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New Library Item

You can select three different types of items to add to your Library. Files are standalone uploads from your desktop like images, PDFs or Word Docs (similar to an email attachment). Docs are editable documents you can create and edit via your Library later. External Links point to an item hosted elsewhere on the web, like Google, Dropbox, or Microsoft OneDrive.

What type of item do you want to add?

Choose a type ⌄

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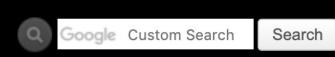Email Options

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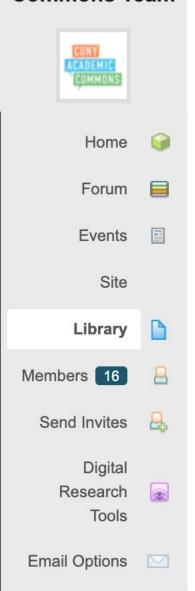
What type of item do you want to add?

Choose a type ⌄

File

Doc (editable)

External Link

Google Custom Search

Search

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What type of item do you want to add?

File ▼

Title (required)

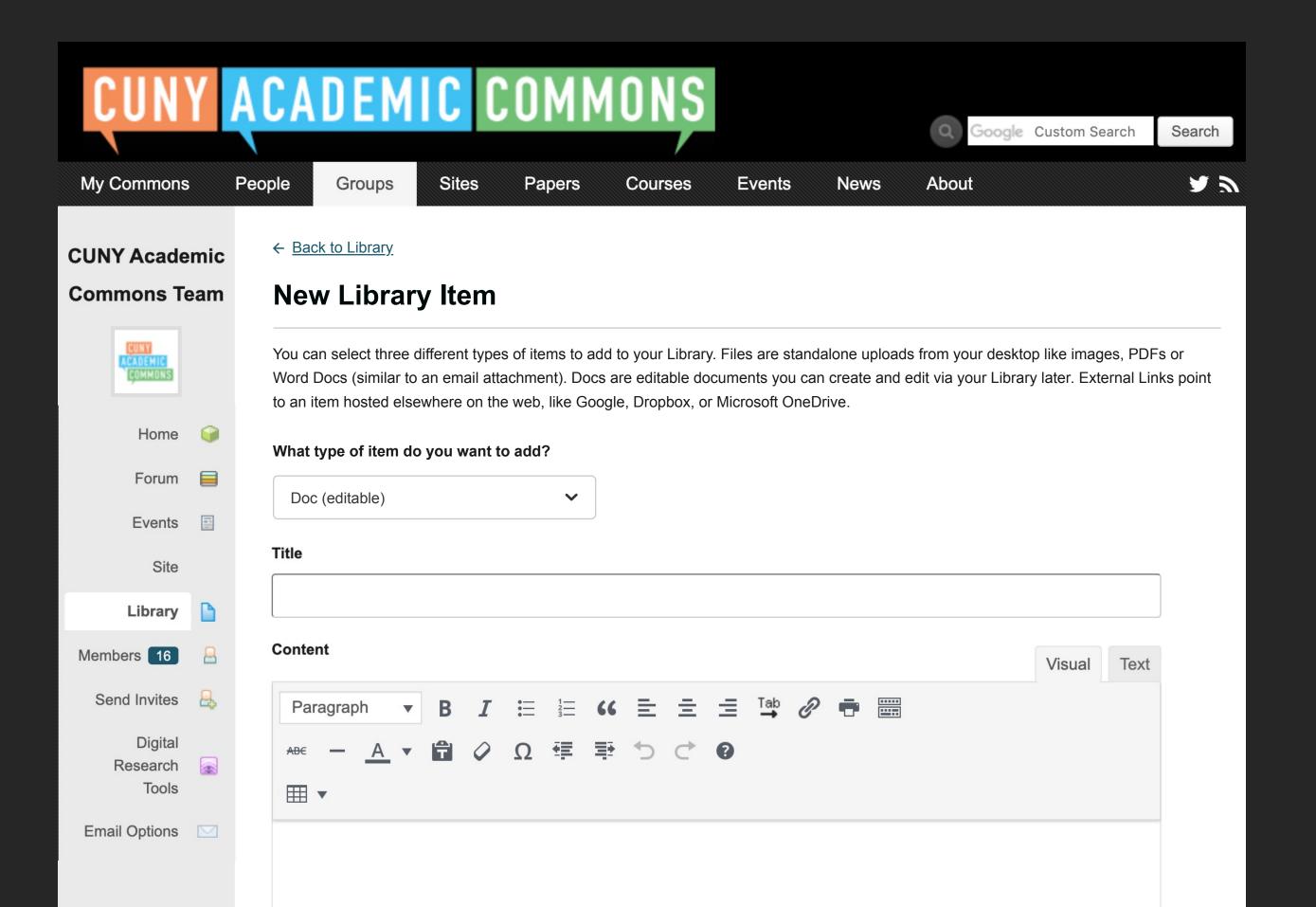**Description**

Select your file ⓘ

Select file

Max file size is XX. Supported file types: jpg jpeg png gif mp3 mov avi wmv midi mid pdf doc docx sav epub xls xlsx rtf txt mp4 ppt pptx sps csv

Add to folder (optional)

Select folder ▼

Add File

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What type of item do you want to add?

Doc (editable) ▾

Title

Content

| Visual | Text |

Paragraph ▾ **B** *I* ☰ ☰ ❝ ☰ ☰ ☰ Tab→ 🔗 🖨 ⌨

ABC — **A** ▾ 📋 ✐ Ω ☰ ☰ ↶ ↷ ❓

☷ ▾

Add to folder (optional)

Select folder ▾

Select a parent for this Doc.

(Optional) Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc, and a link to this Doc will appear at the bottom of the parent.

(no parent) ▾

Save   Cancel

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What type of item do you want to add?

External Link ▾

Please note: If you are linking to a document or other file that's hosted externally, it will have a time stamp from when it was added to the group library. These files are linked, which means any changes made in the original location won't trigger notifications to the group.

Title (required)

Link (required)

E.g. https://docs.google.com/document/… Review your sharing options for the source file, so it is accessible to group members.

Add to folder (optional)

Select folder ▾

Add linked file

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What type of item do you want to add?
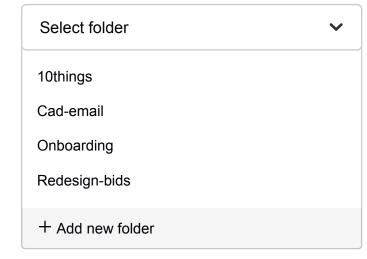
External Link ⌄

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Title (required)

Link (required)

E.g. https://docs.google.com/document/… Review your sharing options for the source file, so it is accessible to group members.

Add to folder (optional)

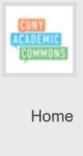| Select folder ⌄ |
| --- |
| 10things |
| Cad-email |
| Onboarding |
| Redesign-bids |
| + Add new folder |

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Title (required)

Link (required)

E.g. https://docs.google.com/document/… Review your sharing options for the source file, so it is accessible to group members.

Add to folder (optional)

Select folder ⌄

Add new folder

Enter new folder title

Add linked file