Share attachments with specified file extensions

Fluorine

To share only certain attachment file types (e.g., .xlsx, .jpg, .csv), you will need list the file types you want to share in the **Share Attachments with These File Extensions Only** field under the **Advanced** tab for any dynamic share.

Prerequisites

⚠️ First, you will need to create a dynamic share.

Procedure

To specify the attachment file types that you want to share, follow these steps:

1

Access your dynamic share

Log into your sharing ServiceNow instance and navigate to **Perspectium** > **Replicator** > **Dynamic Share**. Then, click into the dynamic share that you want to include embedded images or videos with.

2

Click Advanced

Click the **Advanced** box in the right-hand side of the form. Then, click the **Advanced** tab to access advanced settings.

3

Specify file extensions

In the **Share Attachments with These File Extensions Only** field, list the file extensions that you want to share out of your source instance. Your list of file extensions must be comma-separated and include no dots (.) or spaces.

4

Click update

Near the bottom left-hand corner of the form (just above **Related Links**), click **Update** to save the changes to your dynamic share.

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