Add attachments to media in legacy Video Portal

Last Modified on 07/12/2026 3:28 pm IDT

This article is designated for all users.

About

Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content.

Attachments aren't supported for Interactive Video entries, and the Attachments tab isn't available for those entries.

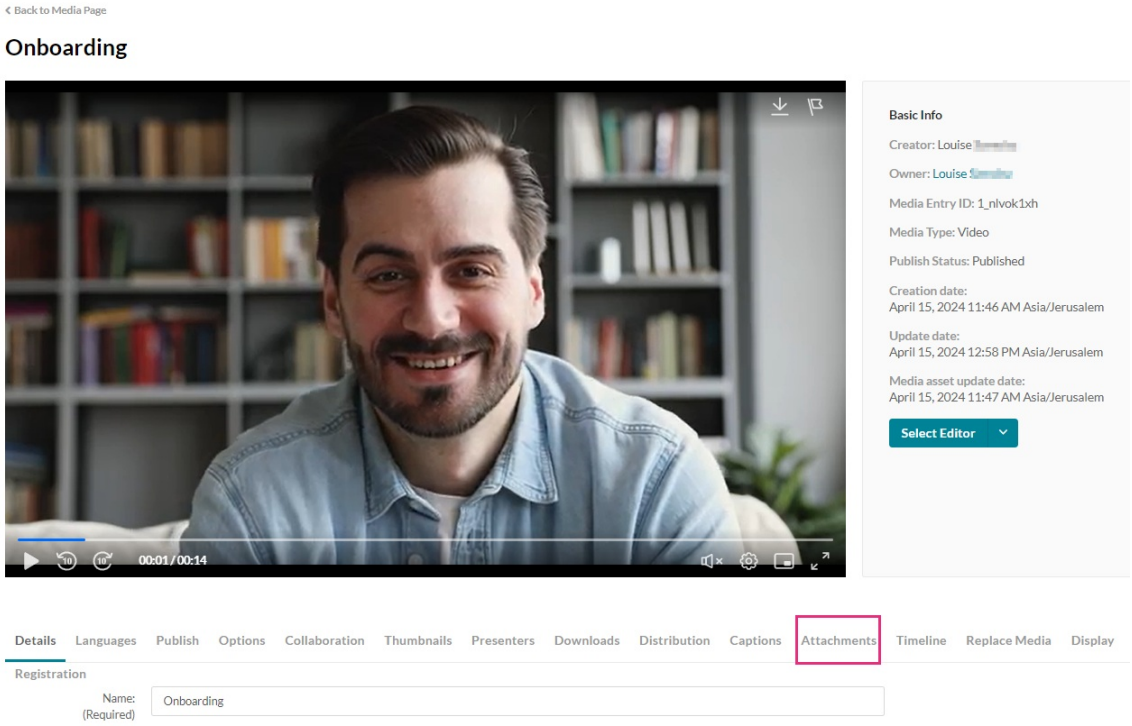
This feature requires the Attachments module to be enabled.

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the Content Hubs category.

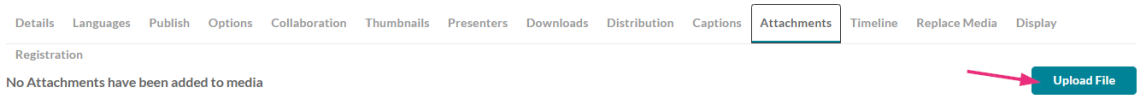
Upload attachments

1. Access the edit media page.

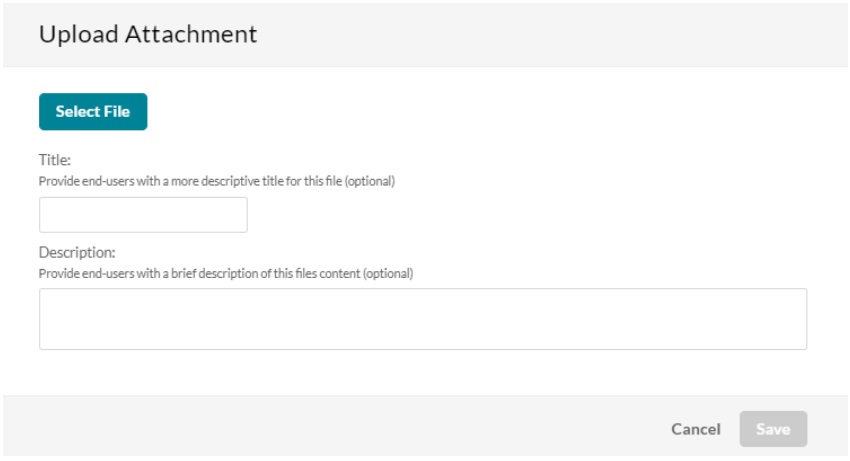
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2. Click the **Attachments** tab.
3. Click **Upload File**.



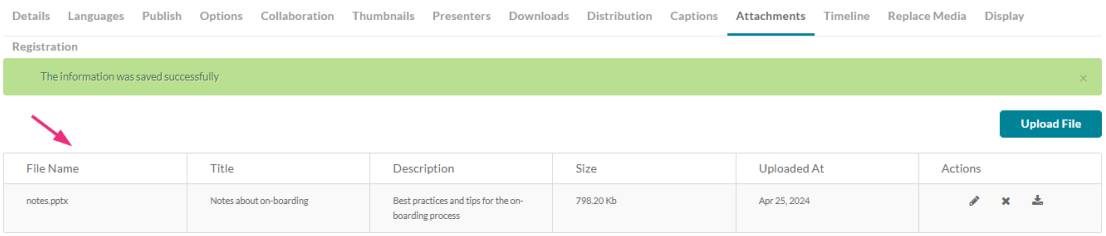
The **Upload Attachment** window displays.



4. Click **Select File**.
5. Select the file you want to upload as an attachment and click **Open**.
   Once the file has uploaded, a success message displays: *Upload Completed*.
6. Type in a title and a description for the attachment (optional).
7. Click **Save**.

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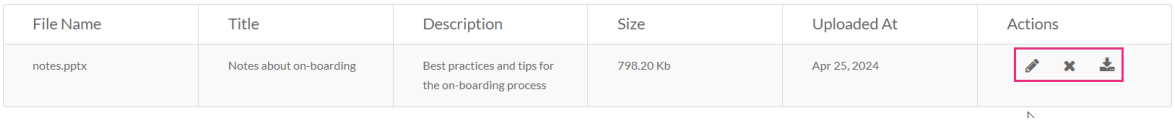
A success message displays: *The information was saved successfully.*
The file is saved as an attachment to your media file. Information about the attachment appears in a table.



To upload another attachment, repeat steps 3-7 above.

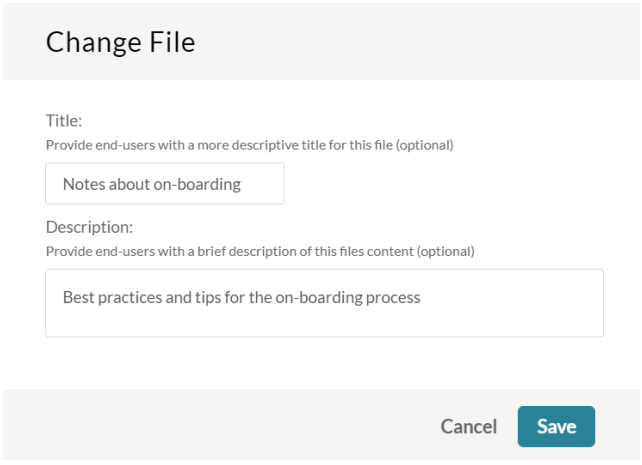
Actions

You can use the options in the **Actions** column to perform various actions.



Edit the title or description of the attachment

1. Click the pencil icon.
   The Change File window displays.
2. Modify the title and description as desired.



3. Click **Save**.

Delete the attachment

1. Click the **X**.
   A confirmation window opens.

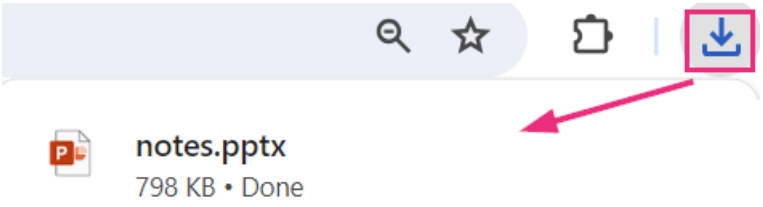
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2. Click **Delete**.

Download the attachment

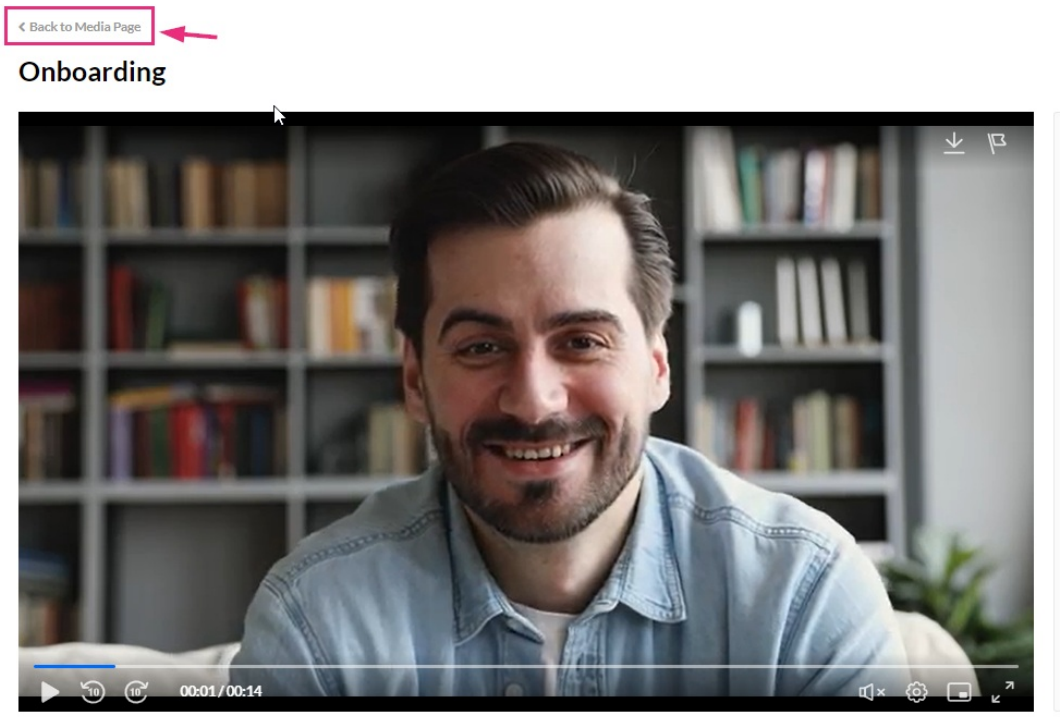
Click the download icon.

The file downloads to your computer.



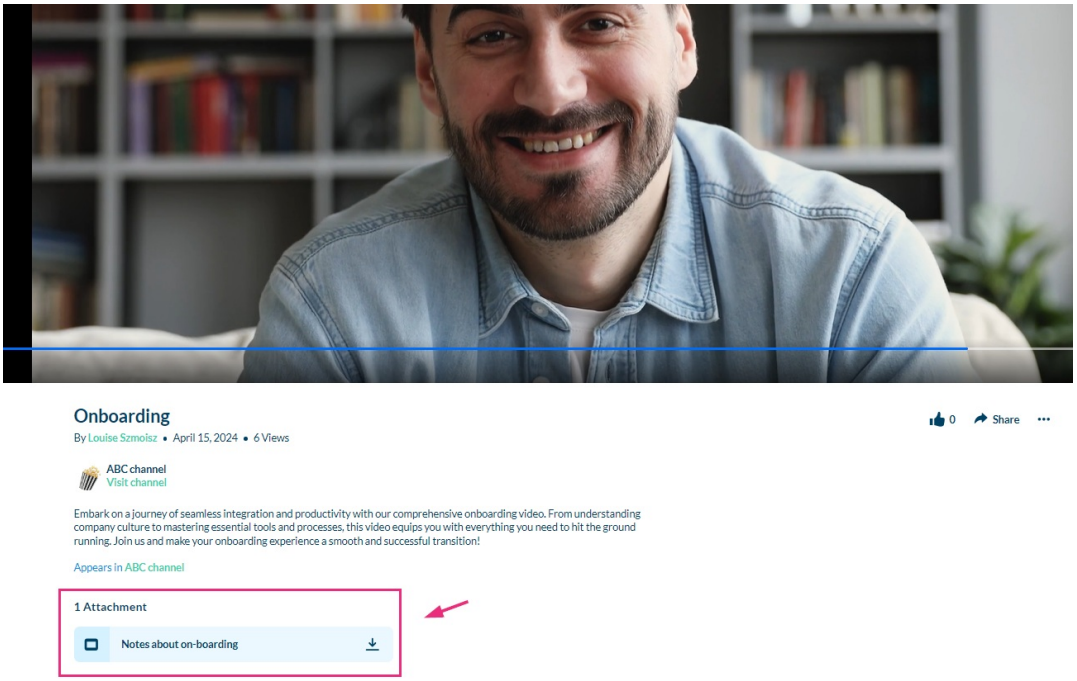
User experience

To see the attachment(s) you added, click **Back to Media page**.



Below the media details, the attachment displays along with a download icon, enabling viewers to easily download the attachment.

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The supported file types for media attachments can be documents, spreadsheets, presentations, audio/video files, and images, including:

Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'

Image files - "jpg", "jpeg", "bmp", "png", "gif", "tif", "tiff"

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