Enable and Disable Attaching Files to Meetings (Meetings tab)

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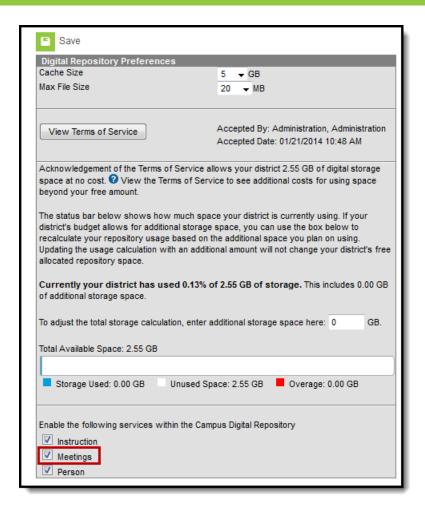
For the most up-to-date information on this functionality, please see the **Digital Repository Preferences** article.

Classic View: *System Administration > Digital Repository > Preferences > Meetings*
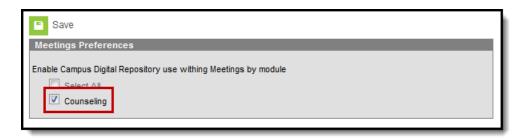
Search Term: *Digital Repository Preferences*

When creating meetings, counselors can have the option to attach files to meetings for later use. Two controls determine whether file attachment is enabled for the Meetings tool in the Counseling module. Mark both the **Meetings** checkbox in the general preferences on the Digital Repository tab and the **Counseling** checkbox in the Meetings tab to enable file attachments for counseling meetings.

Enabling Meetings Attachments in the Digital Repository Preferences

Enabling Meetings Attachments for the Counseling Module