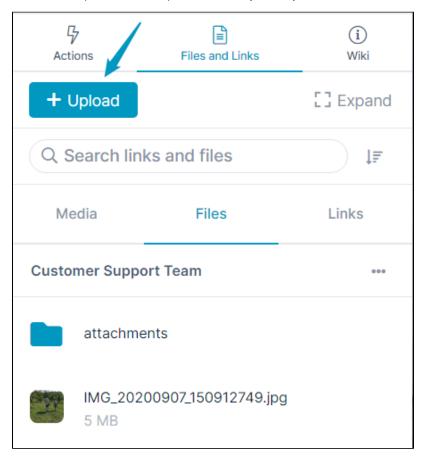
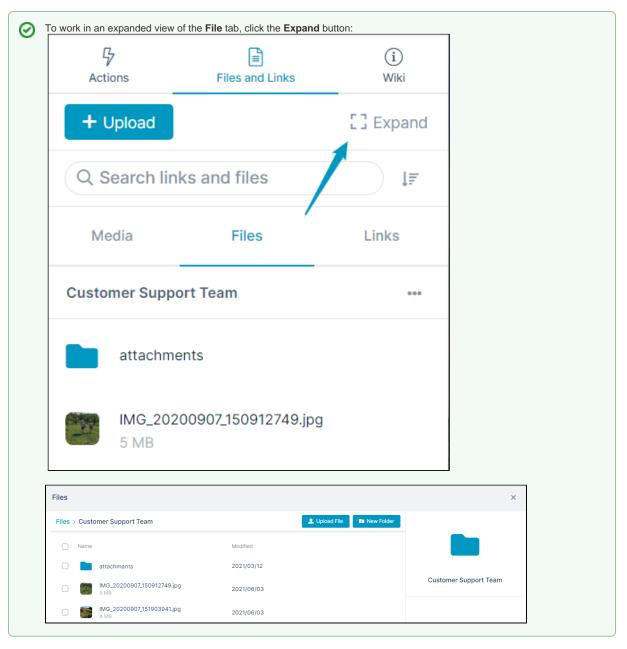
## Add a File to the Files Tab

- 1. Open the channel.
- In the right panel, click the **Files** tab.
  The **attachments** folder is included by default.
- 3. Either use the upload button to upload a file to the tab or drag and drop the file.
  - a. Drag and drop: if you want to insert it at the top level of the **Files** tab drop it anywhere on the tab away from the **attachments** folder. If you want to insert it into the **attachments** folder, drop it on the **attachments** folder.
  - b. Úpload:

If you want to upload the file at the top level of the **Files** tab, leave the tab as it is. If you want to upload the file into the **attachments** folder, click the **attachments** folder to open it.

Then, click the upload button and upload the file from your file system.





You can create additional folders and sub-folders in the Files tab

Also see: Managing files and folders in Files view.