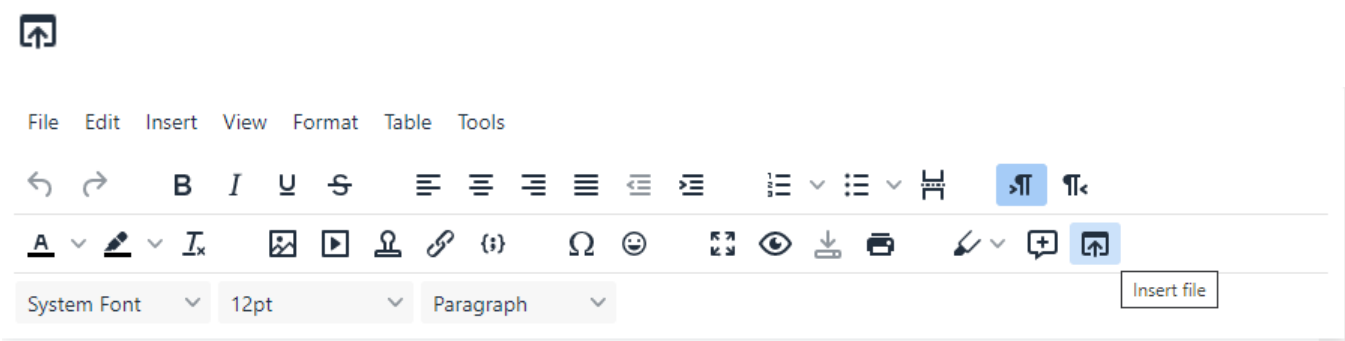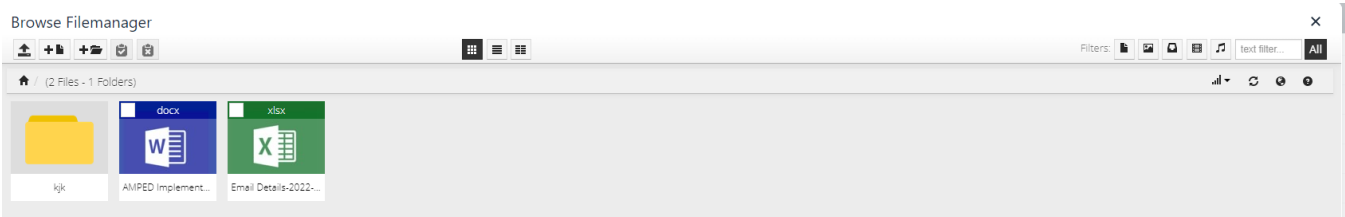# Text Box Editor: File Manager

File Manager Icon:

To access the file manager select the following icon in the email compose window:

You will be prompted with a file manager modal that stores important documents that can be used as attachments

Select the attachment you would like to be added to your response