

## Add attachments to media in Canvas

Last Modified on 04/07/2026 3:43 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.



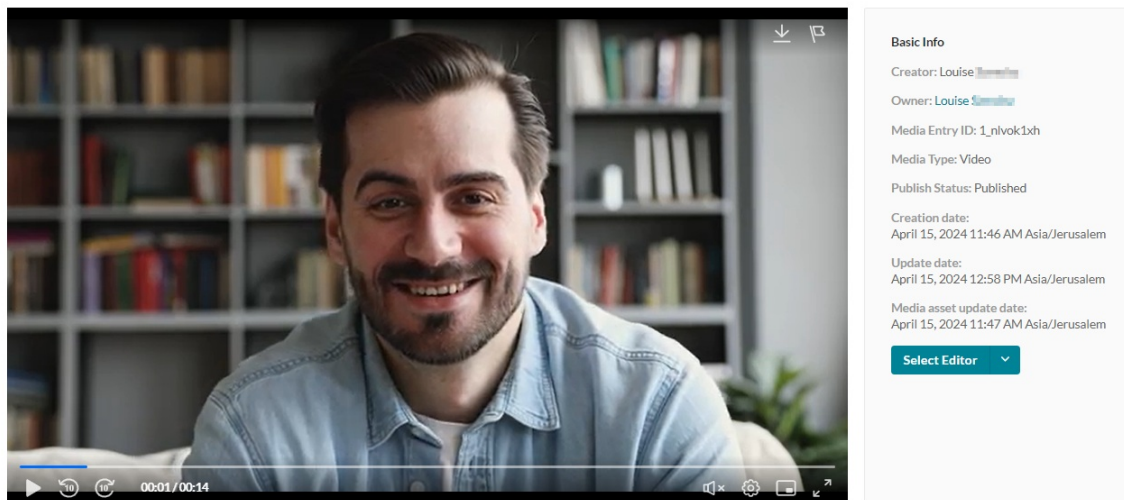
Your administrator must configure the [Attachments module](#) in order to use this feature.

### Upload attachments

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

[← Back to Media Page](#)

#### Onboarding



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.

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

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	<div style="border: 2px solid #f00; padding: 2px; display: inline-block;"> </div>

## 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**.

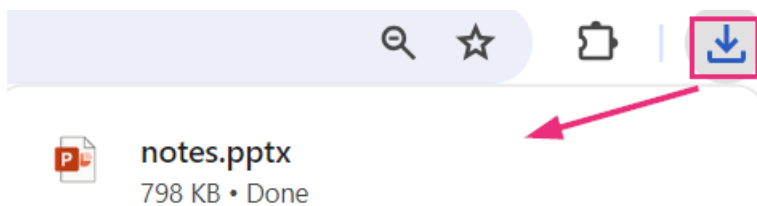
## Delete the attachment

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

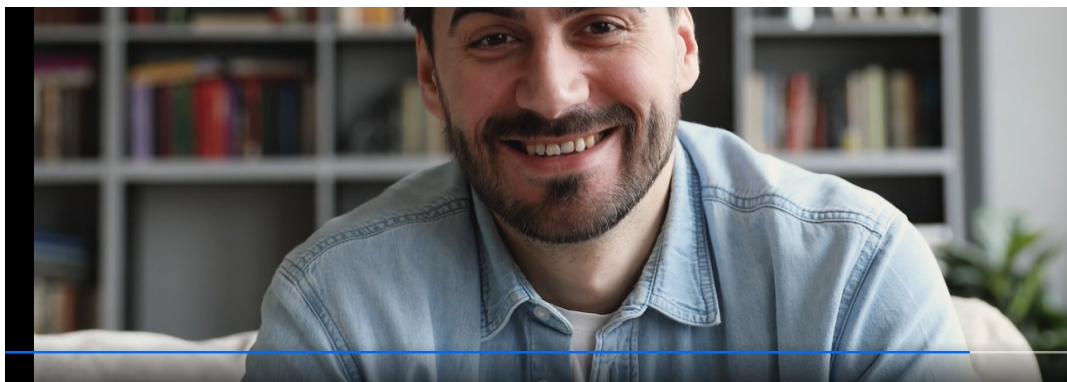
To see the attachment(s) you added, click **Back to Media page**.

◀ 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"