

A2011 - Account : Attached files

Overview

You can Share files and links from Salesforce or from your computer with people by attaching them to posts or comments.

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Step-By-Step

STEP 1

1- In Tabs => Click on **"Accounts"**

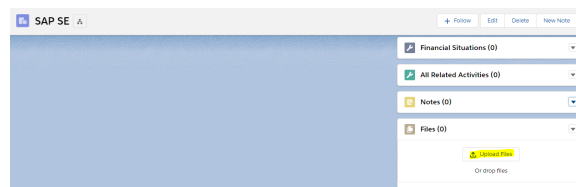
[blocked URL](#)

2- In View Menus => Select **"My Accounts"**

3- In ListViews => Click on **"Account"**
e.g. SAP SE

STEP 2

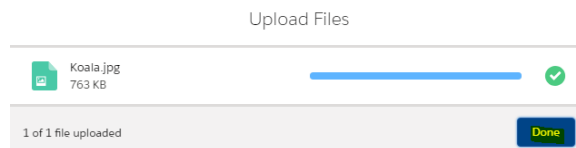
Scroll down to the **"Files"** related list and click in the button **"Upload files"**



STEP 3

In your computer **"Select the file you want to upload"**

A window of download appears and click on **"Done"** and the file is uploaded



Related articles

- [A2010 - Account : New Notes](#)

Need help?

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
 - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
 - Process : Data & Analysis
 - PTP-Subprocess: Purchasing Tools Support
 - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.