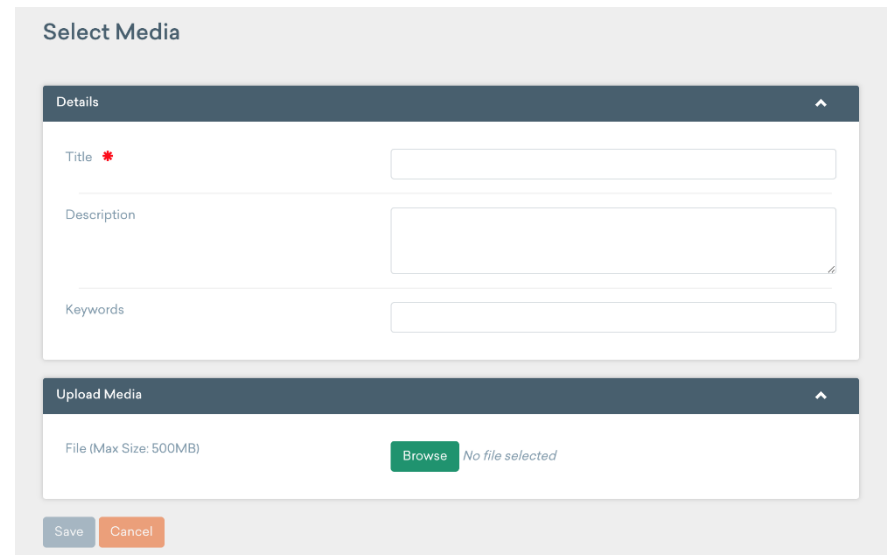# How to Attach a Media File to a Session Group

Media files can be uploaded and associated to Session Groups as evidence. To upload a file and associate this with a Session Group:

- Hover over **Work** and select **Session Groups**

- Select the relevant **Session Group**

- Click on **Media** from the sections on the left-hand side

- Click on the **Upload** icon

- Complete the relevant information about the file, such as **Title** and **Description**

- Click **Browse** and select the file you wish to upload

- Once the file has finished uploading, click **Save**

Select Media

Details	^

Title *

Description

Keywords

Upload Media	^

File (Max Size: 500MB)   Browse *No file selected*

Save   Cancel