
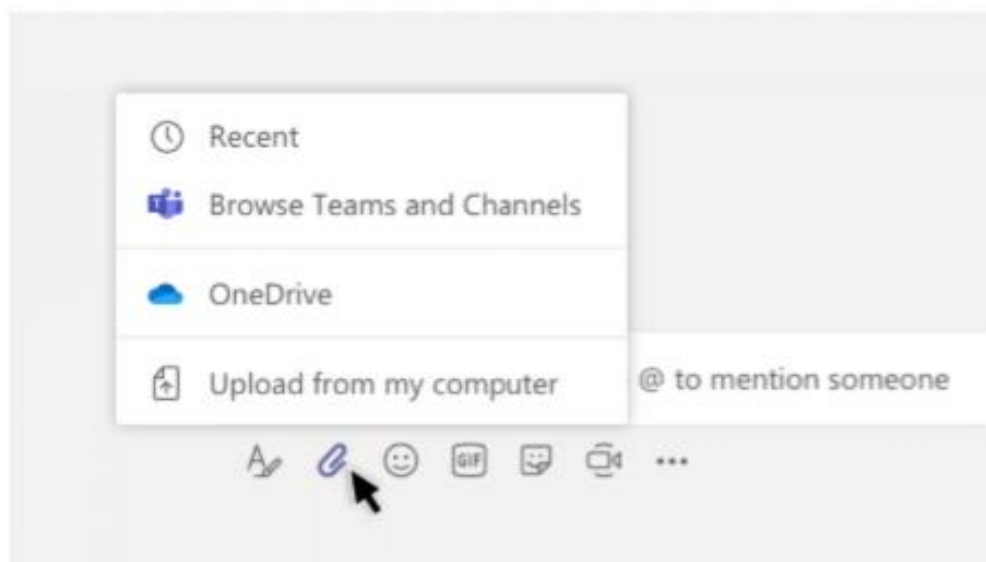



# Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



# Work with files

Click **Files**  on the left to see all files shared across all of your *teams*.  
Click **Files** at the top of a channel to see all files shared in that *channel*.  
Click **More options ...** next to a file to see what you can do with it.  
In a channel, you can instantly turn a file into a tab at the top!

