

# Kaltura Meetings - Play or Share Your Uploaded Files

Share your uploaded files for synchronous viewing in your live session by playing files from Files or your Playlist.

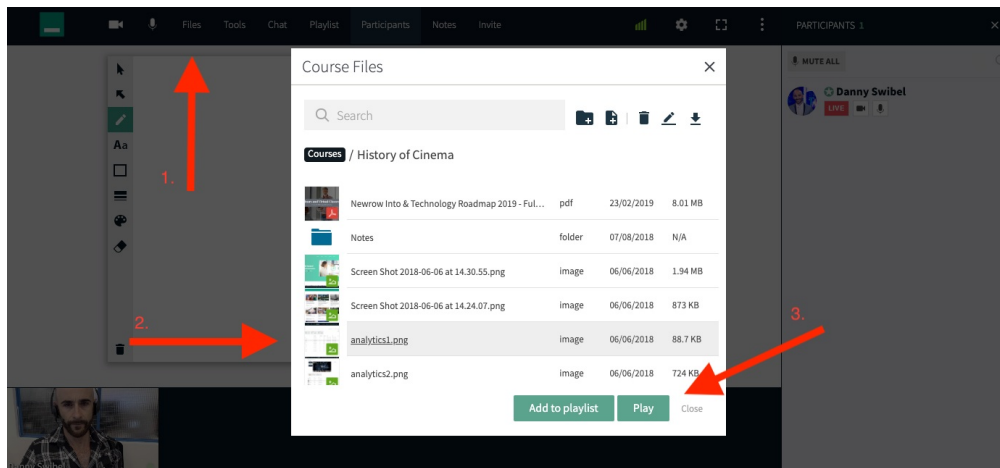
## Play A File From Files

1. Click **Files**.
2. Navigate your cloud storage and select a file you want to share.
3. Click **Play**.

□By default, all microphones are disabled while a video is being played in the room. This is to prevent echoes caused by participants' speakers being streamed back into the room. Microphones are re-enabled automatically when the video is paused or stopped.

The microphone settings may be configured both through the room settings menu or at the company level by Kaltura's backend.

□The file you launch, whether a video, PowerPoint presentation or any other file, will be viewed by everyone simultaneously in the live session.



## Play A File From Your Playlist

1. Navigate to the playlist.
2. Select the file you want to play to display it on stage.

[template("cat-subscribe")]