

# Enable and Disable Attaching Files to Meetings (Meetings tab)

Last Modified on 10/22/2022 10:07 am CDT

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.

Save

### Digital Repository Preferences

Cache Size: 5 GB  
 Max File Size: 20 MB

[View Terms of Service](#) Accepted By: Administration, Administration  
 Accepted Date: 01/21/2014 10:48 AM

Acknowledgement of the Terms of Service allows your district 2.55 GB of digital storage space at no cost. [View the Terms of Service](#) to see additional costs for using space beyond your free amount.

The status bar below shows how much space your district is currently using. If your district's budget allows for additional storage space, you can use the box below to recalculate your repository usage based on the additional space you plan on using. Updating the usage calculation with an additional amount will not change your district's free allocated repository space.

**Currently your district has used 0.13% of 2.55 GB of storage.** This includes 0.00 GB of additional storage space.

To adjust the total storage calculation, enter additional storage space here:  GB.

Total Available Space: 2.55 GB

Storage Used: 0.00 GB    Unused Space: 2.55 GB    Overage: 0.00 GB

Enable the following services within the Campus Digital Repository

- Instruction
- Meetings
- Person

*Enabling Meetings Attachments in the Digital Repository Preferences*

Save

### Meetings Preferences

Enable Campus Digital Repository use withing Meetings by module

Select All

- Counseling

*Enabling Meetings Attachments for the Counseling Module*