## Add a file to a message

To add a file or image to a message:

- 1. Either:
  - Click the attachment (paperclip) icon when you are entering the message and upload the image or file.
  - or:Drag and drop the image over the messaging section. It appears in the message field, ready to be entered.
- 2. Click Enter.
- The file appears in the same box as the message. It also appears in the Files tab.

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