

Attaching Files to Events

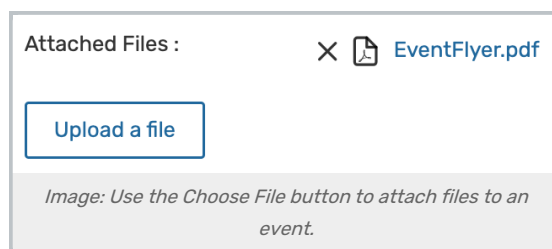


Security Note

All users with **View** rights on an event will be able to see the event's file attachments.

If you can't view or add file attachments but believe you should be able to, please contact your 25Live Administrator.

25Live allows you to attach files to events if your institution has configured and allowed file attachments.



Limitations:

- The maximum number of attachments per event is ten
- Files may not exceed 25MB
- Allowed file types include:
 - PDF, TXT, RTF
 - JPG, JPEG, PNG, GIF
 - DOC, DOCX
 - XSL, XSLX, CSV
 - MSG

When inline editing an event or updating it through an event form, you can use the **Upload a file** button to attach a file. Use the **X** button to remove existing files.



Tip: Running an Advanced Search Can Locate Events With Files Attached

Use the **Has File** and **File Name** options when running an [advanced event search](#) to return events that have any file attached or events that have a specific file attached.