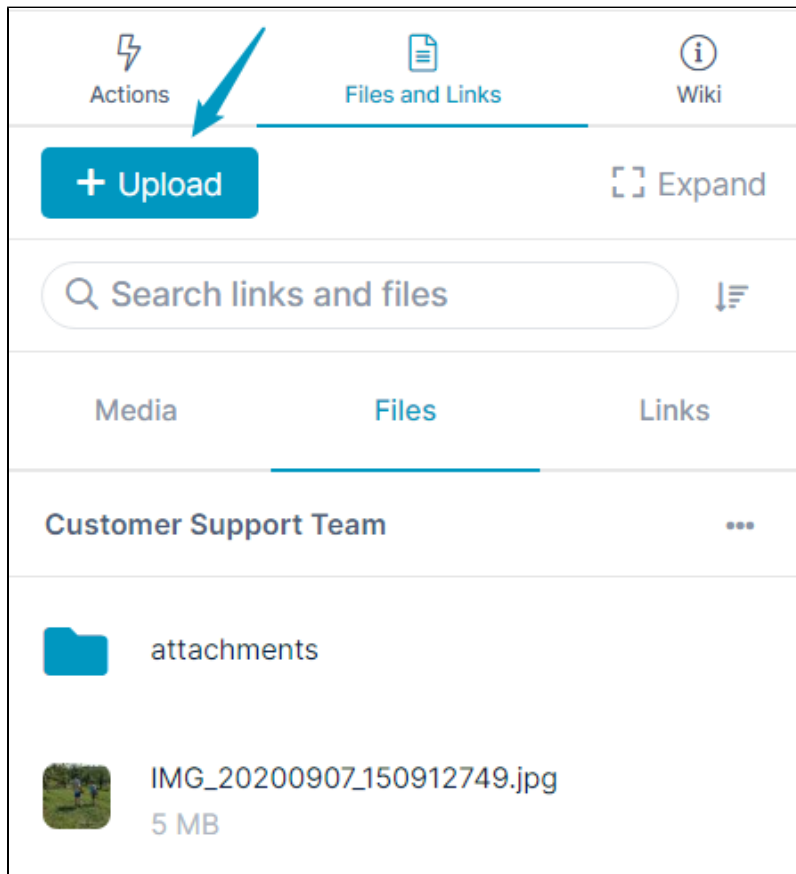


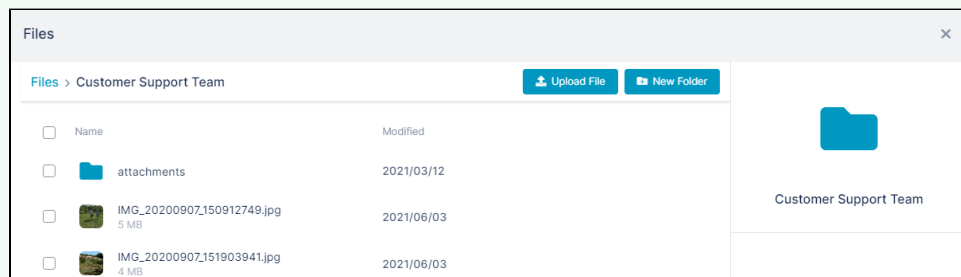
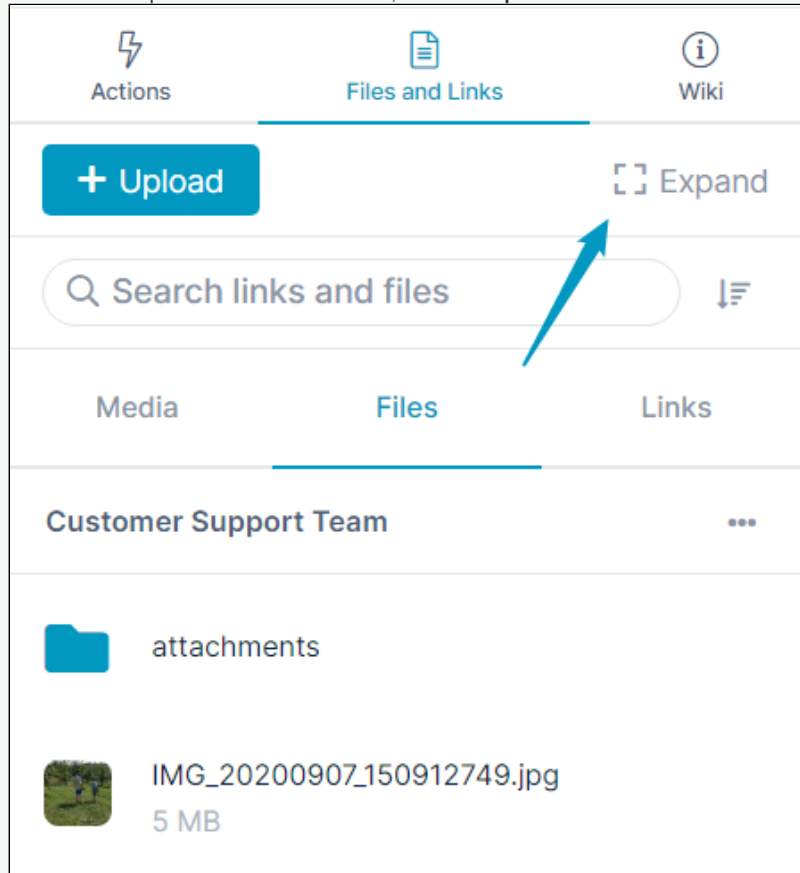
Add a File to the Files Tab

1. Open the channel.
2. In the right panel, click the **Files** tab.
The **attachments** folder is included by default.
3. Either use the upload button to upload a file to the tab or drag and drop the file.
 - a. Drag and drop: if you want to insert it at the top level of the **Files** tab drop it anywhere on the tab away from the **attachments** folder. If you want to insert it into the **attachments** folder, drop it on the **attachments** folder.
 - b. Upload:
If you want to upload the file at the top level of the **Files** tab, leave the tab as it is. If you want to upload the file into the **attachments** folder, click the **attachments** folder to open it.
Then, click the upload button and upload the file from your file system.





To work in an expanded view of the **File** tab, click the **Expand** button:



You can [create additional folders and sub-folders](#) in the **Files** tab

Also see: [Managing files and folders in Files view.](#)