

Cisco Webex Teams

Share Files with Others in Cisco Webex Teams

Add information and personality to your spaces by sharing files, attachments, photos, and videos in the Webex Teams app.

You can share most types of files except for .tif files, and the largest file size that you can upload to a space is 2 GB. You can also preview documents without downloading them first if they're a maximum of 100 pages and one of these file types: .doc, .docx, .gif, .jpeg, .pdf, .png, .ppt, .pptx, .svg, .xls, and .xlsx

When you add animated GIFs, they'll play automatically in the app if you keep their file size to under 2 MB.

Windows and Mac

Drag and drop the file into the message area, click **Attachment**  to select a file, or click **Screen capture**  to select a part of your screen to capture. Then press Enter to send the file.

Web

Drag and drop the file into the message area and press **Enter** or click  **Attach Files**, and select your file.

iPhone and iPad

1. You can share a lot of different types of files:

Files  —Select **Locations** to choose any cloud storage app on your phone, such as iCloud Drive or Google Drive.

You'll see that iCloud Drive is always available because that's the default place where files that aren't images are saved on your iPhone or iPad.

- Photos  —share a photo or video that you've already taken.
- Picture  —take a new photo or video.

2. Select the files you want and tap **Send**.

You can also drag and drop files to share them on iPads using iOS 11. Just touch and hold the file or image you want to share and drag it to a space.

Android

1. Tap to share a lot of different types of files:

-  **Take Photo**—take a photo.
-  **Choose Existing Photo**—share a photo or video that you've already taken.
-  **Choose File**—choose any cloud storage app that you're using on your phone such as Dropbox or Google Drive.
-  **Take Video**—take a new video.
-  **My Personal Meeting Room**—send a link to your Webex meeting room.

2. Tap Send.