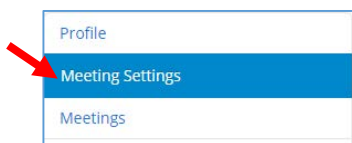


FILE TRANSFER

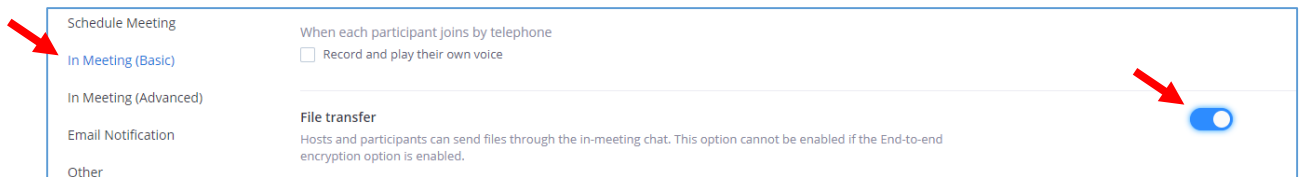
Hosts and participants can send files during a live meeting through the **Chat** window using the **File Transfer** feature. When the feature is enabled in your account, it becomes available in all meetings that you host.

ENABLE THE FEATURE:

1. Log into your account from your desktop app and select **Settings, Advanced Features, Enable Advanced** features; you will be advanced to the website portal.
2. On the website portal account page click **Meeting Settings**

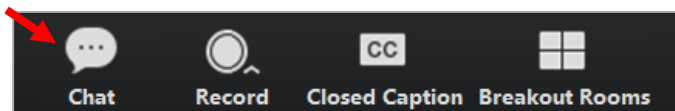


3. Scroll to **In Meeting (Basic)**
4. Locate **File transfer** – if the toggle switch is grey, click to enable this feature

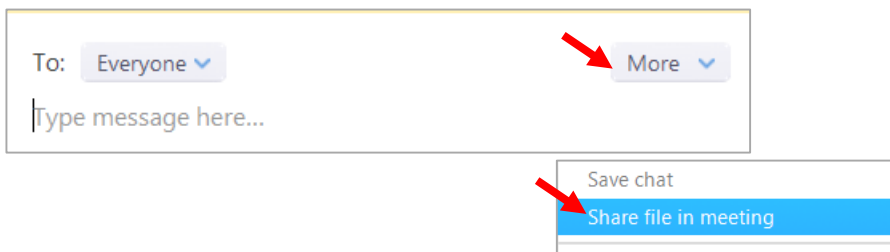


IN A LIVE MEETING:

1. When you are ready to share a file, open the **Chat** window.



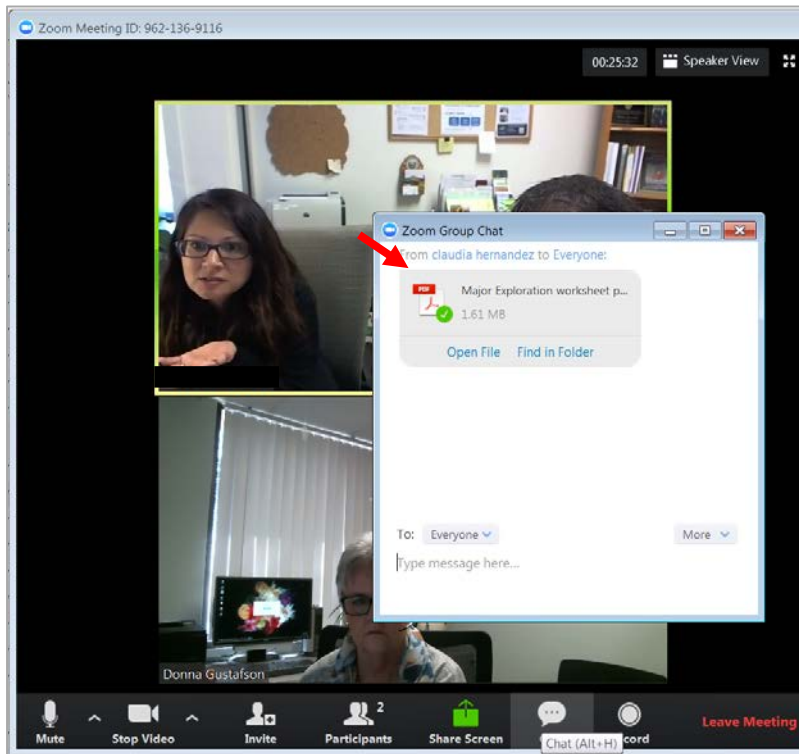
2. When the **Chat** window is open, click the **More** drop-down menu, then **Share file in meeting**, navigate to the file and **Open**.



A confirmation message will appear in the Chat window for the host.

File (ConferZoom Team Meetings - Transition .docx) sent successfully. X

Participants will see the file in the **Chat** window, then can choose to open and save the file to their own device.



Note: Files are not available in a recorded view of the live meeting.