Manage attachments

Attach files to your items.

- Attachments Overview
- Add Attachments
- Delete Attachments
- Download Attachments

Attachments Overview

WALLIX Enterprise Vault provides the facility to **Attach Files** to your Items.

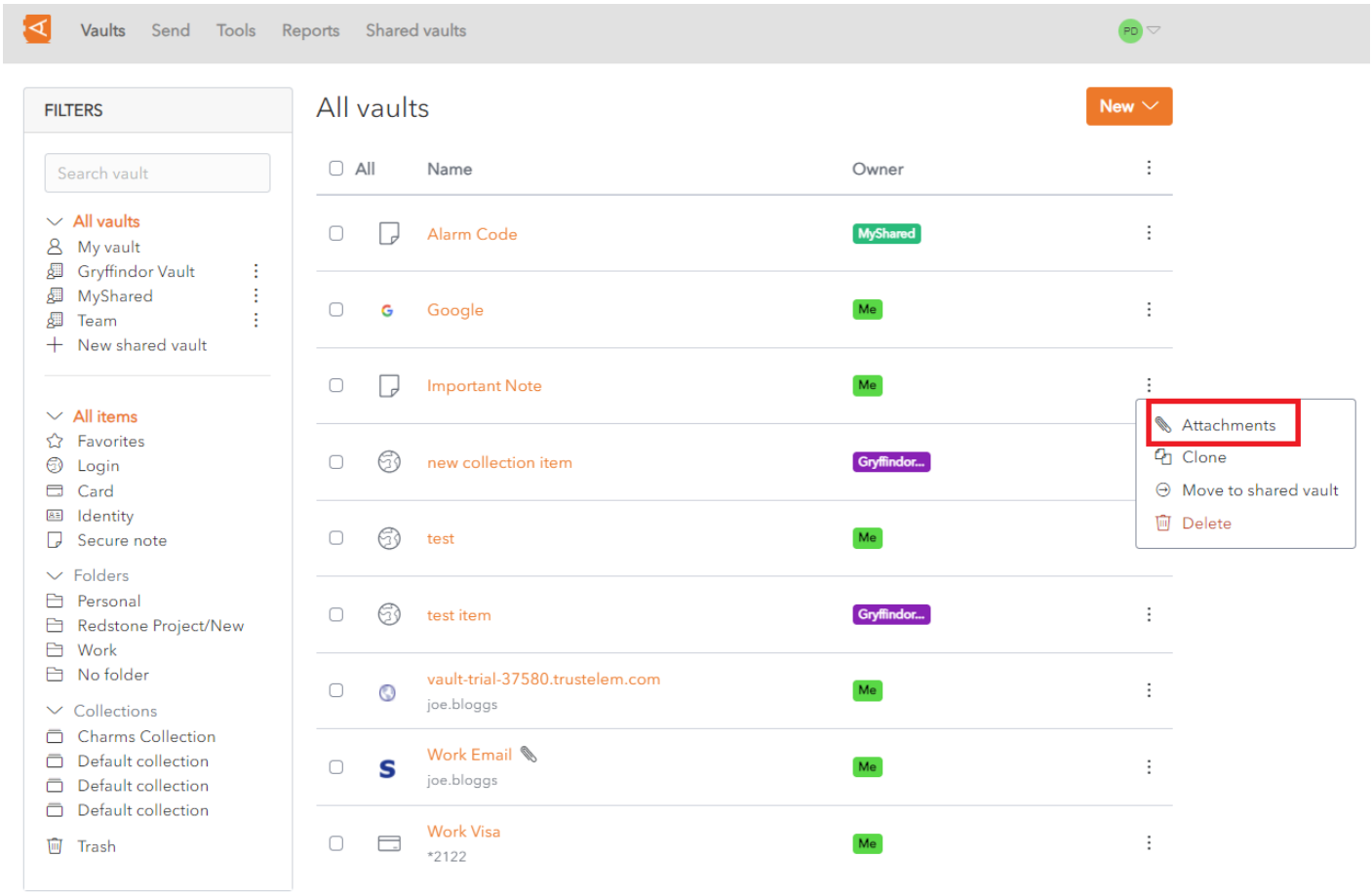
These attachments can also be **Deleted** or **Downloaded** onto your computer.

Attachments on **Password Protected Items** are subject to a Master Password Re-prompt to open the Item.

Add Attachments

From the **Item List**, click on the ⋮ **More button** beside an Item.

A **context menu** appears. Click the **Attachments link**.

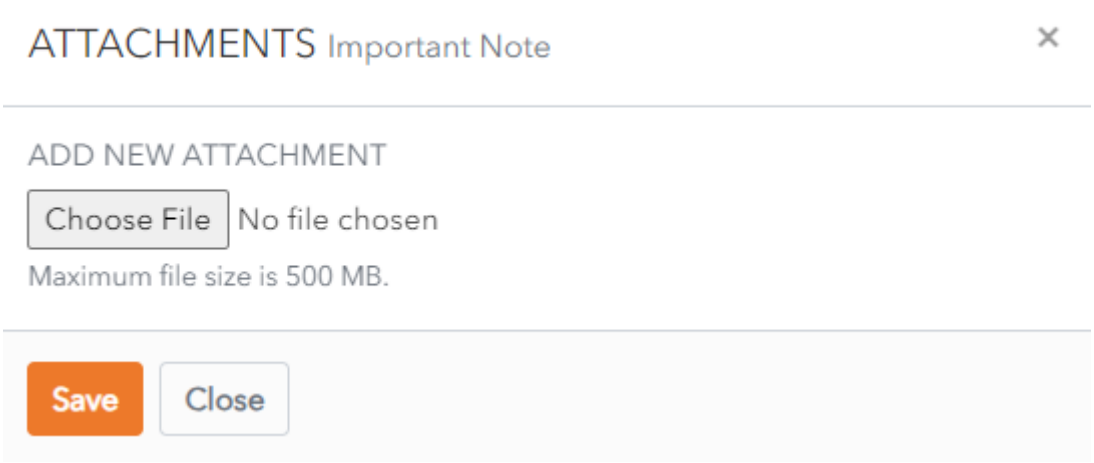


> See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Choose a **file** to **attach** and click **Save**.

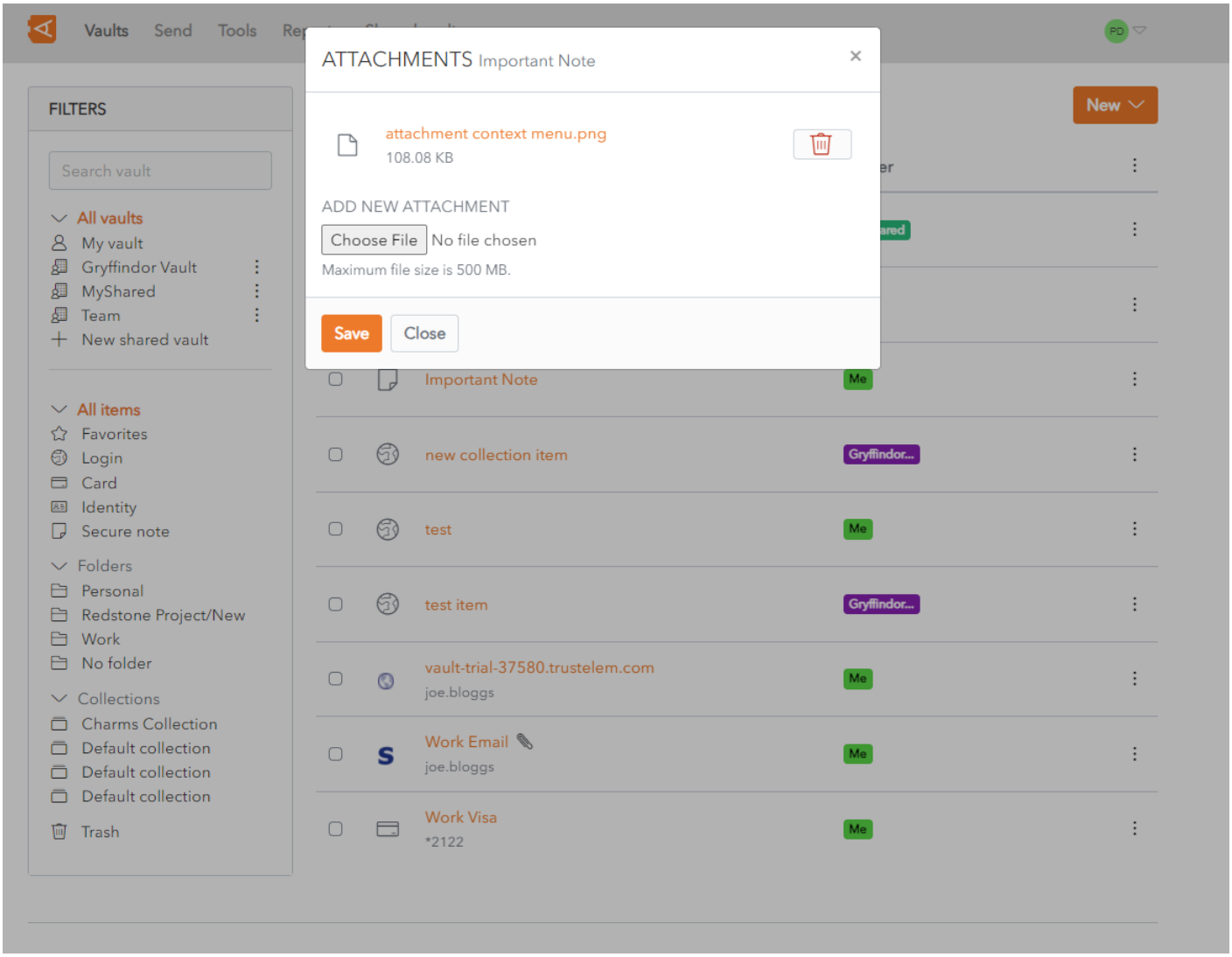
> The maximum file size of an attachment is 100 MB. This is restricted to 50 MB if uploading from a mobile device.



The attachment is created.

Multiple attachments can be created in this way.

Once finished creating attachments, click **Close** to close the Attachments Screen.

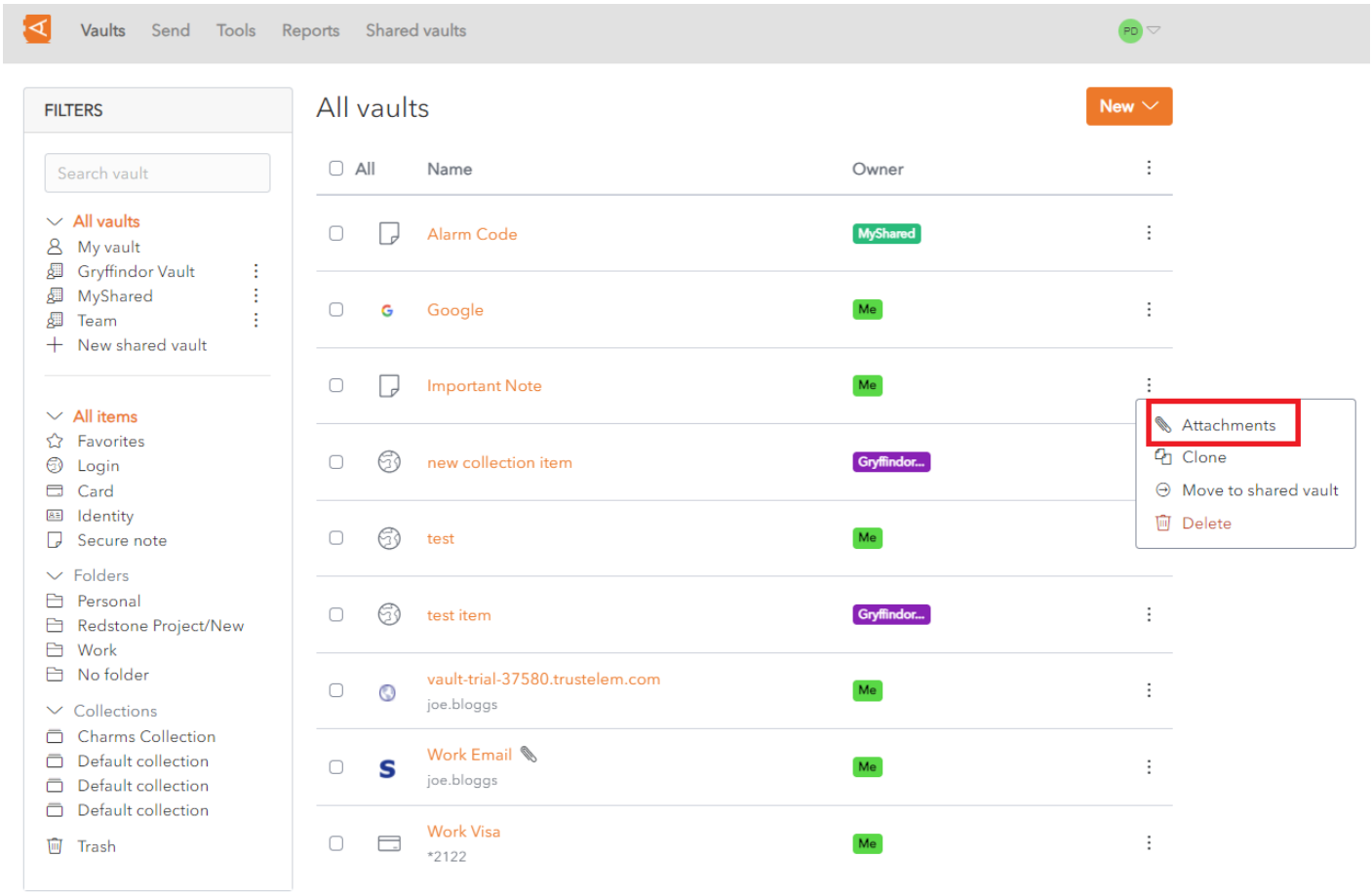


A **Paperclip icon** beside the **Item** in the Item List **indicates** that the Item contains one or more **Attachments**.

Delete Attachments

From the **Item List**, click on the ⋮ **More button** beside an Item.

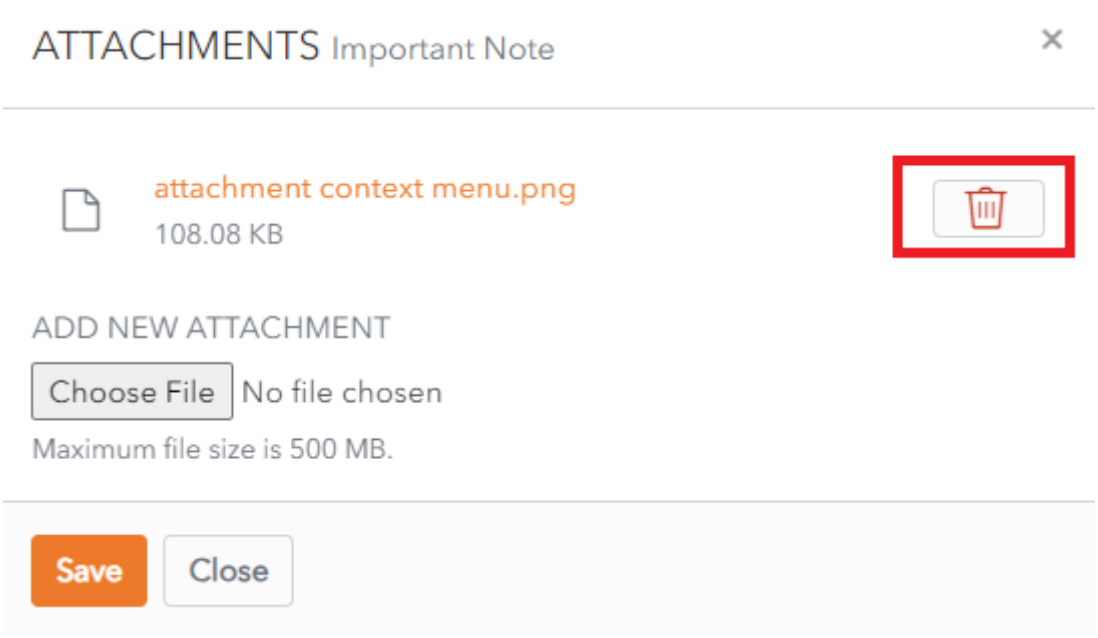
A **context menu** appears. Click the **Attachments link**.



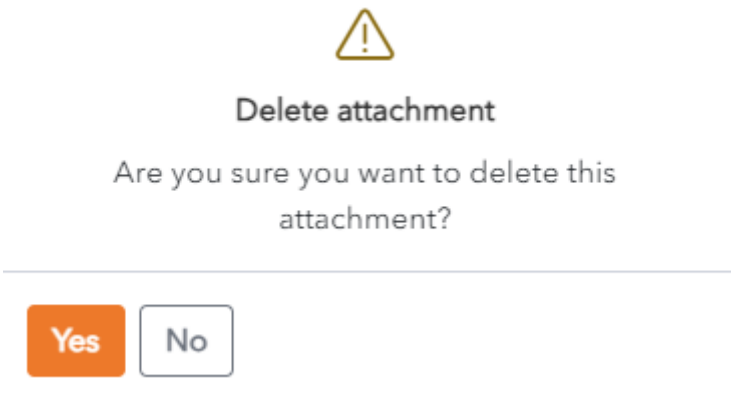
> See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Click the 🗑 **Delete button** beside an Attachment.



The **Delete Attachment Confirmation Screen** displays.



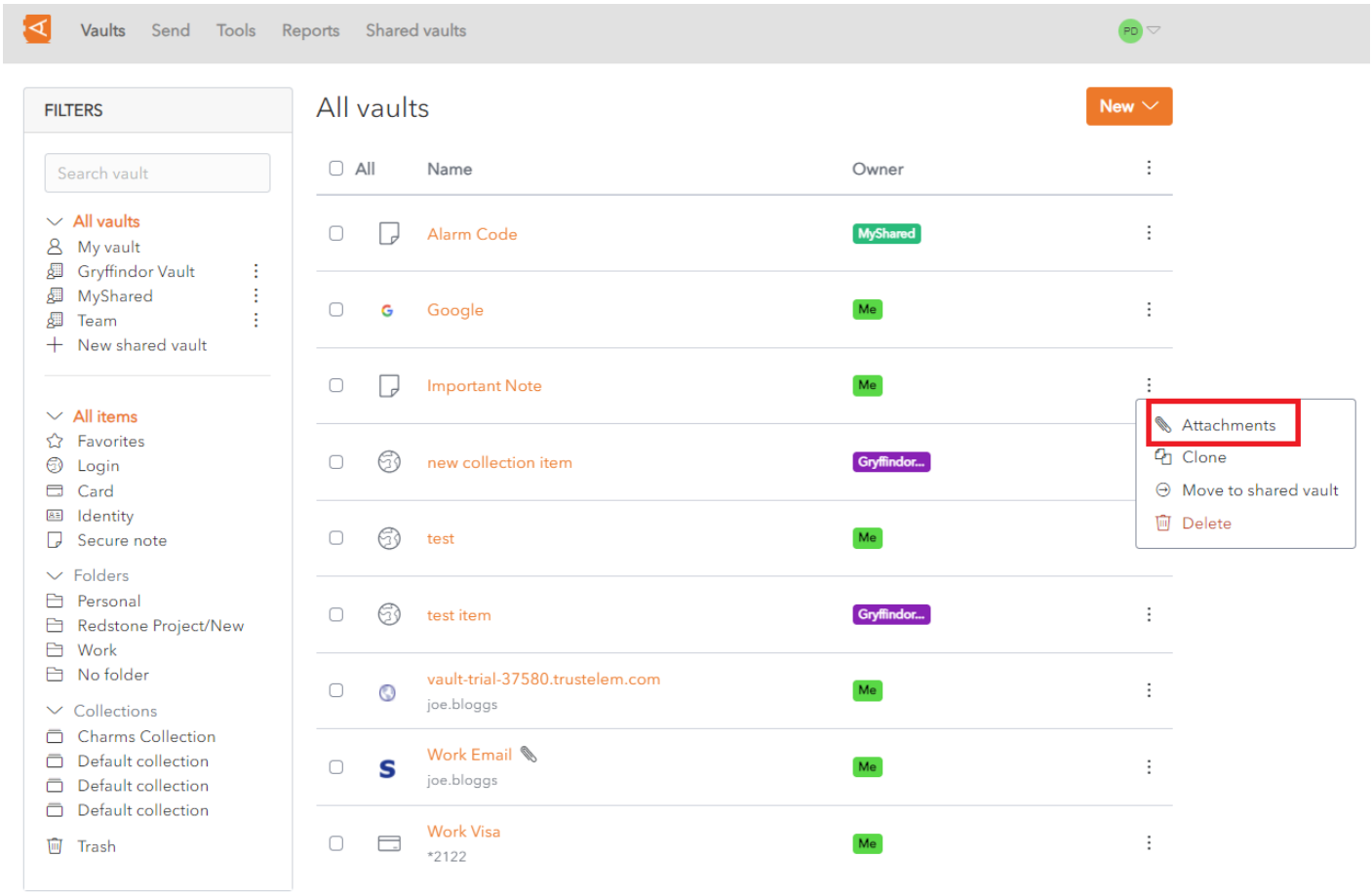
Click **Yes** to delete the attachment. The Attachments Screen displays.

Click **No** to cancel the operation.

Download Attachments

From the **Item List**, click on the ⋮ **More button** beside an Item.

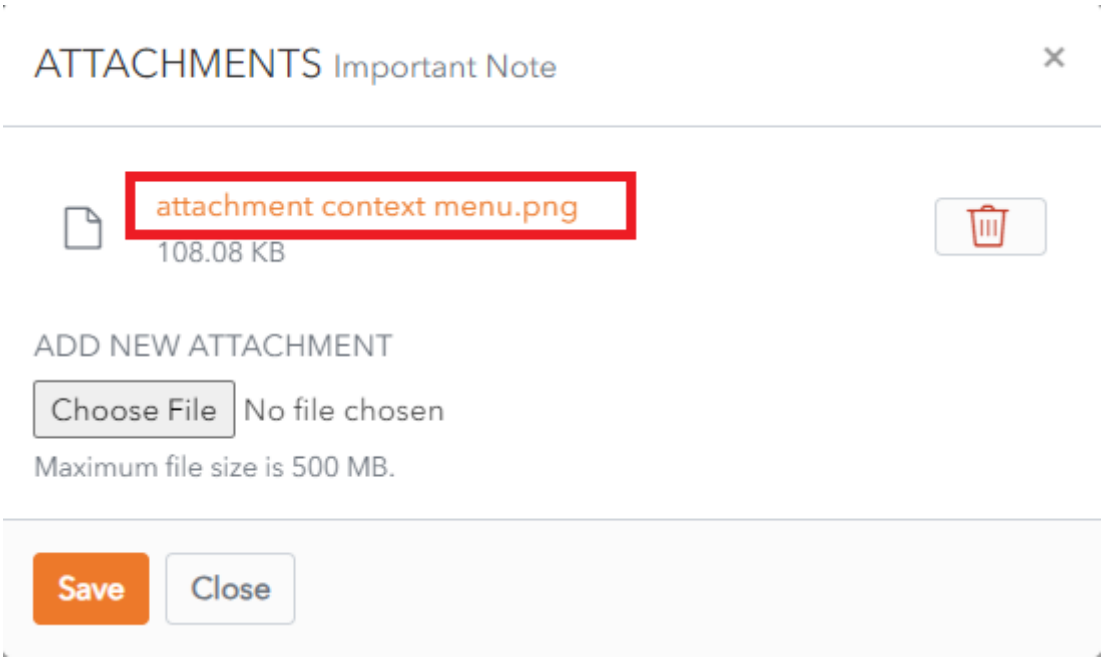
A **context menu** appears. Click the **Attachments link**.



> See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

Click on an **Attachment** to download it.



The attachment is saved in the **Downloads folder** on your computer.

***Note**: If the attachment is in a file format that can be readily displayed in the browser, it is opened directly in the browser.*