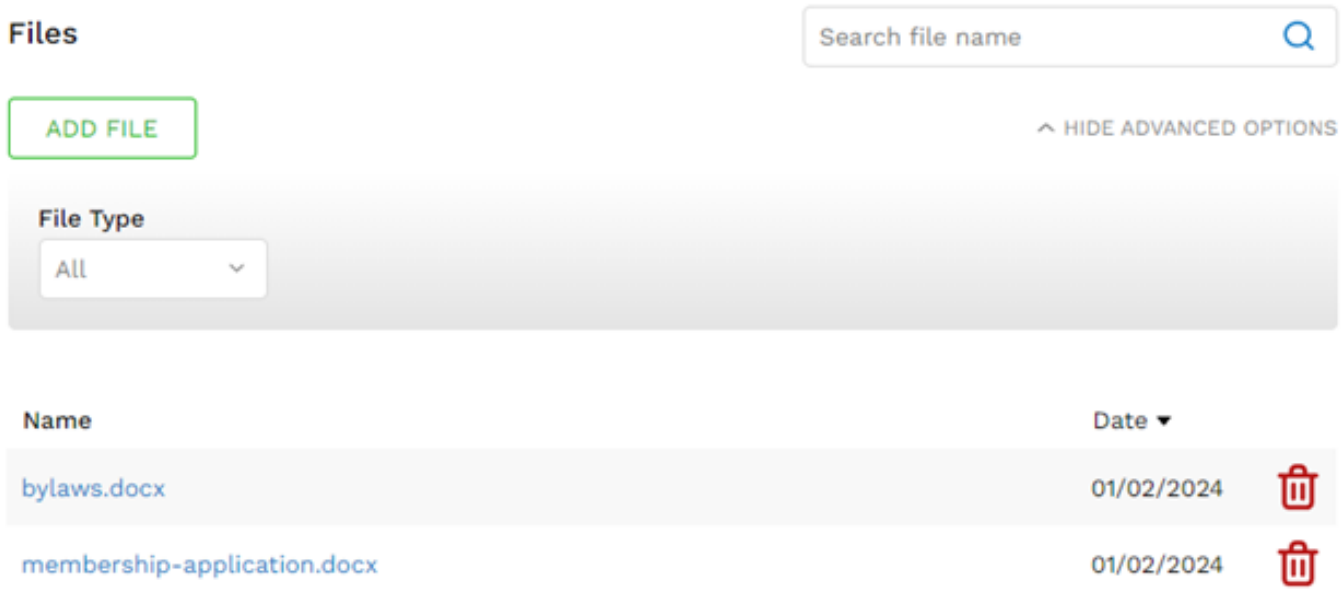
File Organization

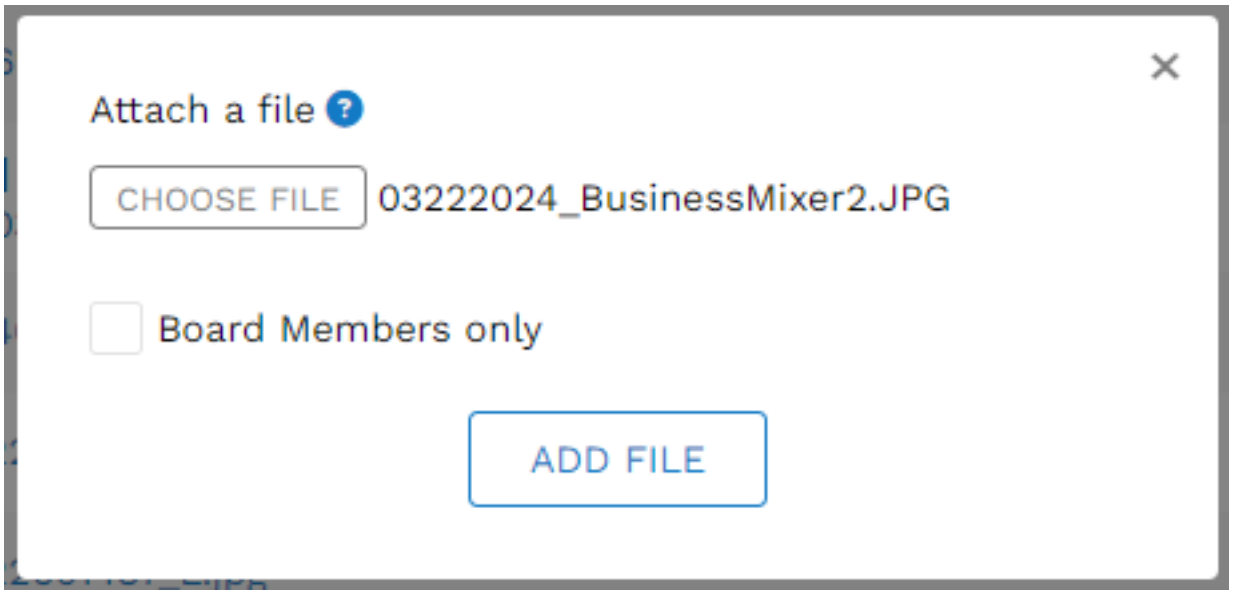
How do I add a file?

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? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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File Organization

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