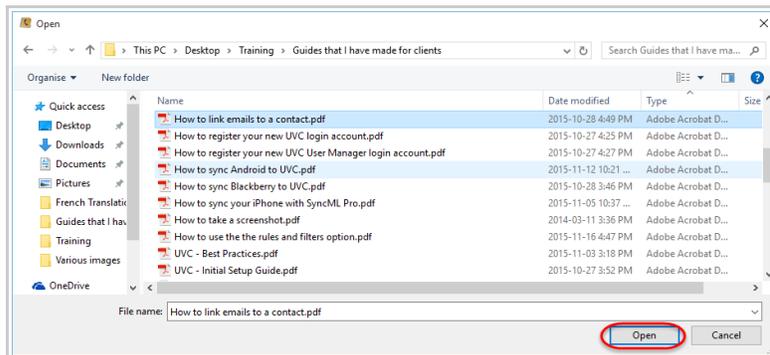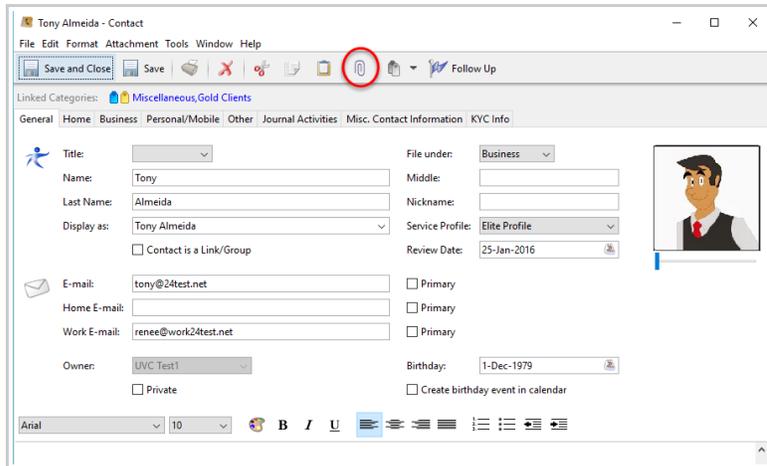## How to add Attachments to Contacts

There are currently 2 methods of attaching a file or image to a contact in UVC.

Method 1

1. Open an existing contact profile information window.

2. Use the **paper clip** icon to find and add your attachment to your current opened contact profile.

3. Once your attachment is successfully added click on the **Save and Closed** button to save your changes.
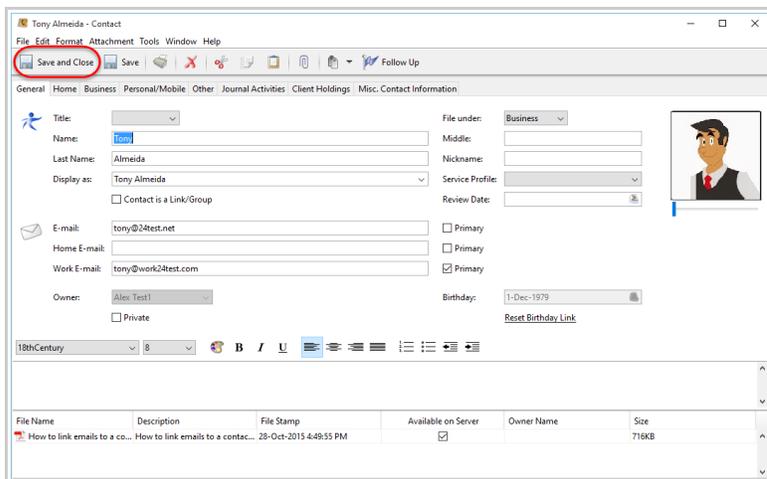
Failure to click on that button will not save the attachment on the selected client.

Method 2

1. Open an existing contact profile information window.

2. **Drag and drop** the file or image to the contacts profile.
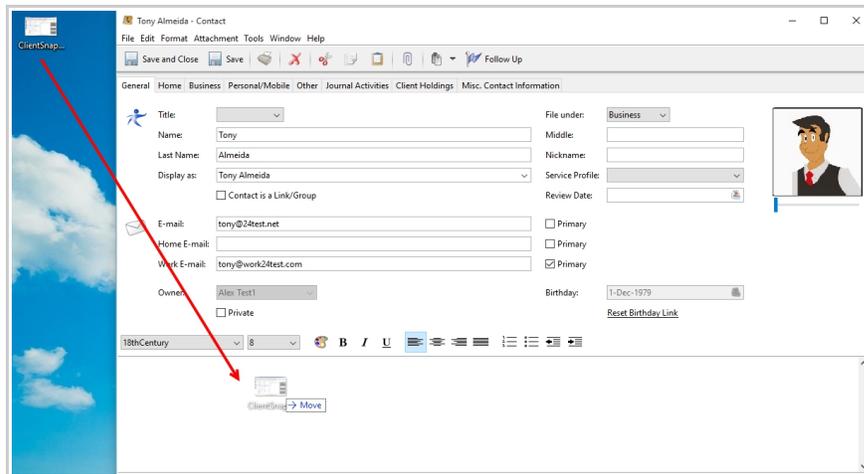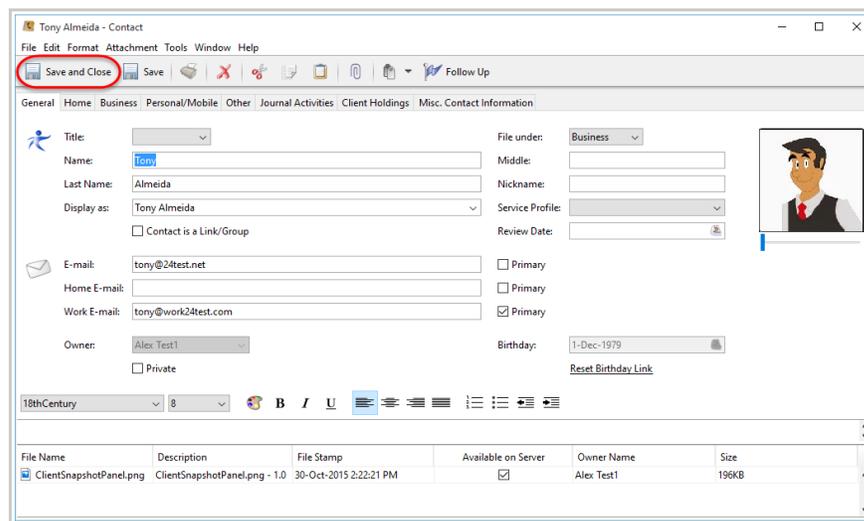

3. Once your attachment is successfully added click on the **Save and Closed** button to save your changes. Failure to click on that button will not save the attachment on the selected client.

If you ever want to delete a file or image attached to a contacts profile you simply have to open the contacts profile and select the file or image you want to delete and right click and select the option **Remove**.

Once your attachment is successfully deleted click on the **Save and Closed** button to save your changes. Failure to click on that button will not remove the file or image on the selected client.