

Add attachments to media in Sakai

Last Modified on 06/12/2025 5:14 pm IDT

 This article is designated for all users.

About

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

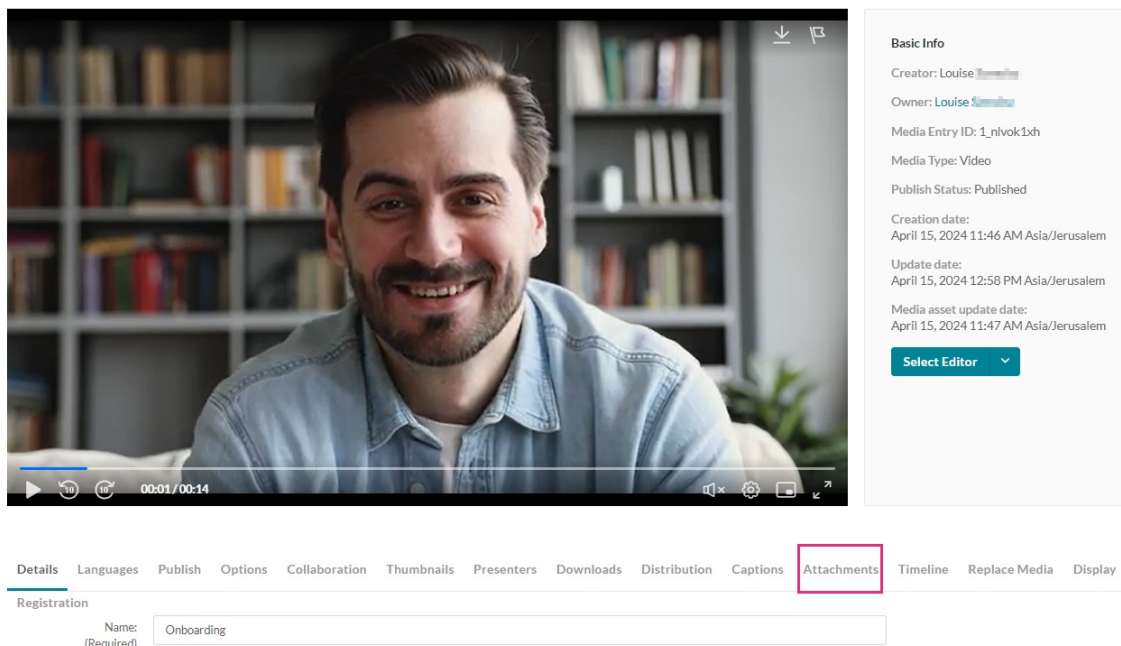
Your administrator must configure the [Attachments module](#) in order to use this feature.

Upload attachments

1. Access the [Edit Media Page](#).

[← Back to Media Page](#)

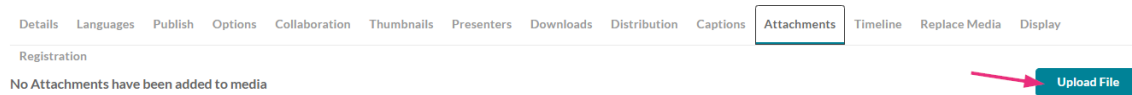
Onboarding



The screenshot displays the Kaltura Edit Media interface. On the left, a video player shows a man smiling in front of a bookshelf, with a progress bar at 00:01 / 00:14. On the right, a 'Basic Info' sidebar lists metadata: Creator (Louise), Owner (Louise), Media Entry ID (1_nlvok1dx), 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), and Media asset update date (April 15, 2024 11:47 AM Asia/Jerusalem). Below the sidebar is a 'Select Editor' button. At the bottom, a navigation bar contains 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, the 'Registration' section shows a 'Name' field with the value 'Onboarding' and a '(Required)' label.

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*.

Upload Attachment

notes.pptx

100% of 798KB

Upload Completed!

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

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	Publish	Options	Collaboration	Thumbnails	Presenters	Downloads	Distribution	Captions	Attachments	Timeline	Replace Media	Display
Registration													
The information was saved successfully													
													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.

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)

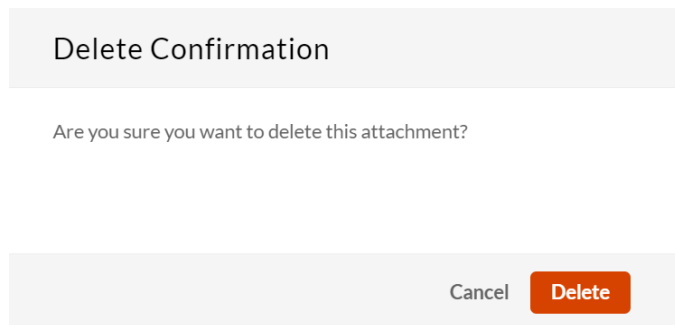
Cancel
Save

3. Click **Save**.

Delete the attachment

1. Click the **X** icon.

A Delete Confirmation window displays.

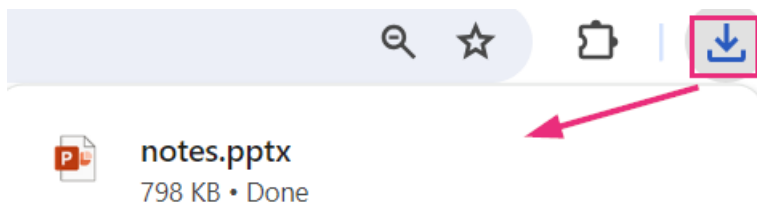


2. Click **Delete**.

Download the attachment

Click the download icon.

The file downloads to your computer.



User experience

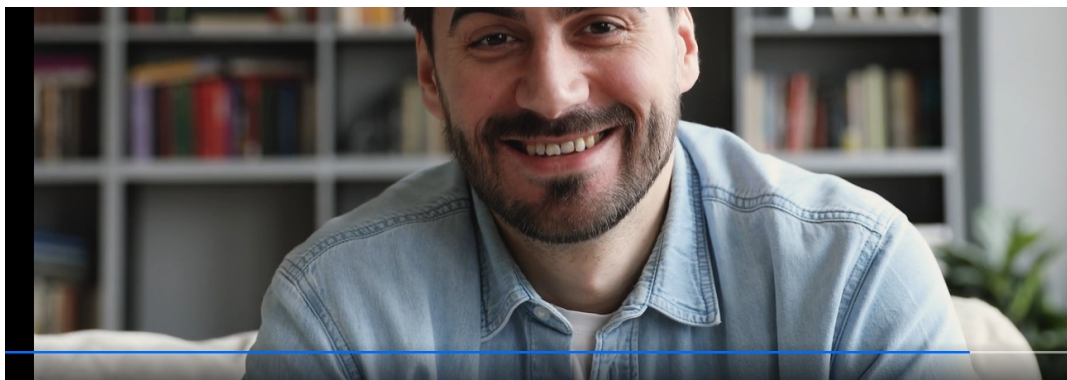
To see the attachment(s) you added, click **Back to Media page**.

[← 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"