

## **Upload Photos to a Conversation**

- 1. From a Conversation, click the **Photos** tab.
- 2. Drag and drop documents with the specified file extensions to the **Drag here to upload a new photo** section. Or click the **Add Photo** button then navigate to, select the files you want to upload, and click **Open** in Windows Explorer.

**NOTE:** Photos can be made public or private as well.