

Add attachments to media in Legacy Video Portal

Last Modified on 05/22/2026 12:55 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.

Watch the video below or follow the steps in this article.

 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](#).

[← Back to Media Page](#)

Onboarding



Basic Info

Creator: Louise 
Owner: Louise 
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](#) 

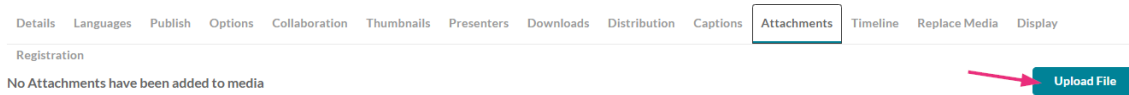
[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Distribution](#) [Captions](#) **[Attachments](#)** [Timeline](#) [Replace Media](#) [Display](#)

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**.

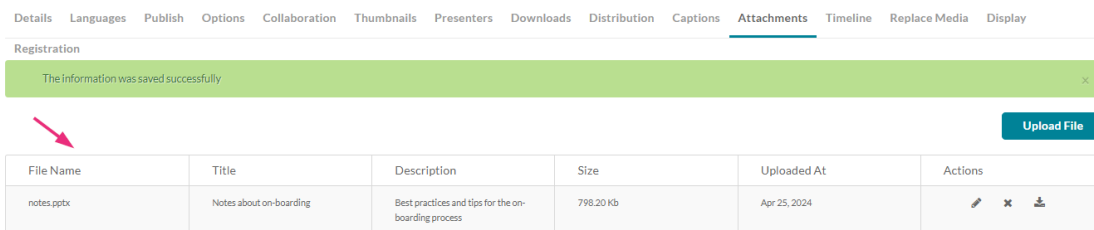
Once the file has uploaded, a success message displays: *Upload Completed*.

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.






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)

Cancel Save

3. Click **Save**.

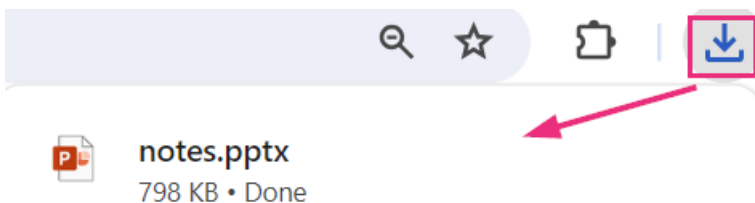
Delete the attachment

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

Download the attachment

Click the download icon.

The file downloads to your computer.

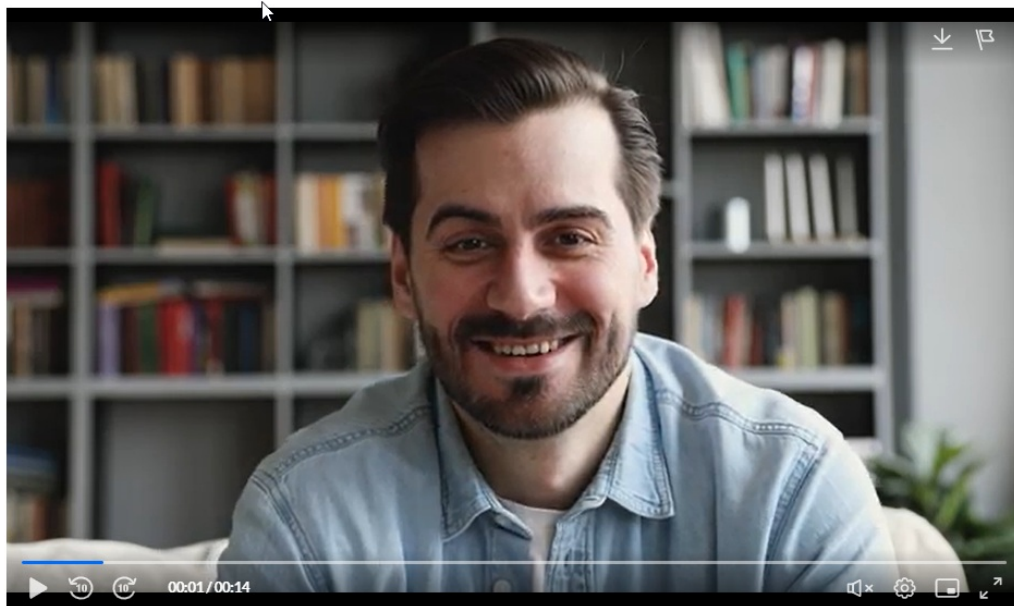


User experience

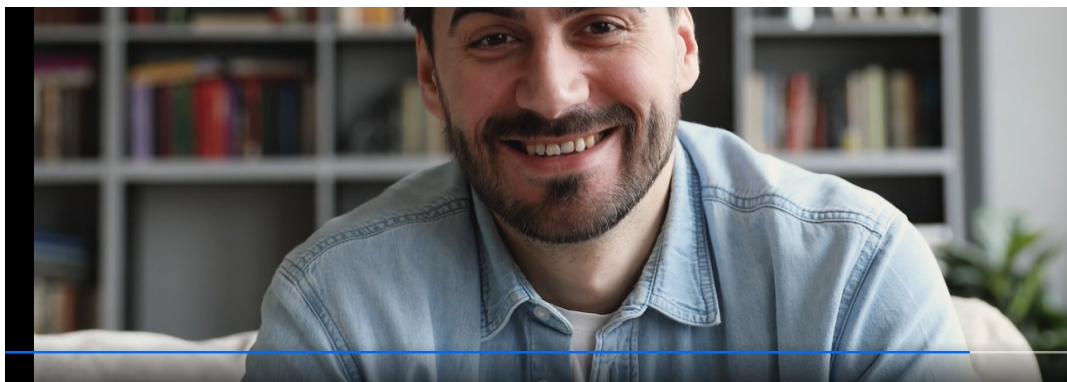
To see the attachment(s) you added, click **Back to Media page**.

◀ 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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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',
'oxt', 'swf', 'pdf'

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