

Updated March 23, 2020

## Adding Files in Workplace

Please note: Files can only be added from computers, not mobile devices.

Workplace Help Center page on Photos and Files [CLICK HERE](#)

### We have a responsibility to protect our patients' privacy.

It is vital to understand that **no protected health information (PHI) may be stated or uploaded to Workplace.** Never discuss, post or message any patient-related information or photos on Workplace or on any other social media. This applies to your own family members who may be Beacon patients, too.

Even if you don't use names, posting patient-related information could lead to a reportable breach and serious consequences for you and for Beacon. This applies to Workplace and any other social media you may use.

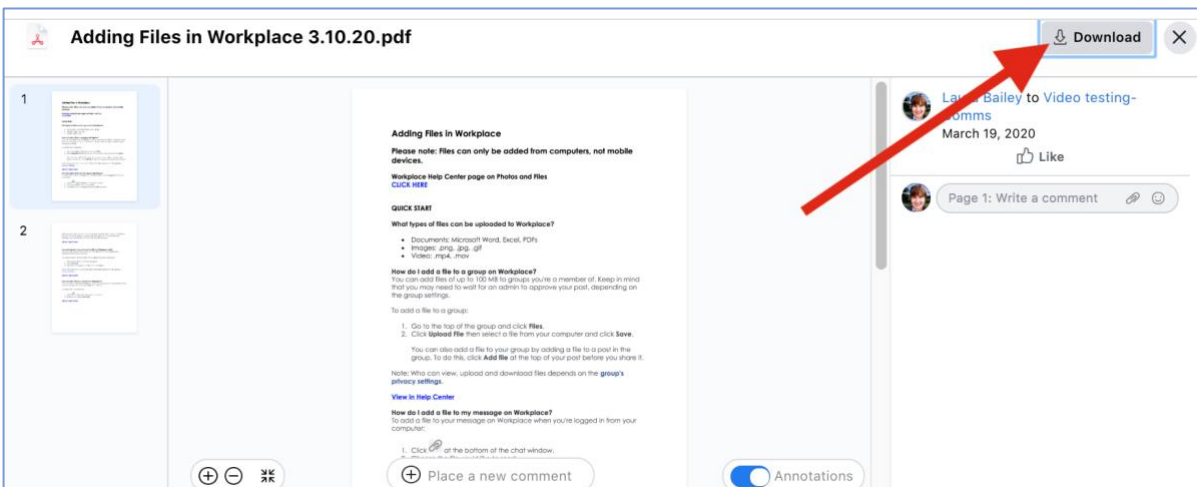
**If you identify a document or post with PHI, please notify the Help Desk immediately!**

### What types of files can be uploaded to Workplace?

- Documents: Microsoft Word, Excel, PDFs
- Images: .png, .jpg, .gif
- Video: .mp4, .mov

### How do I download and print files from Workplace?

1. Click on the document file you want to download or print.
2. Click download as shown below to save the document to your computer. Check your "Downloads" folder.
3. Open the downloaded document and print.



## Where can I view all files added to a group on Workplace?

To view files added to a group:

- Go to a group and click the **Files** tab located under the group name as shown below.
- Click a file to view it.

Note: The files tab will only appear after a file has been added to a group.



## How do I add a file to a group on Workplace?

You can add files of up to 100 MB to groups you're a member of. Keep in mind that you may need to wait for an admin to approve your post, depending on the group settings. To add a file to a group:

1. Go to the top of the group and click **Files**.
2. Click **Upload File** then select a file from your computer and click **Save**.


You can also add a file to your group by adding a file to a post in the group. To do this, click **Add file** at the top of your post before you share it.

Note: Who can view, upload and download files depends on the [group's privacy settings](#). [View this topic in Help Center](#).

(continued...)

### How do I add a file to my message on Workplace?

To add a file to your message on Workplace when you're logged in from your computer:

1. Click  at the bottom of the chat window.
2. Choose the file you'd like to send.
3. Complete your message and press **Enter** to send.

When you include a link to a website in your message (ex: a video or article), a preview of the link will be added to the conversation. Once the preview appears, you can delete the link to just send the preview.

[View this topic in Help Center.](#)

### How do I upload a new version of my file to a Workplace post?

To upload a new version of a file to your post from your computer:


1. Click on the title of the file in the post.
2. Click **Edit Post**.
3. Remove and replace the file, then click **Save**.

Note: Who can view, upload and download files depends on the [group's privacy settings](#). [View this topic in Help Center.](#)

### How do I add a file to a comment on Workplace?

You can reply to posts by attaching a file, depending on your organization's file upload settings. Files must be smaller than 100 MB.

To add a file to a comment:

1. Click  in the comments section of a post.
2. Select a file, then press **Enter**.