

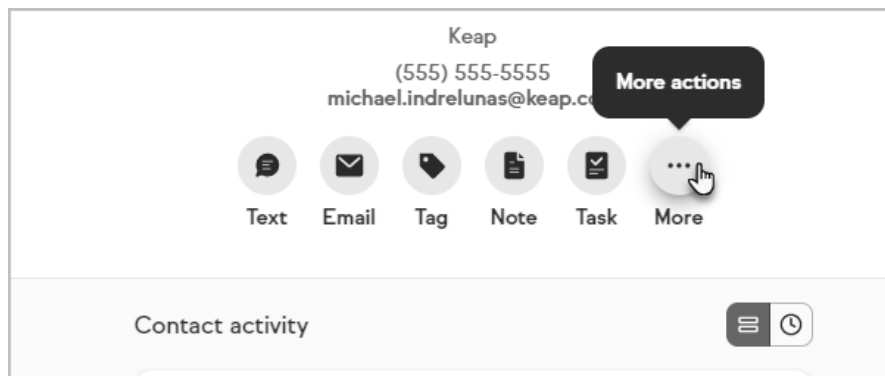
Upload a file to a contact

This article applies to:

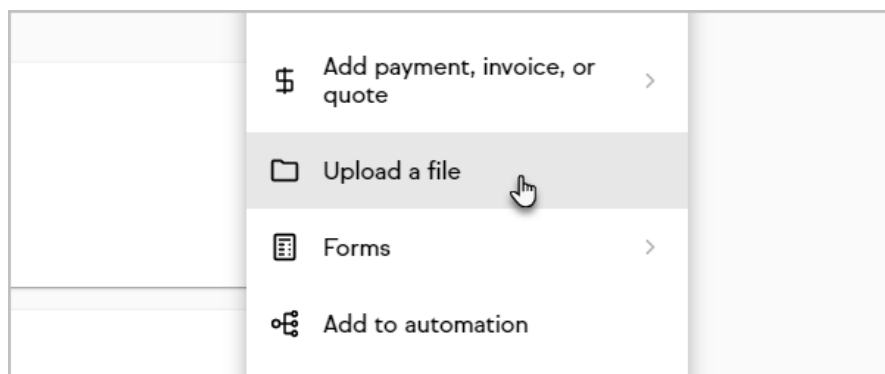
Upload files to a contact record so you never lose track of important information. You can store any file that is under 10 MB in size and download it from a contact record.

Upload a file

1. Navigate to a contact record
2. Click **More**



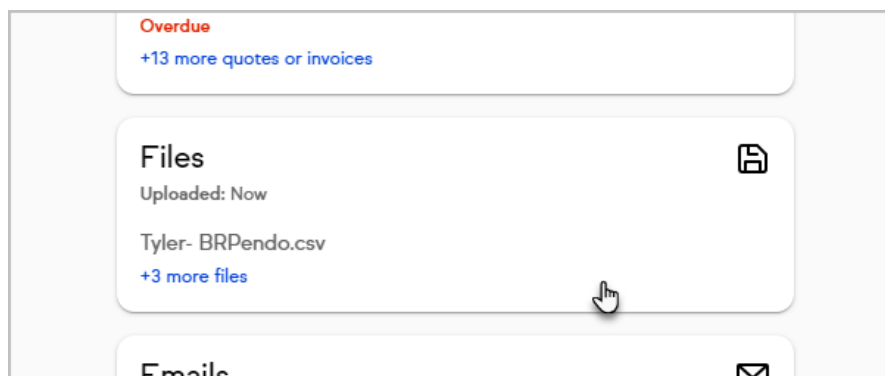
3. Click **Upload a file**



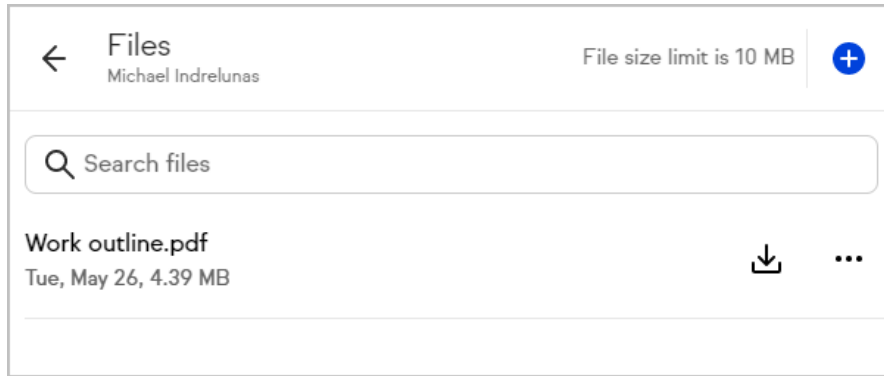
4. Select the file to upload

Access files

1. Click the File card in a contact's activity feed

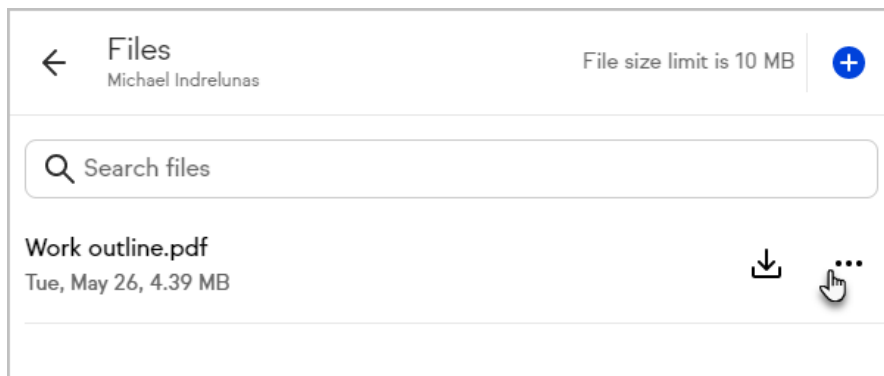


2. Locate the file, using search if necessary, and download the file or open the menu to rename or remove it

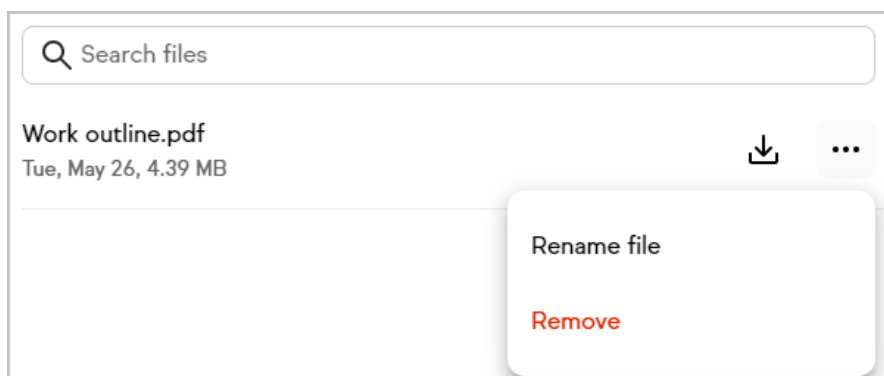


Rename or remove files

1. Access the contact's files
2. Click the three dot button next to the file you want to delete or rename



3. Select **Rename** or **Remove**



4. Confirm your changes

Supported file types

Text	Image	Data	Audio	Video
.doc	.tif	.csv	Audio	.qt
.docx	.tiff	.xlr	.wav	.mov
.log	.gif	.xls	.wma	.movie
.msg	.jpeg	.xlsx	.mp3	.hdmov
.pages	.jpg	.key	.mp4	.mnmv

Text	Image	Data	Audio	Video
.txt	.jiff	.ppt		.f4p
.wpd	.jp2	.pptx		.hdv
.wps	.jpx	.xml		.divx
.err	.j2k			.mp4
.text	.fpx			.mp4v
.pwd	.pcd			.mpg
.notes	.png			.mpeg
.xdl	.pdf			.mpeg4
.wp	.bmp			.mpeg1
.wp4	.psd			.rm
.wp5	.pspimage			.vob
.wp7	.thm			.wmv
.wsd	.yuv			.wm
				.avi
				.m4v
				.gvi
				.m2ts
