

Attaching files to Lists in SharePoint

Most of us think Libraries for documents and Lists for data in SharePoint. However, you can actually attach files to list items.

Check the box to the left of the List item. On the Ribbon, choose the Items tab. In the Actions group, click the Attach File button, browse for and attach your file. To access the attachment, click the link to open the List item and look for the hyperlink to the attached file in the Attachments section of the form.

By default, lists allow for attachments. If the creator of the list has disallowed this feature, it won't work.