Add attachments to media

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👥 **This article is designated for all users.**

About

Discover how to enhance your media content by adding attachments in both Kaltura Video Portal and LMS Video 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.

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

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

No Attachments have been added to media

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**.

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** icon.

   A Delete Confirmation window displays.

   ### Delete Confirmation

   Are you sure you want to delete this attachment?
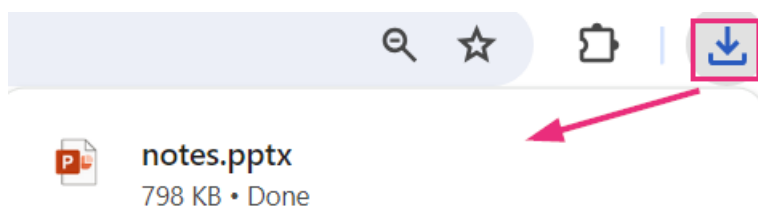
   Cancel   **Delete**
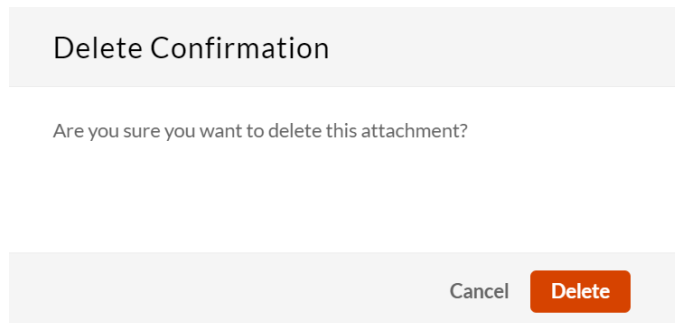
2. Click **Delete**.

Download the attachment
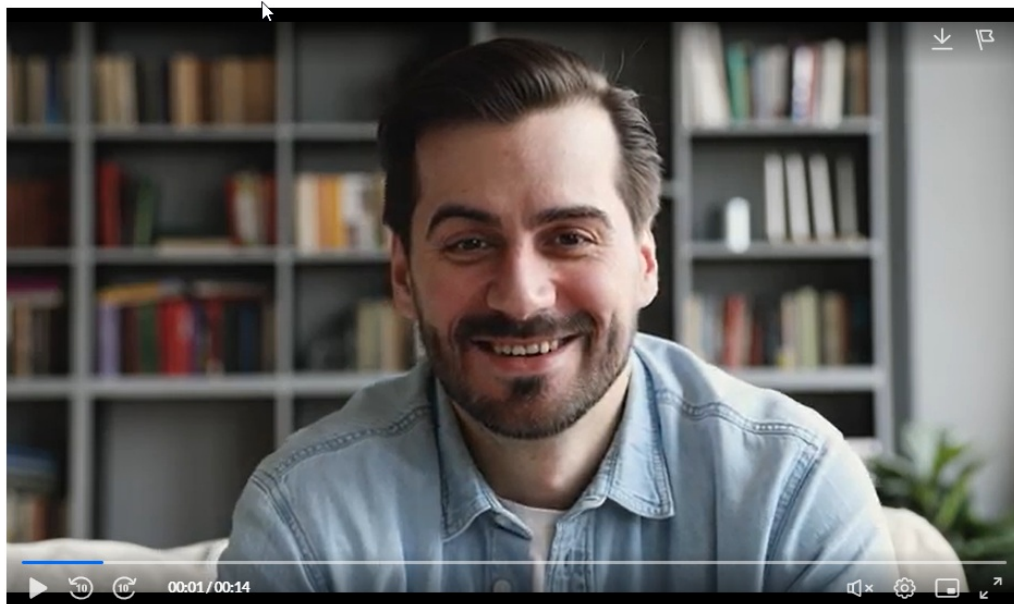
Click the download icon.

The file downloads to your computer.

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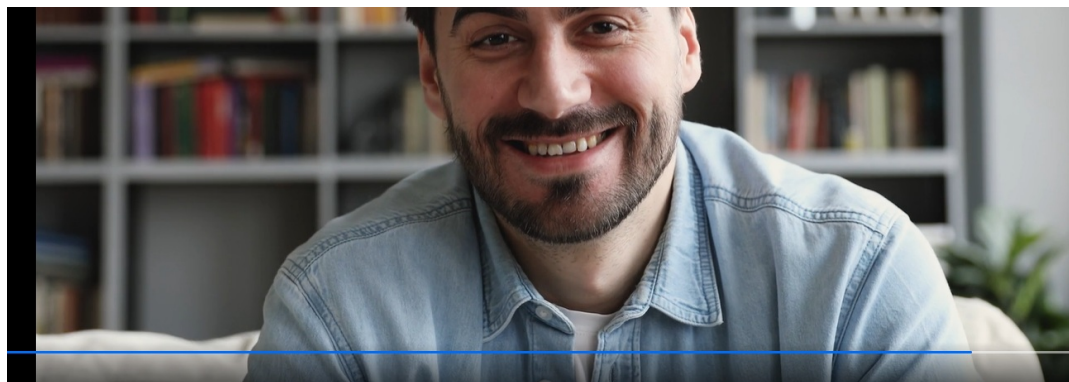
To see the attachment(s) you added, click **Back to Media page**.

Onboarding

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

Onboarding

By Louise Szmolsz • April 15, 2024 • 6 Views

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ABC channel
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Appears in ABC channel

1 Attachment

| 🖥 | Notes about on-boarding | ⬇ |

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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"