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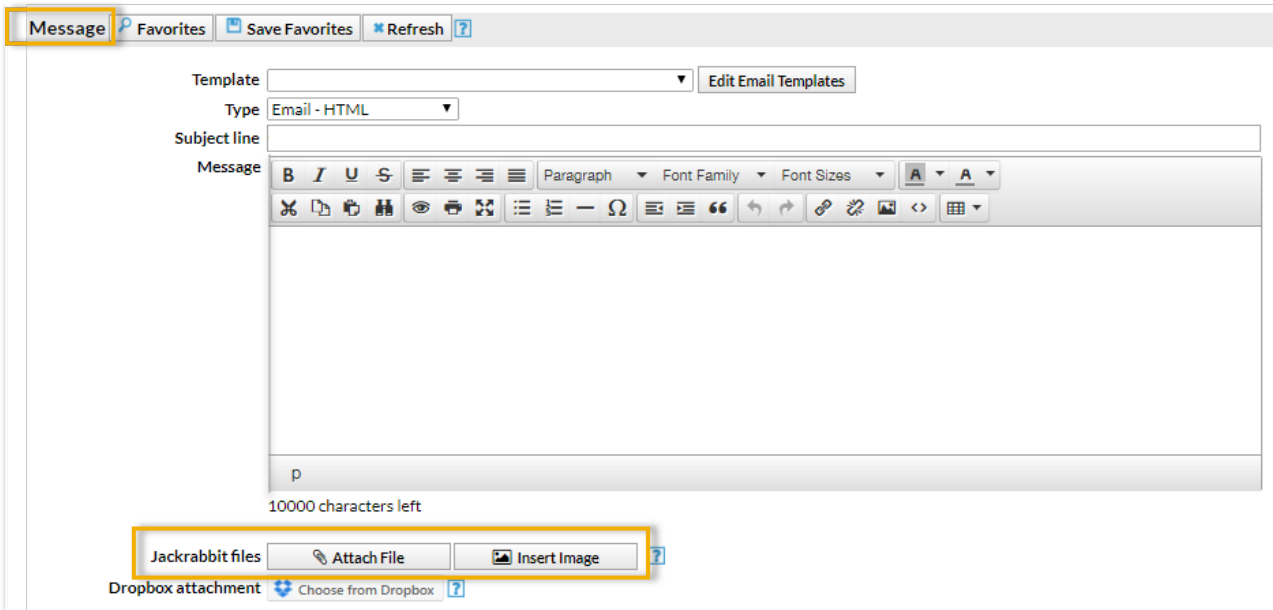
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Jackrabbit offers 1GB of file storage free of charge! The types of files that can be stored and added to your emails are:

- **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.*

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.*

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.