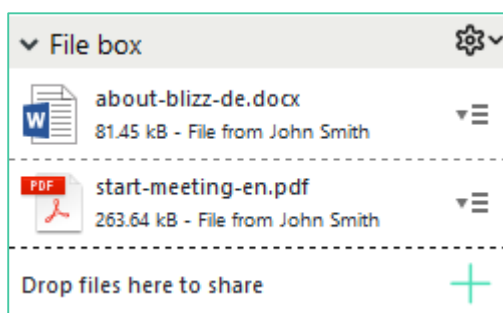


File Box

Meeting participants can download files from each other via the file box feature.

You can include files in the file box from your local device, a network, or an online service.

All shared files are listed in the **File Box** area.



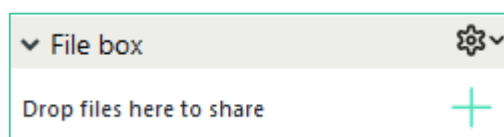
All participants can upload files to the file box. A specific role is not required for this.

In This Article

- Selecting Files via Drag & Drop
- Selecting Files via the Selection Dialog Box
- Selecting Files via an Online Service
- Opening Files
- Removing Files from the File Box
- Restricting the Availability of the Files

Selecting Files via Drag & Drop

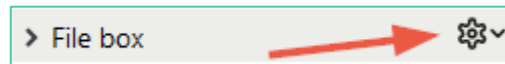
1. In the Blizz panel, expand the **File Box** area.



2. Drag and drop the file that you want to share to the to the area next to the plus sign.

Selecting Files via the Selection Dialog Box

1. Click on the gear symbol in the title bar for the **File Box** area to open the drop-down menu.



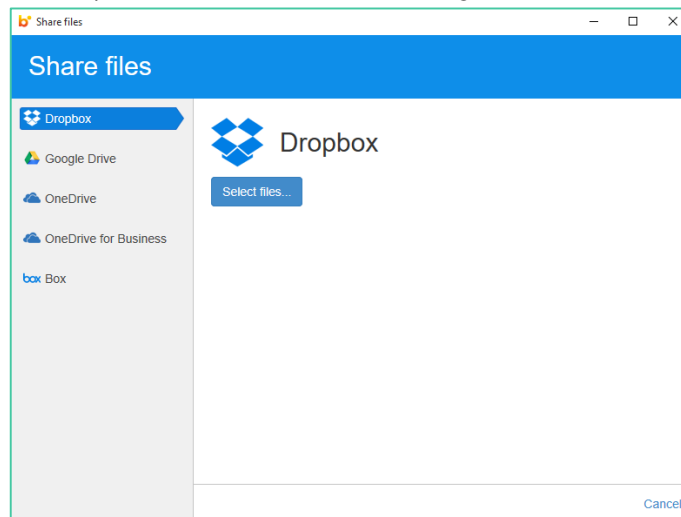
2. In the menu, select the **Computer** function.
This opens a file selection window.
3. Select the desired file.

Selecting Files via an Online Service

1. Click on the gear symbol in the title bar for the **File Box** area to open the drop-down menu.




2. In the menu, select the **Dropbox, Google Drive, ...** function.
This opens the **Share Files** dialog box.




3. Click on the service that you would like to use.
4. Click on **Select Files**.
5. Log in with your access credentials and select the desired files.

Opening Files

1. Click on the  menu symbol to the right of the file.
2. Select the **Open** function.
The corresponding file will open with the default program for its file type.

Removing Files from the File Box

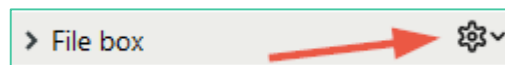
When you remove a file from the file box, it will no longer be shared.

1. Click on the  menu symbol to the right of the file.
2. Select the **Remove from File Box** function.

Restricting the Availability of the Files

By default, all participants will see all of the files present in the file box. However, the organizer can restrict this availability so that each participant only sees his or her own files as well as the files from the organizer. The organizer will still see all of the files.

1. Click on the gear symbol in the title bar for the **File Box** area to open the drop-down menu.



2. Deactivate the **Participants Share Their Files with All** menu function.

Related Topics

Starting a Meeting