Your VBOT account comes with your own dedicated file manager where you can upload and organize all your content from logos, PDF documents and much more.

This will be shared across all the different features such as your social media posting, your email builder, landing page visual editor and much more.

However, you can access it directly from email and on the top you'll see file manager.

Now here you can have all your content displayed.

I highly recommend you organize them in dedicated folders.

Eventually you're going to really grow, you're going to have thousands of assets uploaded and it will really help if you have your own folders organized properly.

For instance your logos can go in their own logo folder and so on.

If you want to add additional folders you can click on this option, let's just call them PDFs, especially if you're doing downloadable gated content.

And now I have a folder for that.

I also have an animated GIF library that you can search, for example I can do finance search and just get some funny photos for that.

Stock photo library as well.

A built-in icon library that you can search based on color and size.

And if you have e-commerce integrated I can also search all my product catalog that I've added into VWout.

You simply switch to the store that's authenticated and you hit search.

So all your product photos will be also shown on here.

We have a deep integration with Canva which I'm really a big fan of because I don't have to wait for my graphics designer anymore to provide graphics if I'm on the go.

So I simply click in here, it's going to load my own Canva.

And this is going to authenticate your logged in account.

You can always choose any of their free options that they have.

Of course if you find something that's a royalty with a dollar cost, I'm all for that.

I can also pull up my own content so I have a whole bunch of things that I've already created which I can tap into here.

And of course I can do search, text, elements and much more.

So these are some of the options that I have.

Bam.

Very easy.

Once I save it, it goes directly into my file manager and it's ready for my use.

There are some things you can also do on this view including doing some right editing, getting the file location.

Sometimes you need that if you're doing downloadables.

For example, I can do show URL and copy that.

I can also do a basic editing right from our own editor.

We're using just a third party plugin for that.

So if I want to just draw something, add some caption, resize, that's also supported.

And this is it.

This particular file manager again is accessible everywhere else.

Once you've set it up properly, you and your team members will be able to access it.

Now if you're an agency, you're going to have a shared folder option which syndicates content to sub accounts.

And that's a topic for another session.