

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 application's main interface. At the top, there is a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below this is a 'FILTERS' sidebar on the left with a search bar and various categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'. The main area displays a table of vaults under the heading 'All vaults'. The table has columns for 'All', 'Name', 'Owner', and a vertical ellipsis menu. One of the vaults, 'new collection item', has its context menu open, showing options: 'Attachments' (highlighted with a red box), 'Clone', 'Move to shared vault', and 'Delete'.

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.

The screenshot shows the 'Attachments Important Note' modal dialog overlaid on the main interface. The modal contains a file entry for 'attachment context menu.png' (108.08 KB) with a trash icon. Below this, it has the 'ADD NEW ATTACHMENT' section with a 'Choose File' button, 'No file chosen' text, and a 'Maximum file size is 500 MB.' note. At the bottom of the modal are 'Save' and 'Close' buttons. The background interface shows a list of items with a paperclip icon next to 'Important Note', indicating it has attachments.

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

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