

Add attachments to media in Video Portal

Last Modified on 04/07/2026 3:42 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.



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 
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](#) 

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Registration

Name:
(Required)

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

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Registration

No Attachments have been added to media [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.

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Registration

The information was saved successfully x

[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.

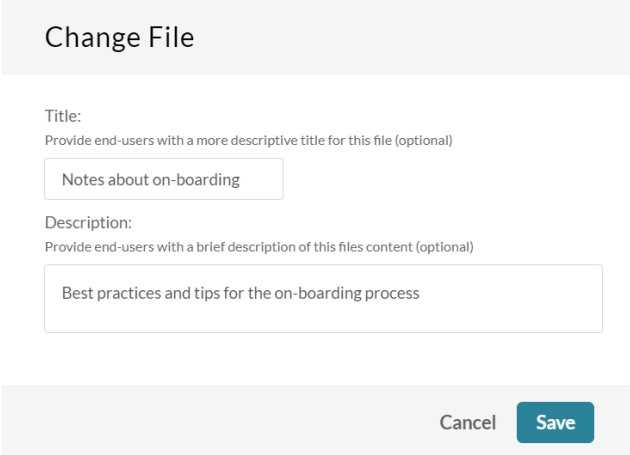
Actions

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.



The image shows a 'Change File' dialog box. At the top, it says 'Change File'. Below that, there are two sections: 'Title:' with the instruction 'Provide end-users with a more descriptive title for this file (optional)' and a text input field containing 'Notes about on-boarding'; and 'Description:' with the instruction 'Provide end-users with a brief description of this files content (optional)' and a text input field containing 'Best practices and tips for the on-boarding process'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

3. Click **Save**.

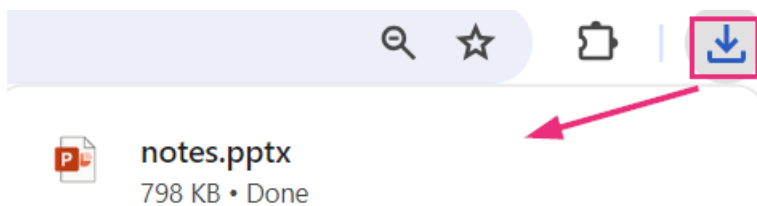
Delete the attachment

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

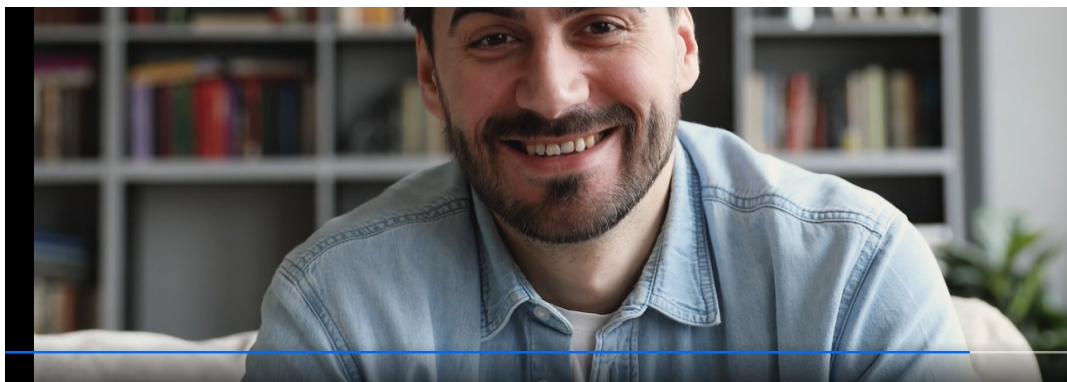
To see the attachment(s) you added, click **Back to Media page**.

◀ 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"