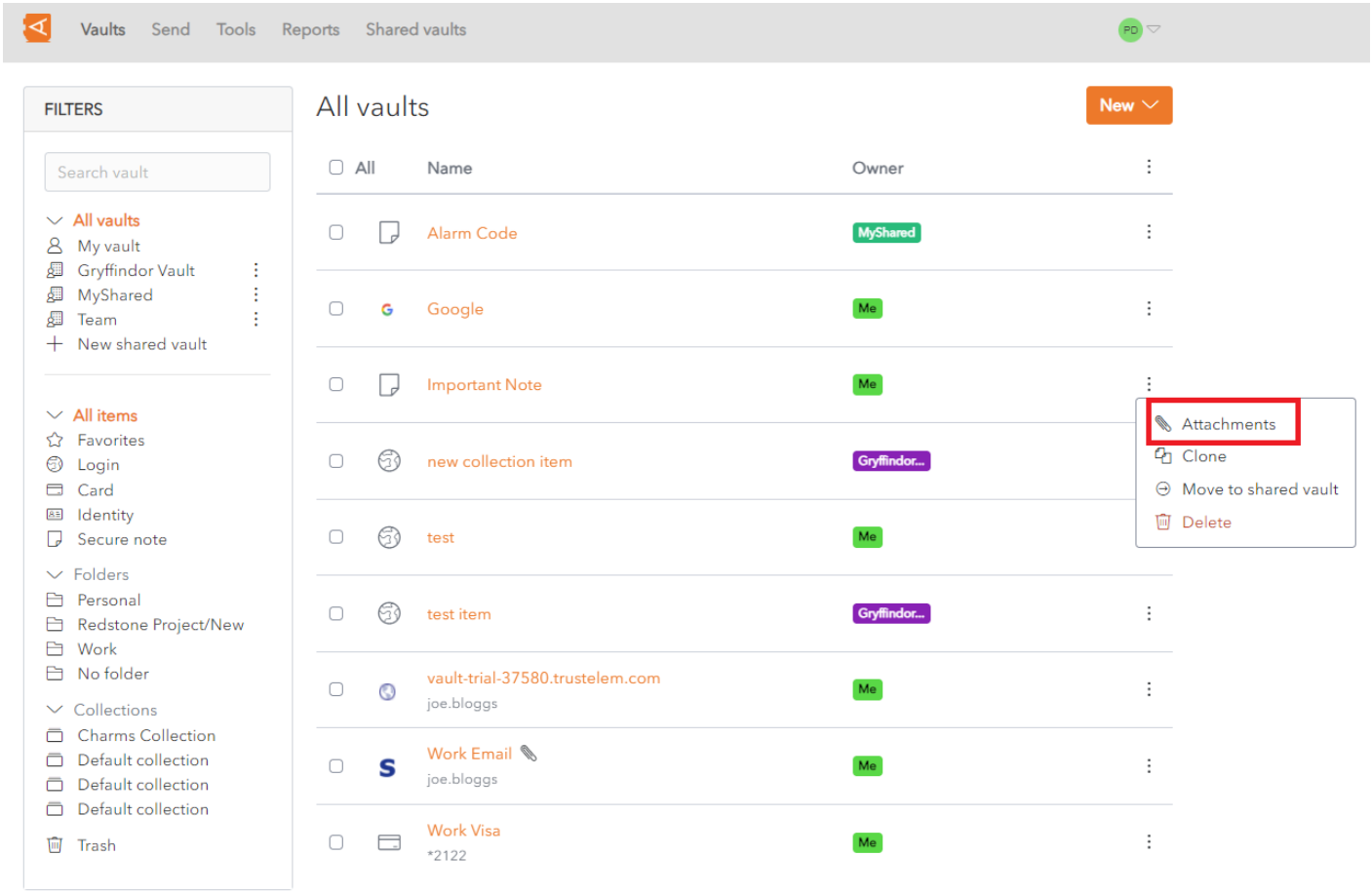
Add Attachments

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

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

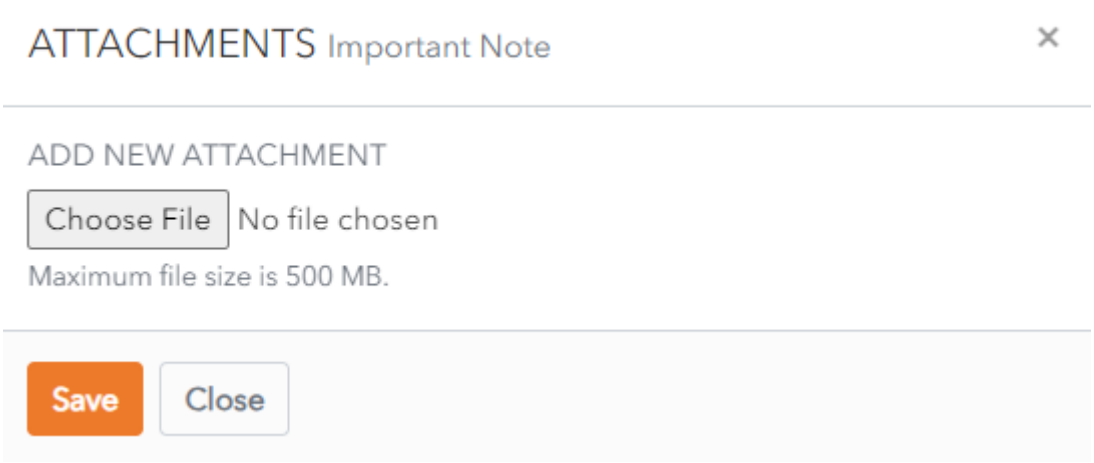


> See **Password Protected Items** procedure for Items that require a Master Password to access them.

The **Attachments Screen** displays.

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

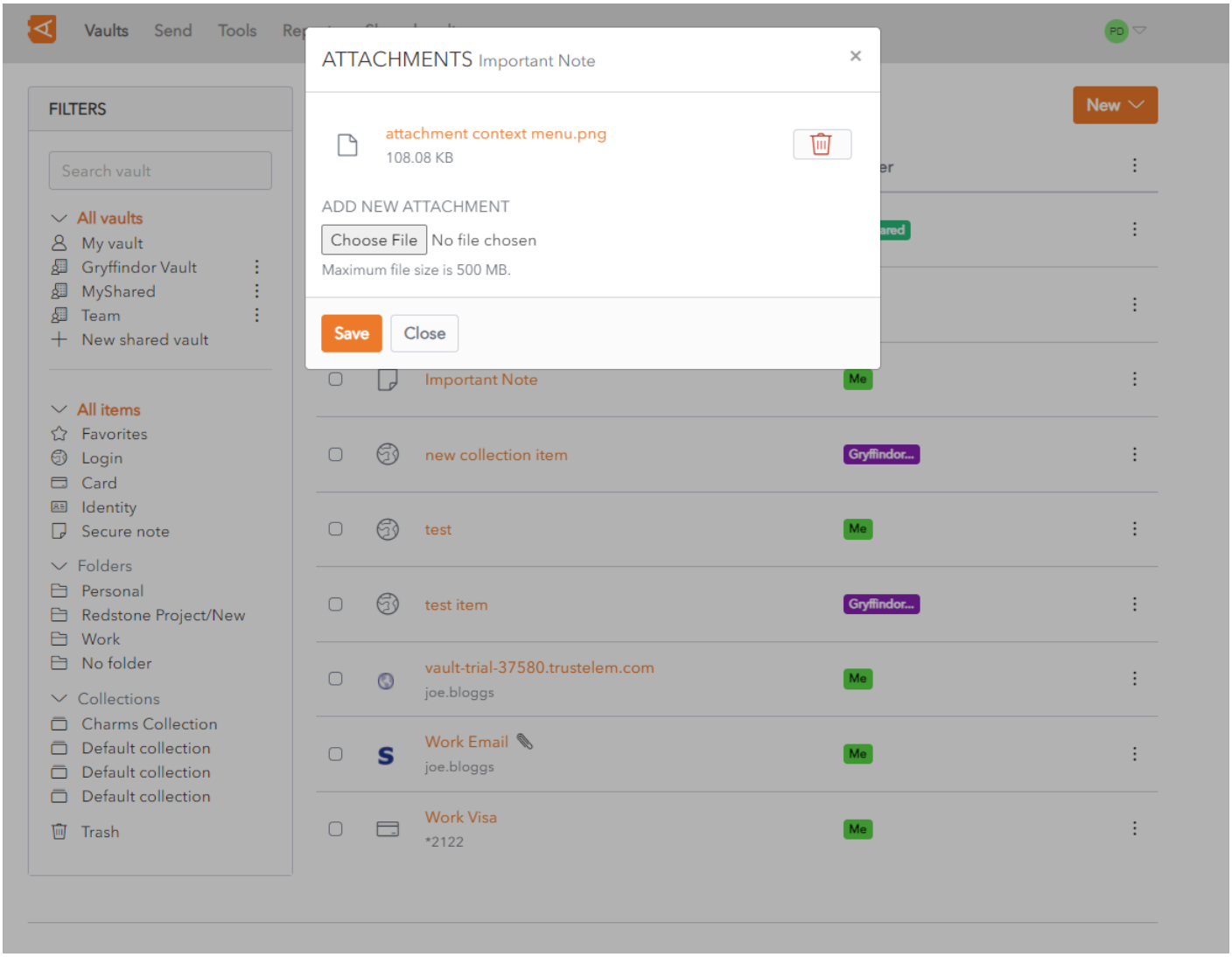
> The maximum file size of an attachment is 100 MB. This is restricted to 50 MB if uploading from a mobile device.



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**.

Revision #14
Created 28 November 2023 10:24:38 by WALLIX Admin
Updated 6 January 2025 19:29:49 by WALLIX Admin