

# In-Meeting File Transfer

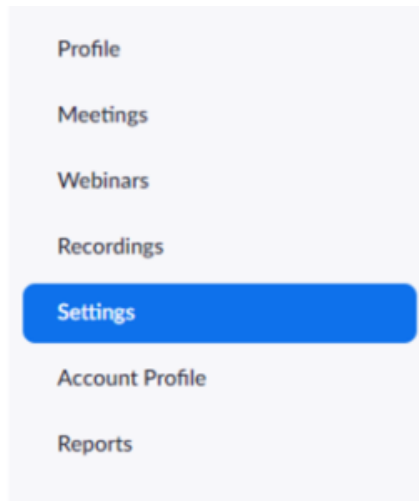
In-Meeting file transfer allows you to send files to other meeting participants during the meeting through the in-meeting chat.

- [Enabling In-Meeting File Transfer](#)
- [Using In-Meeting file transfer:](#)

## Enabling In-Meeting File Transfer


To enable the In-Meeting file transfer feature for your own use:

1. Sign in to the Zoom web portal.
2. Click **Settings**.



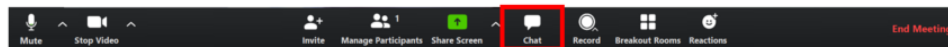
3. Navigate to the **File Transfer** option on the **Meeting** tab and verify that the setting is enabled.
4. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



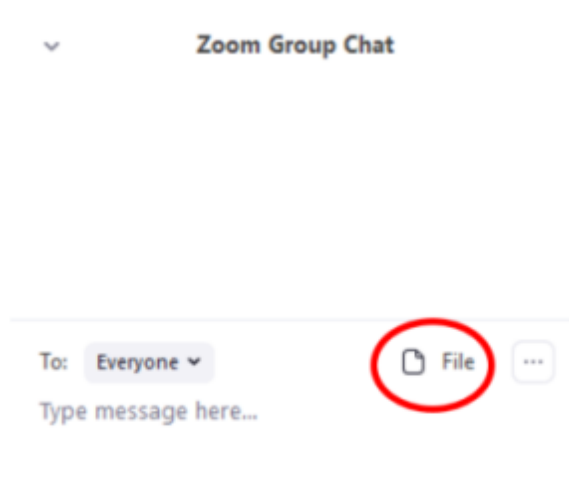
 For security purposes, the file types/file extensions that can be shared via file transfer can be limited.

## Using In-Meeting file transfer:

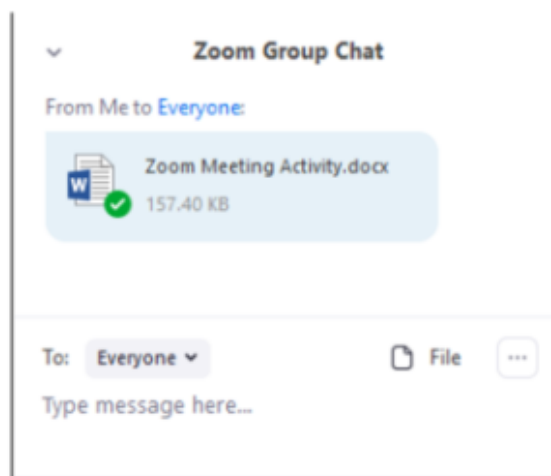
1. During a Zoom meeting click on **Chat**.



2. Select **More** and Click on **File** to send a file.



3. The following indication will be seen once the file is successfully sent.



4. The participants will see a notice when a file is sent and will be given the option to download the file. Once **Download** is selected, they will be able to view the file.