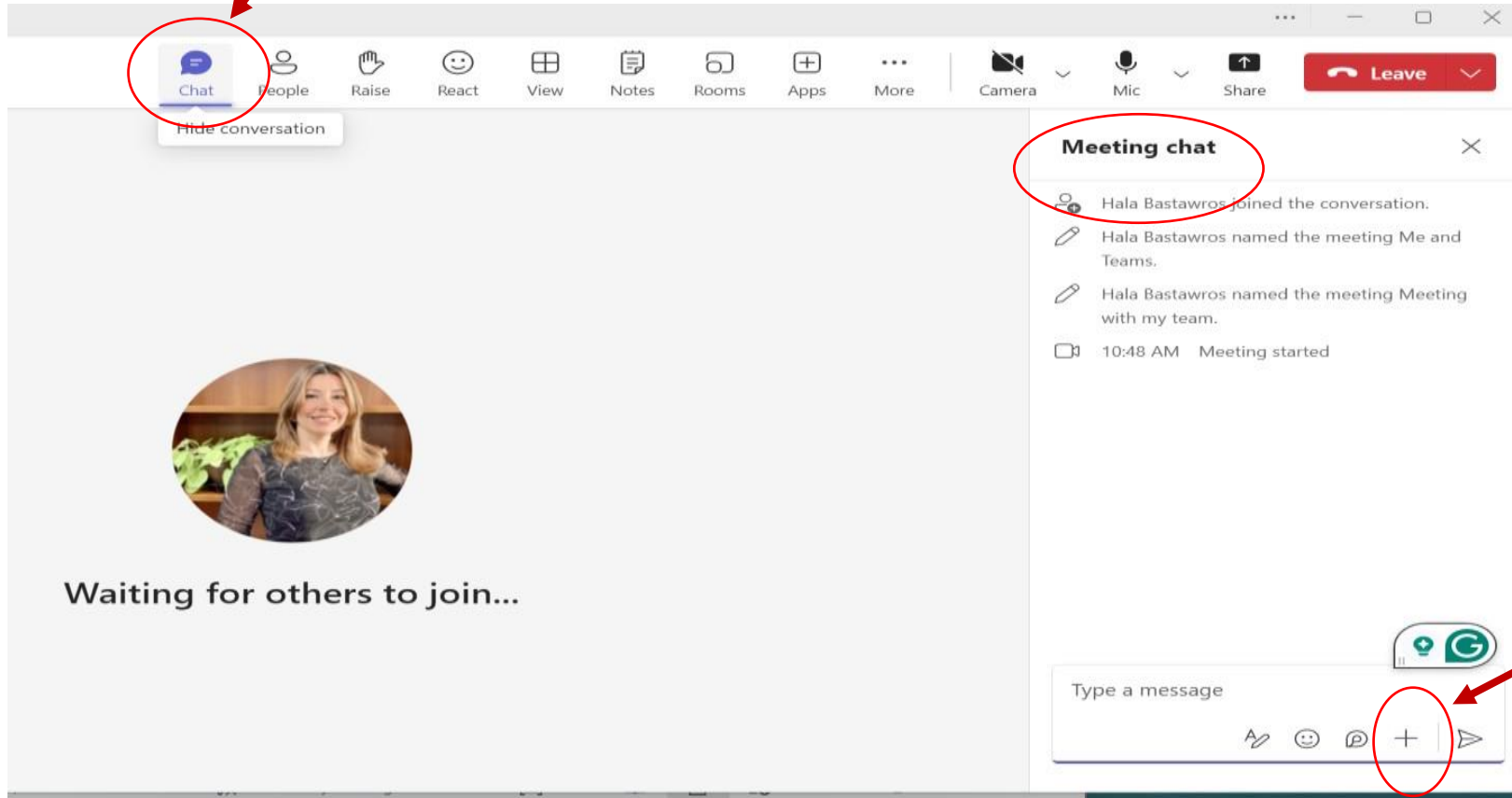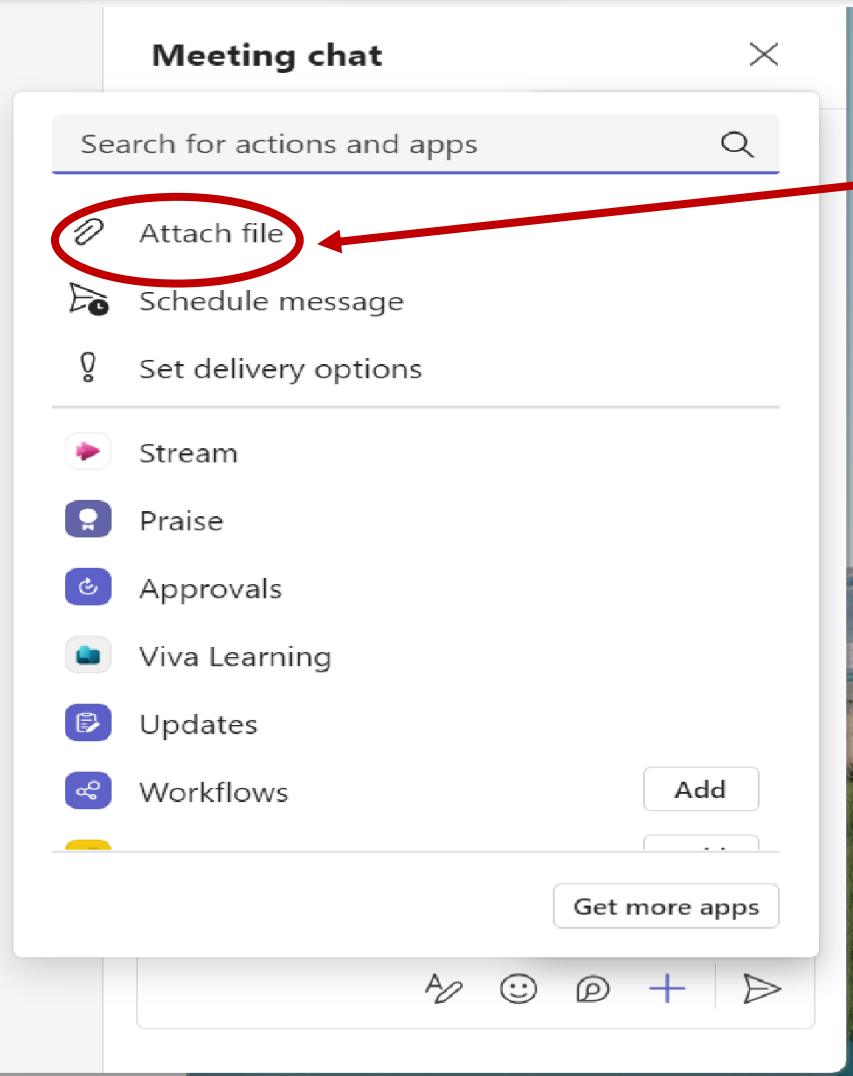1. Click on the chat icon (speech bubble)
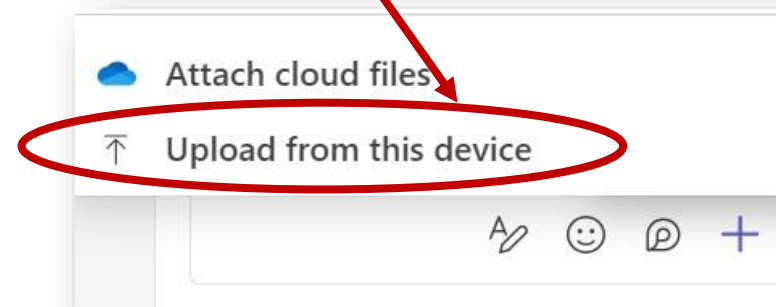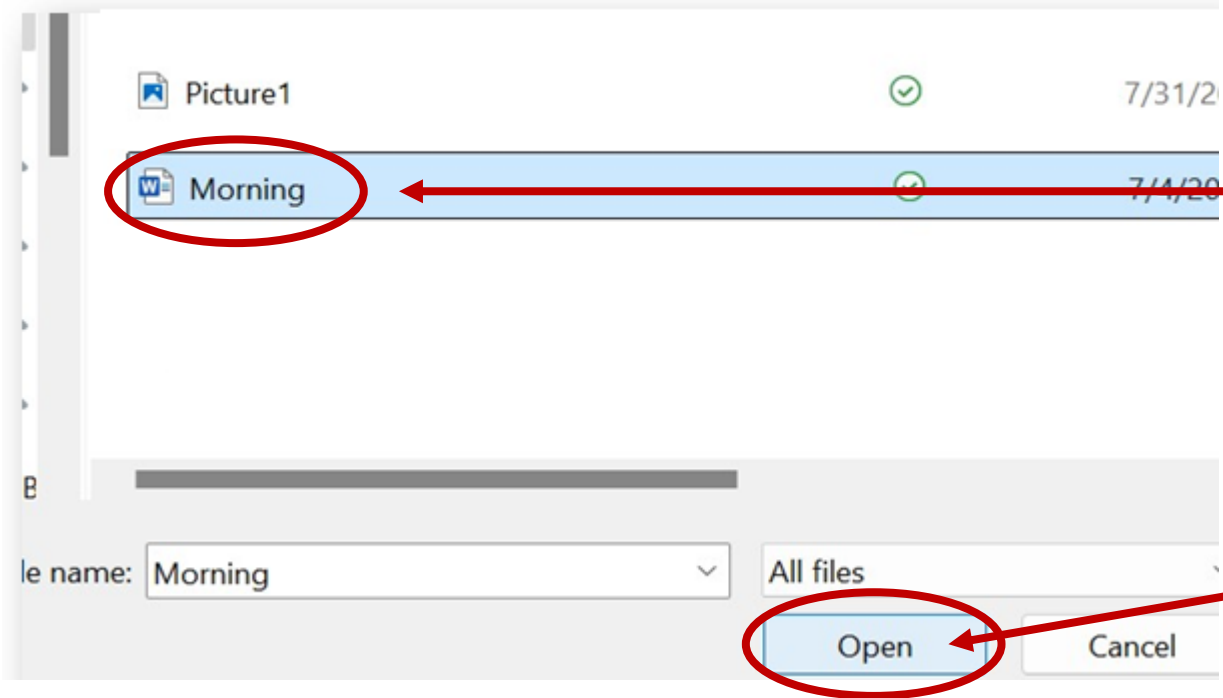

2. In the Meeting chat, click on the + sign.

3. Click on Attach a file.

4. Then click "Upload from this device".

5. Click on the file you want to send.

6. Click "Open".