

Title: Attaching Files from Your Online File Folder

Subtitle: Online Group Calendar

Author: Jane83

Date: 2008/3/21

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c19/2253>

Keywords: Online File Folder

You can attach a file, up to 5 MB in size, to Online Group Calendar events and groups from your Online File Folder so that users can view the files associated with an event or group, such as a meeting agenda. To Attach a File from Your Online File Folder On the navigation bar, click **Attachments**. In the **Add Attachments** dialog box, click **Online File Folder**. Select the folder from the list. From the **Attachments for group** list, select the group you want to add the file to. Select the file you want to attach, and then click **OK**. To Attach a File from Your Online File Folder to an Event From the **Go to** list, select the calendar you want to use for scheduling the event. The Go to list is in the menu bar on the right side of the window. Click the **Add Event** button. Click the **Attachments** tab. Click the **Add from Online File Folder** button. In the **Add Attachments** dialog box, select the folder from the list. Select the file you want to attach, and then click **OK**.

The file name of the attachment displays on the Attachments tab. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**. To Attach a File from Your Online File Folder to a Group On the navigation bar, click **Groups**. Click the name of the group you want to add a file to. Click the **Attachments** tab. Click the **Add From Online File Folder** button. In the **Add Attachments** dialog box, select the folder from the list. Select the file you want to attach, and then click **OK**.

The file name of the attachment displays on the Attachments tab. To Attach a File from Your Online File Folder to a Task On the navigation bar, click **Tasks**. Click **New Task**. In the **New Task** dialog box, click the **Attachments** tab. Click the **Add from Online File Folder** button. In the **Add Attachments** dialog box, select the folder from the list. Select the file you want to attach, and then click **OK**.