1. Once you are in a Zoom session, click the “Chat” button located next to the green “Share Screen” button at the bottom of the screen.



1. The “Chat” screen should now be open. Above the chat bar, where it says “To: Everyone”, there should be a paper icon with the upper right corner folded with the word “File” next to the icon. Click on the icon or word.



1. When the icon or button is clicked, you will have the option to upload a file from your Dropbox, Microsoft OneDrive, Google Drive, Box, or straight from your computer.



1. Once the file is selected and uploaded into the chat, the file will be present within the chat and everyone in the Zoom session will be able to download the file onto their own computer and access the file.



1. To download a file **someone else in the chat** sent, click the “Download” button below the file within the Zoom chat box.

