

# 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.

### Files



ADD FILE

^ HIDE ADVANCED OPTIONS

File Type

All



Name

Date ▼

bylaws.docx

01/02/2024



membership-application.docx

01/02/2024



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.

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Attach a file ?

CHOOSE FILE

03222024\_BusinessMixer2.JPG

☐ Board Members only

ADD FILE

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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