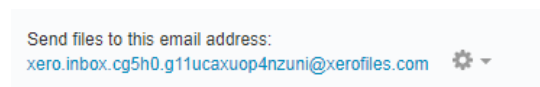
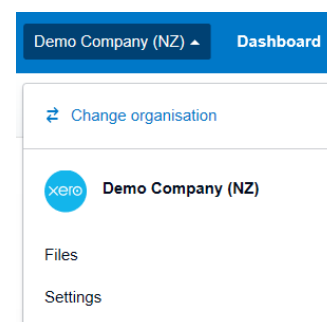
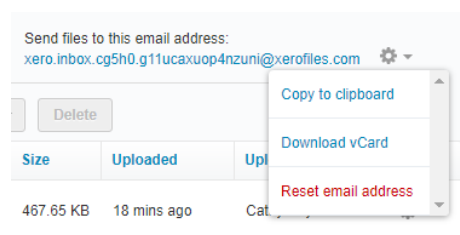


## Use Xero Files Storage

1. Located on the left hand side where the entity name is located. Drop down and find 'Files'.
2. Ways to get files into the file storage:
  - a. Email –
    - i. Copy the email address showing for your organization



- ii. Using the drop-down button you can save the email as a contact to use in future. Choose Download V Card



- b. Drag/Drop – documents saved in your hard drive can be dragged into the file storage at any time.
    - c. Upload files from your hard drive
    - d. Photographs of documents loaded from the Xero app
3. Once documents are in the inbox you have options of renaming/moving them to a folder/attaching to a Xero transaction (ie a purchase invoice so the original bill is available to view). Documents in the Inbox that get attached to a transaction will then be deleted from the Inbox.
4. Folders can be created by clicking + New Folder.
5. Choose your document and then “Move To” in order to put it in the necessary folder
6. Documents can then be viewed in Xero or downloaded to your own system. Downloading will not delete them from the storage area. You can download, edit then reimport the document but it may pay to delete the original or rename the new one to avoid confusion.