

Add attachments to media in Video Portal

Last Modified on 04/13/2026 7:19 pm IDT

 This article is designated for all users.

About

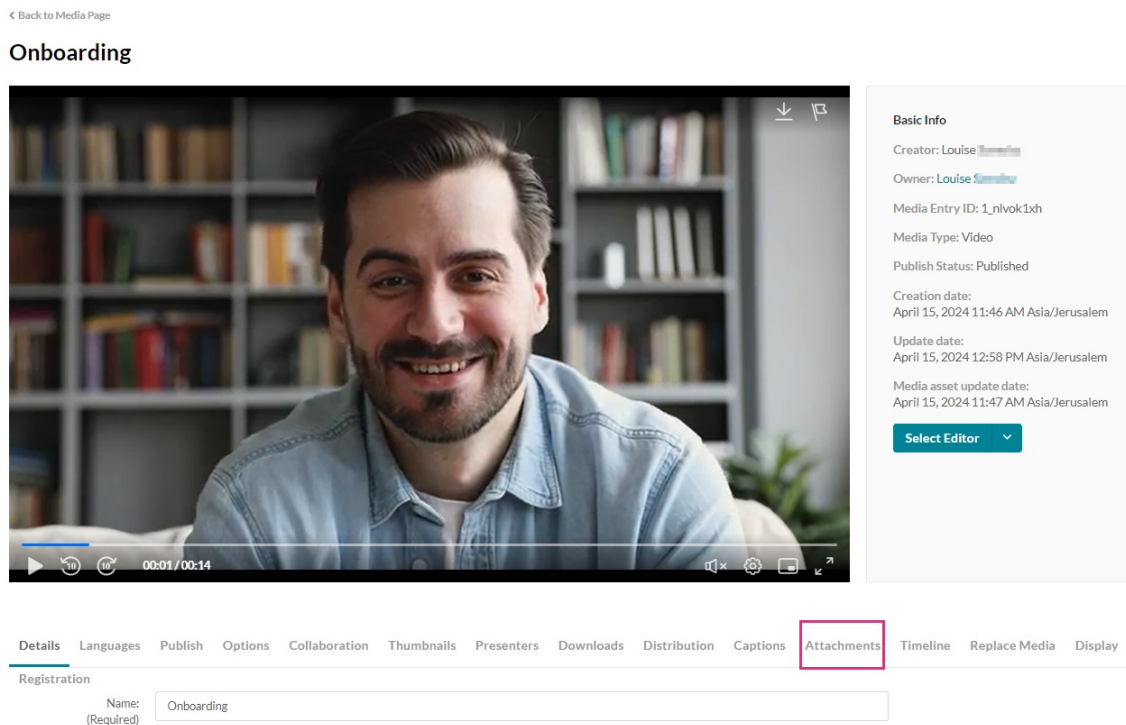
Attach files to your media effortlessly, allowing viewers to download them before, during, or after watching the content.

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

 This feature requires the [Attachments module](#) to be enabled.

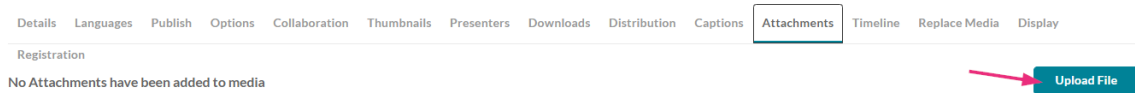
Upload attachments

1. Access the [edit media page](#).



The screenshot shows the Kaltura media edit interface. At the top left, there is a link to '< Back to Media Page'. Below it is the title 'Onboarding'. A video player is embedded, showing a man smiling in front of a bookshelf. To the right of the video is a 'Basic Info' sidebar with fields for Creator, Owner, Media Entry ID, Media Type, Publish Status, Creation date, Update date, and Media asset update date. Below the video player is a navigation bar with tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, **Attachments** (highlighted with a red box), Timeline, Replace Media, and Display. Below the navigation bar is a 'Registration' section with a 'Name: (Required)' field containing the text 'Onboarding'.

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**.

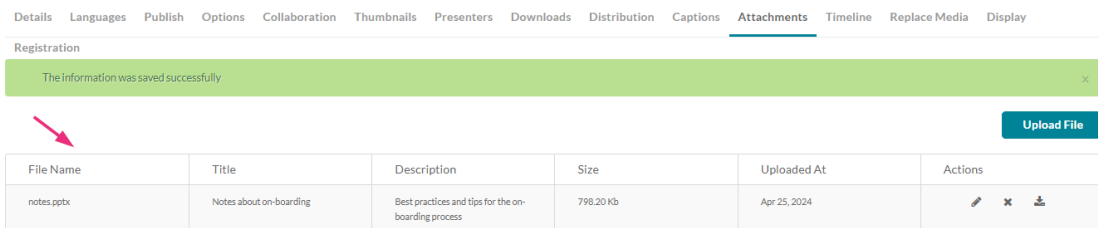
Once the file has uploaded, a success message displays: *Upload Completed*.




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.

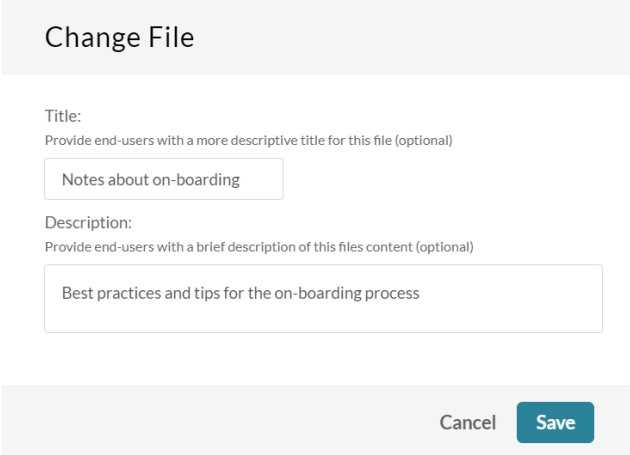
Actions

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.



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**.

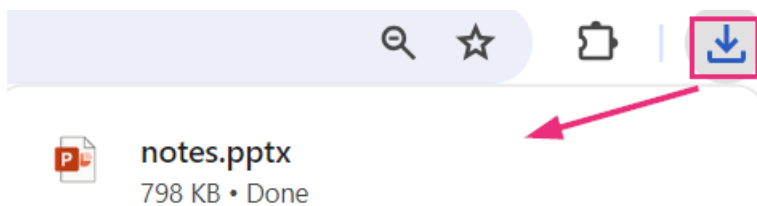
Delete the attachment

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

Download the attachment

Click the download icon.

The file downloads to your computer.

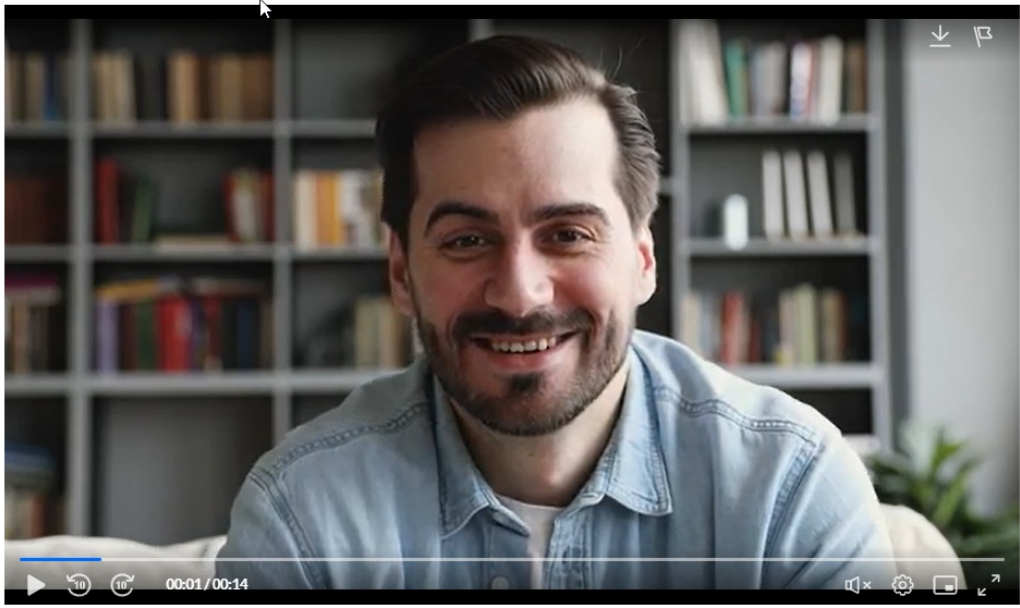


User experience

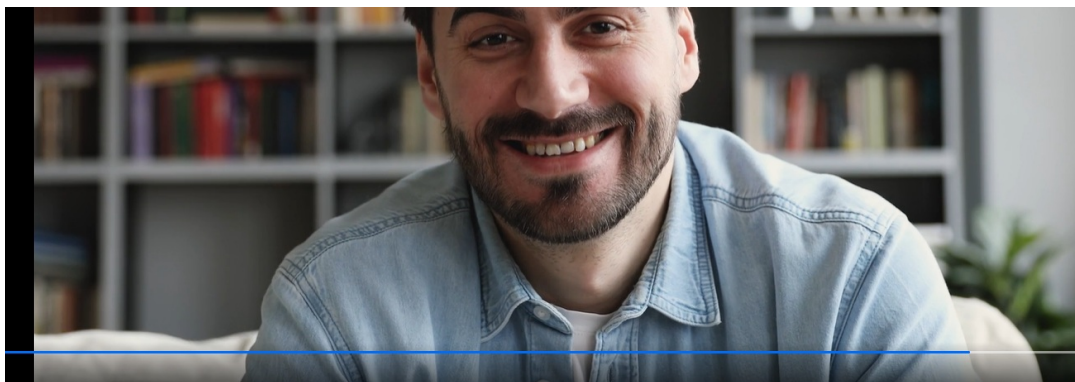
To see the attachment(s) you added, click **Back to Media page**.

◀ 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"