

Upload and Manage Jackrabbit Files

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Jackrabbit offers 1GB of file storage free of charge! The types of files that can be stored and added to your emails are:

- **Image Files** - Restricted to web compatible types ending in: .jpg, .jpeg, .gif, and .png.
- **Files Attachments** - Allowable extensions: .txt, .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .zip, .rar, .avi, .mov, .mp3, .mp4, .jpg, .jpeg, .gif, .png, .tiff, and .bmp.

It's easy to upload files. In the email *Message* section click either of the *Jackrabbit files* **Attach File** or **Insert Image** buttons and then drag the file you want to upload from your computer into the blue box in the **Attach File** window. Alternatively, you can click the text "**Click here to choose a file**" to see a traditional file browser where you can select the file to upload.



The User ID must have the permission Tools: Upload a File in order to see the Upload Files section.

The screenshot shows the email composition interface. At the top, there are tabs for 'Message', 'Favorites', 'Save Favorites', and 'Refresh'. Below these, there are fields for 'Template', 'Type' (set to 'Email - HTML'), and 'Subject line'. A rich text editor toolbar is visible, followed by a large text area for the message body. At the bottom, there is a section for attachments. The 'Jackrabbit files' button is highlighted with a yellow box, along with the 'Attach File' and 'Insert Image' buttons. Below this, there is a 'Dropbox attachment' section with a 'Choose from Dropbox' button.

Once a file has been uploaded, it will appear in the bottom section. Use the *Select Files* filter to quickly locate an uploaded file or sort by *Date*, *Name* or *Size*.

Attach File

Upload files:

Use Select Files to quickly locate an uploaded file

[Click here to choose a file](#) or drag it here to upload.

Select files:

emails

Filter

Sort By:

DATE

NAME

SIZE

emailsupport.png

11/27/2016

7.5kB

emails.jpg

11/27/2016

513.3kB

Hover over a file to display the 'X' icon to delete.

Monitor your available space.

File Space Used: 3.8MB/1.0GB ?

Total Files: 62

Attach File

Cancel

The progress bar indicates how much of your allotted space (1 GB) has been used. Periodically remove older files to free up space. To delete a Jackrabbit File hover over the file icon and click the 'X' icon.

Note: The User ID must have the permission **Tools: Delete a File** in order to see the 'X' icon.

Images can be resized once inserted into the email by dragging the corner to adjust the size. It is a good idea, however, to resize them PRIOR to uploading them so that you do not use up your cloud storage unnecessarily.