

Add Attachments

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

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

The screenshot shows the 'All vaults' screen in a web application. On the left is a 'FILTERS' sidebar with sections for 'All vaults' (My vault, Gryffindor Vault, MyShared, Team, New shared vault) and 'All items' (Favorites, Login, Card, Identity, Secure note, Folders, Personal, Redstone Project/New, Work, No folder, Collections, Charms Collection, Default collection, Default collection, Default collection, Trash). The main area is titled 'All vaults' and has a 'New' button. It displays a table of vaults with columns for selection, name, owner, and a more options menu. The 'Work Email' item is highlighted, and its context menu is open, showing options: Attachments (highlighted with a red box), Clone, Move to shared vault, and Delete.

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		Alarm Code	MyShared	
<input type="checkbox"/>		Google	Me	
<input type="checkbox"/>		Important Note	Me	
<input type="checkbox"/>		new collection item	Gryffindor...	
<input type="checkbox"/>		test	Me	
<input type="checkbox"/>		test item	Gryffindor...	
<input type="checkbox"/>		vault-trial-37580.trustelem.com joe.bloggs	Me	
<input type="checkbox"/>		Work Email joe.bloggs	Me	
<input type="checkbox"/>		Work Visa *2122	Me	

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.

ATTACHMENTS Important Note



ADD NEW ATTACHMENT

No file chosen

Maximum file size is 500 MB.

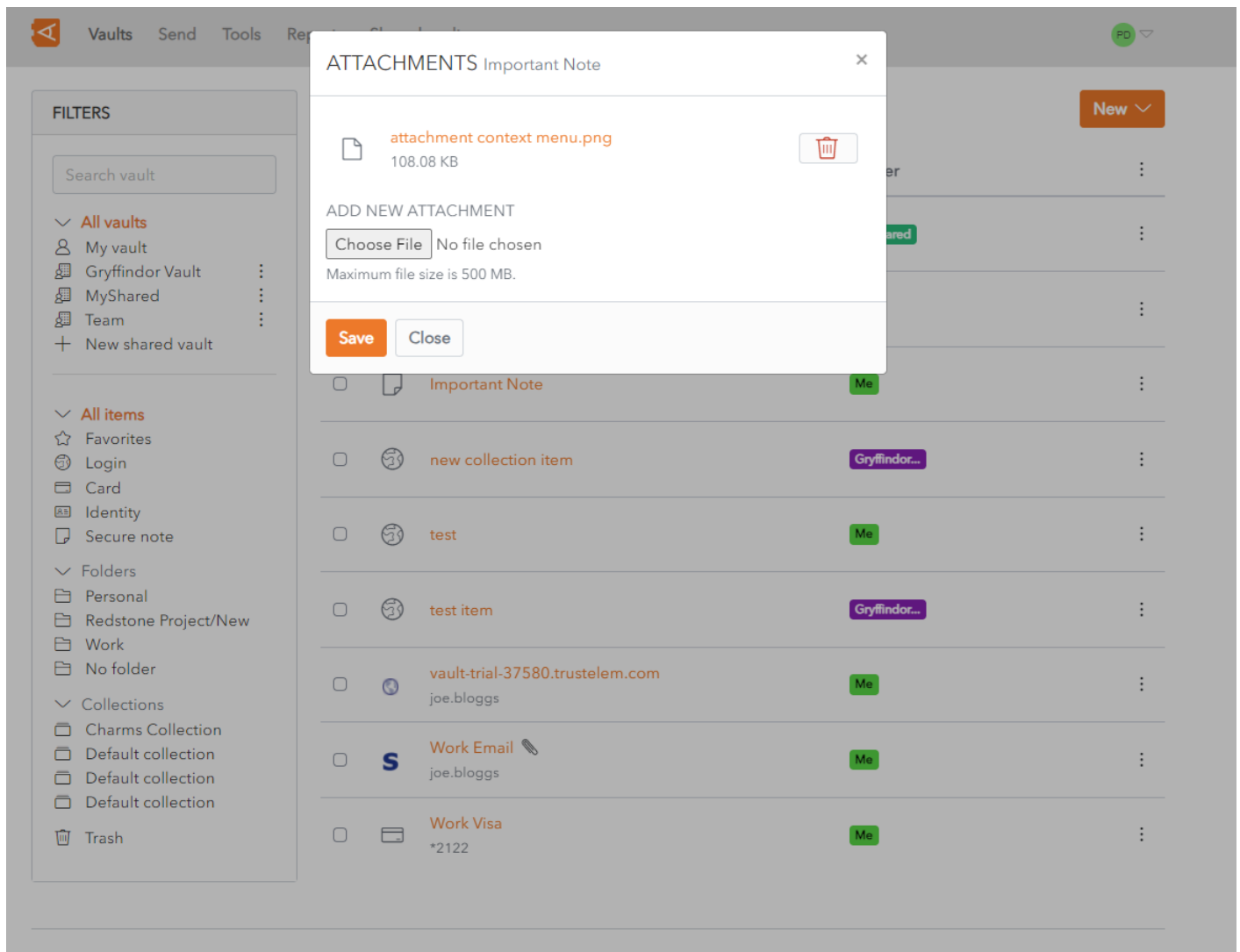
Save


Close

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**.

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