



FILES

Store and share files in Fastmail

Your Fastmail account includes file storage — a place to keep documents, forms, logos, and photos so you can reach them from any device, attach them to email without re-uploading, and share them with your team. And it doesn't touch your mail's storage.



Quick Steps

- 1 Open **Files** — click the files icon in the left sidebar, or pick **Files** from the app menu at the top-left.
- 2 Drag files in from your computer, or click **Upload** — one file or many at once.
- 3 Click **New folder** to organize. Hover a file to **Rename** it; tick files to **Move**, **Copy**, or **Delete**.
- 4 Select a file and click **Email** to send it — or attach a stored file while composing a message.
- 5 Find anything with **Search**, and watch your space on the storage meter at the bottom-left.

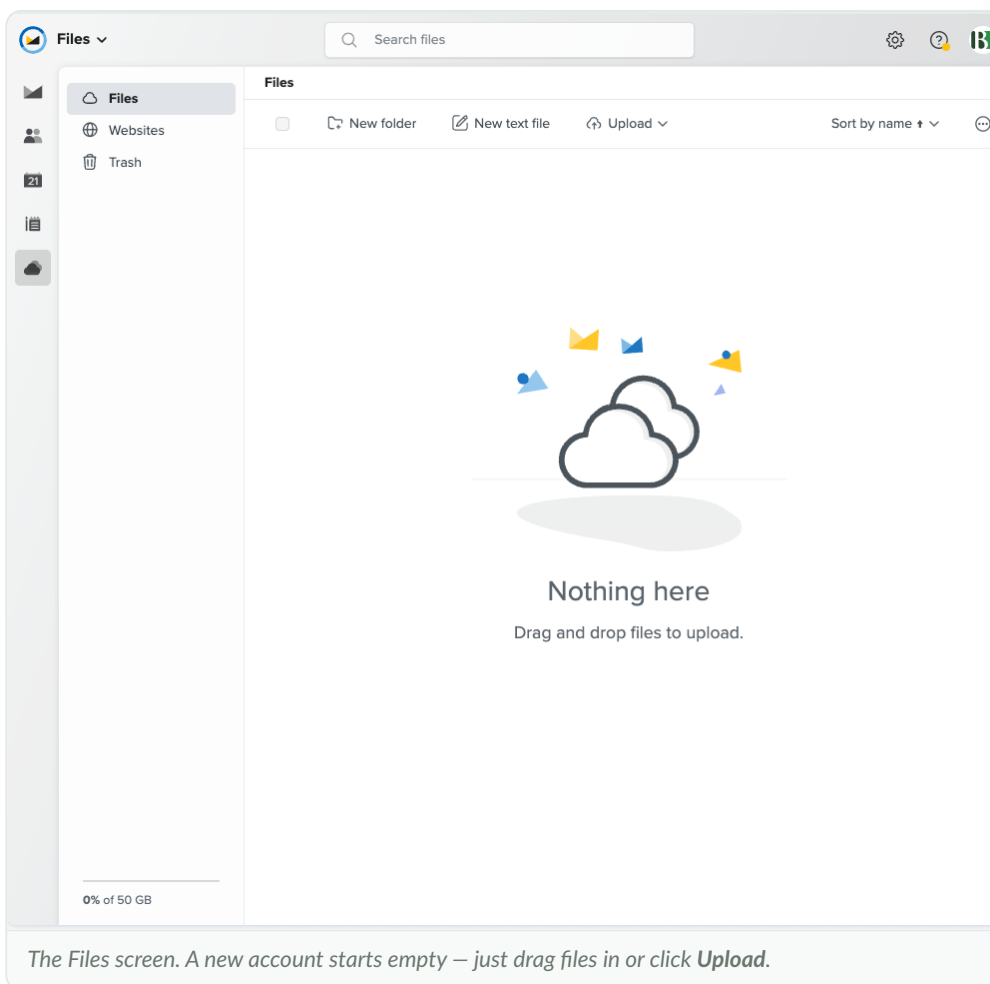
! File storage is separate from your mail.

Files have their own space (the meter at the bottom-left shows it — for example **50 GB**), so storing files here will **never** crowd your inbox. The largest single file you can upload is **250 MB**.

Illustrated Walkthrough

1 Open Files

Click the **files** icon in the left sidebar (or choose **Files** from the app menu at the top-left). Across the top you'll find **New folder**, **New text file**, **Upload**, a **Search files** box, and a **Sort** control. Down the left are **Files**, **Websites**, and **Trash**, with your storage meter at the bottom.



2 Add your files

The fastest way is to **drag files (or a whole folder) from your computer** onto the Files screen. Prefer buttons? Click **Upload** and pick one or several files. If a file has the same name as one already there, Fastmail asks whether to **skip**, **overwrite**, or **keep both** (it adds a number, like `report[1].pdf`).

3 Organize into folders

Click **New folder** to group things — one folder per client or project works well. To tidy up later: hover a file and click **Rename**; or tick the checkboxes and use **Move**, **Copy**, or **Delete** from the action bar. You can also drag items into a folder. Use **Sort** to order by name, size, or date, and the **Search files** box to find anything fast.

4 Download or email a file

Select a file and use **Download** to save it back to your device — a whole folder comes down as a single **.zip**. To send something, select it and click **Email**: Fastmail starts a new message with the file attached. You can also attach stored files directly while composing, so you never have to re-upload the same document twice.

⚠ Deleted by mistake?

Files you delete go to **Trash** and stay there for **30 days** before they're removed for good — so there's a safety net if you change your mind.

Why store files in Fastmail?

For a small business, having files live alongside your email is genuinely handy:

ANYWHERE ACCESS

Reach your documents from **any device** with a browser — no USB stick, no “it's on my other computer.”

DOESN'T CROWD MAIL

Files use a **separate** quota, so big files won't fill up your inbox or slow your mail down.

EMAIL BIG FILES

Store once, then **attach or share** — handy for files too large or sent too often to keep re-attaching.

Two ways to share.

You can **share files with other people in your account** (your team) so everyone works from the same copy. To share with people *outside* your account — clients, say — use the **Websites** feature to publish files or turn a folder of images into an online **photo gallery**.

⚠ A published file or gallery is public.

Like a shared calendar link, anyone with the web address can open it — so only publish files you're comfortable sharing widely, and keep sensitive documents to **in-account** sharing instead. (Heavy downloading also counts toward your plan's transfer limits.)

Shared files at work

A shared folder isn't just convenient — for a business it keeps everyone working from the same, correct information. A few ways organizations put it to use:

A POLICIES FOLDER

Keep your handbook, HR policies, and safety procedures in one shared **Policies** folder. Everyone opens the **current** version — not an outdated copy saved to someone's desktop.

ONE AGREED ANSWER

When your business takes a position on a topic, store the **approved wording** in a shared document so everyone responds the same way. Answering from personal memory instead of the agreed facts can cause confusion — or legal exposure.

PROJECT PLANS

Pair a shared **project-timeline** document — who owns each step — with a shared project **calendar**, so responsibilities and deadlines line up in one place. (See **Sharing Your Calendar**.)

NEVER MISS A DEADLINE

For deadline-driven work — a law firm's filing dates, say — put the dates and steps in a shared document *and* mirror them on a **shared calendar with advance reminders**, so nothing slips through the cracks.

✓ The theme: one source of truth.

In every case, a shared file means the whole team is reading from the **same page** — literally. That's easier to keep current, and safer, than the same information scattered across inboxes and personal computers.



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