

## Add attachments to media

Last Modified on 05/24/2024 4:32 pm IDT

 This article is designated for all users.

### About

Discover how to enhance your media content by adding attachments in both Kaltura Video Portal and KAF applications. Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content. Watch the video below or follow the steps in this article.

### Prerequisite

Your administrator must configure the [Attachments module](#) in order to use this feature.

### Upload attachments

1. Access the [Edit Media Page](#).

[← Back to Media Page](#)

#### Onboarding



#### Basic Info

Creator: Louise [redacted]  
Owner: Louise [redacted]  
Media Entry ID: 1\_nlvok1xh  
Media Type: Video  
Publish Status: Published  
Creation date:  
April 15, 2024 11:46 AM Asia/Jerusalem  
Update date:  
April 15, 2024 12:58 PM Asia/Jerusalem  
Media asset update date:  
April 15, 2024 11:47 AM Asia/Jerusalem

[Select Editor](#) ▼

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Distribution](#) [Captions](#) **[Attachments](#)** [Timeline](#) [Replace Media](#) [Display](#)

Registration

Name:  
(Required)

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

The **Upload Attachment** window displays.

### Upload Attachment

**Select File**

Title:  
Provide end-users with a more descriptive title for this file (optional)

Description:  
Provide end-users with a brief description of this files content (optional)

Cancel Save

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*.

### Upload Attachment

notes.pptx

**100% of 798KB**

**Upload Completed!**

Title:  
Provide end-users with a more descriptive title for this file (optional)

Description:  
Provide end-users with a brief description of this files content (optional)

Cancel **Save**

6. Type in a title and a description for the attachment (optional).

7. Click **Save**.

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.

Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution Captions **Attachments** Timeline Replace Media Display

Registration

The information was saved successfully ✕




Upload File

File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	  

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

## Actions

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

File Name	Title	Description	Size	Uploaded At	Actions
notes.pptx	Notes about on-boarding	Best practices and tips for the on-boarding process	798.20 Kb	Apr 25, 2024	  

## 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.

### Change File

Title:  
Provide end-users with a more descriptive title for this file (optional)

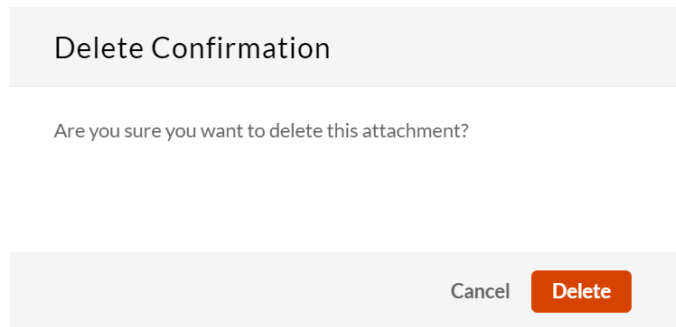
Description:  
Provide end-users with a brief description of this files content (optional)

3. Click **Save**.

## Delete the attachment

1. Click the **X** icon.

A Delete Confirmation window displays.

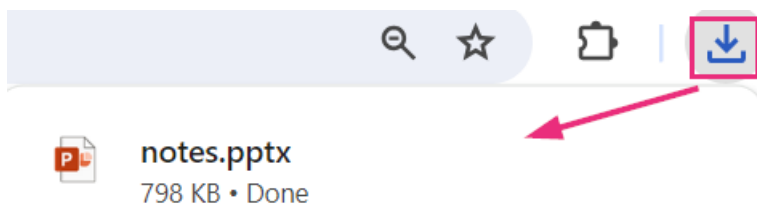


2. Click **Delete**.

## Download the attachment

Click the download icon.

The file downloads to your computer.



## User experience

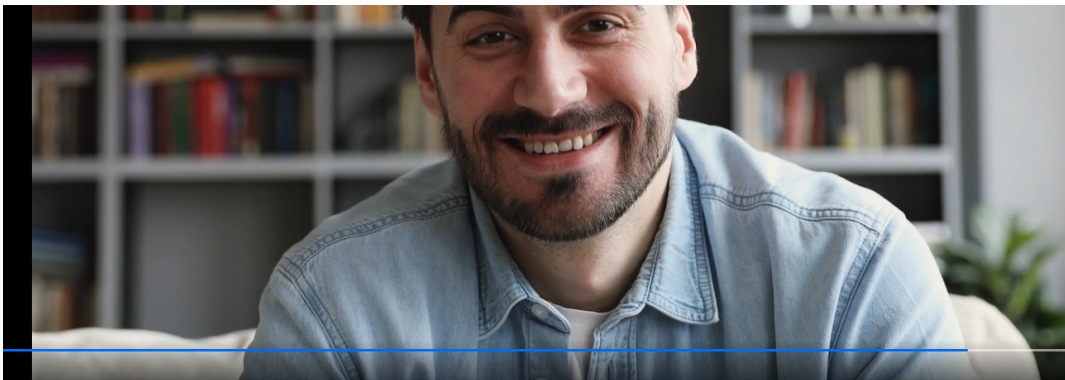
To see the attachment(s) you added, click **Back to Media page**.

[← Back to Media Page](#)

## Onboarding



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



### Onboarding

By Louise Szmoisz • April 15, 2024 • 6 Views

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
 ABC channel  
[Visit channel](#)

Embark on a journey of seamless integration and productivity with our comprehensive onboarding video. From understanding company culture to mastering essential tools and processes, this video equips you with everything you need to hit the ground running. Join us and make your onboarding experience a smooth and successful transition!

Appears in ABC channel

#### 1 Attachment

 Notes about on-boarding 

 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', 'oxf', 'swf', 'pdf'

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

[template("cat-subscribe")]

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