Attach a File to an Item

By default, a list allows attachments to list items. Designers can disable this feature if desired.

1. Navigate to the list.
2. Select the item for the attachment by clicking the checkbox next to the title of the item.

3. On the ribbon, click the **ITEMS** tab. In the **Manage** group, click **Edit Item**.

4. On the ribbon, click the **EDIT** tab. In the **Actions** group, click **Attach File**.

5. Browse to the file to attach, click the name of the file, and click **OK**.

6. Click **Save**.

7. Confirm that the file is attached. Click the ellipsis by the title of the item and click **View Item**.
The file is now part of the item’s properties.
