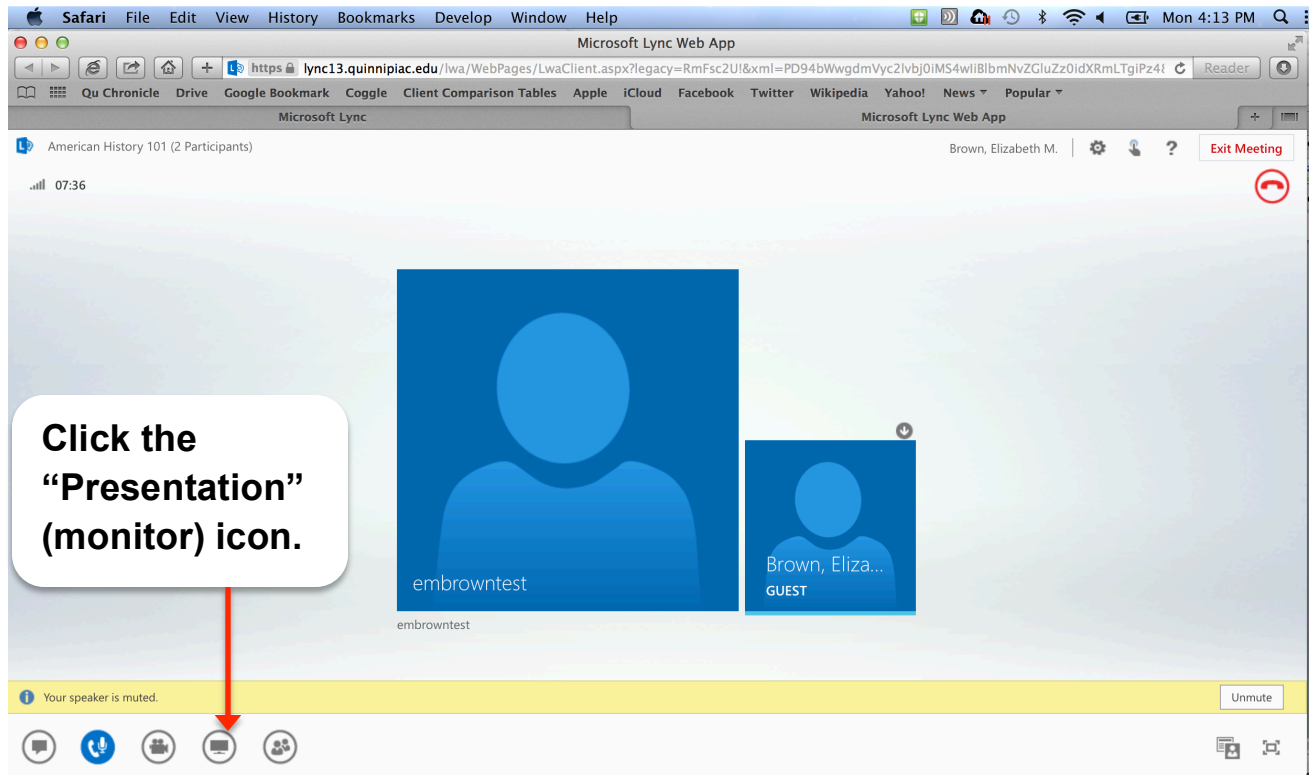


## File Sharing with Lync Web App:

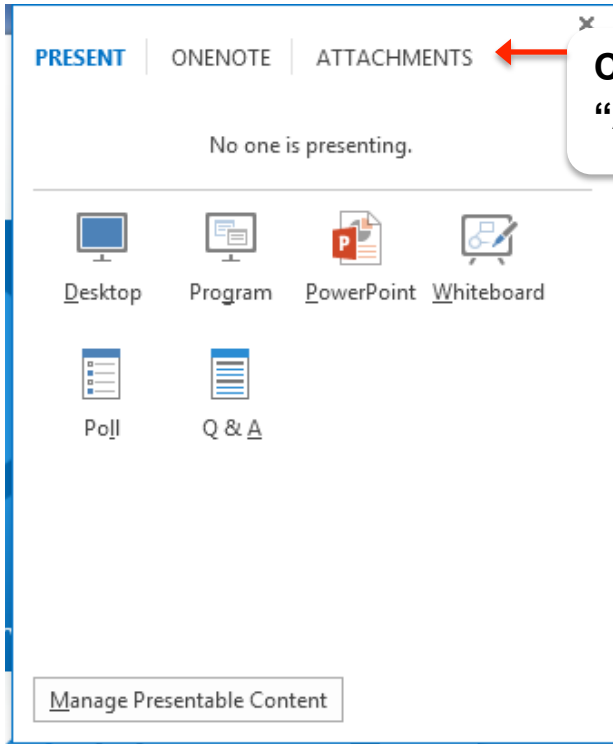
You can share files with your participants and vice versa. These instructions assume that you are already in a meeting with your participants. If you need assistance with entering a meeting with your contacts, please see the **Joining a Meeting with Lync** document.

If you wish to share files with your contacts, do the following:

1.

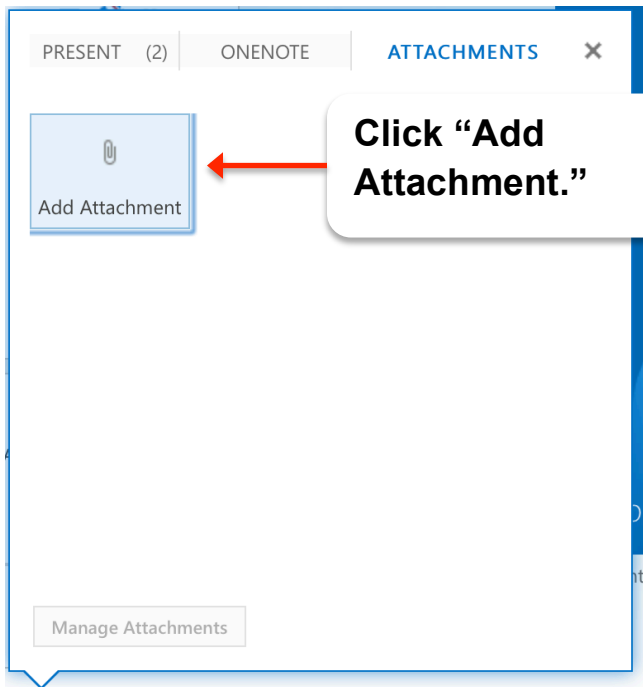


2.



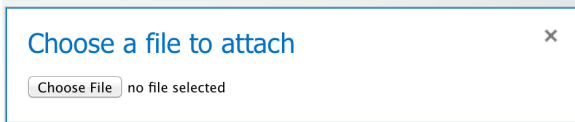
Click  
"ATTACHMENTS."

3.



Click "Add  
Attachment."

4.



Click "Choose File" to navigate to and select your file.

**Note:** Windows and Mac will look slightly different.

5. Participants navigate to their **ATTACHEMENTS** window to download the attachment.

