

Share content in a Kaltura Room in Sakai

Last Modified on 05/12/2025 10:33 am IDT

A This article is designated for moderators and hosts

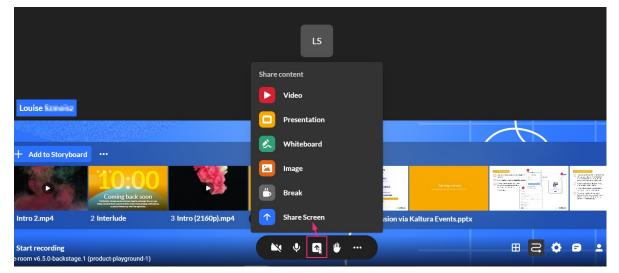
About

Quickly and easily present media with the share content feature, your go-to for spontaneous presentations or when a file is missing from the storyboard. Plus, access additional functions like displaying the whiteboard and sharing your screen from the menu. Unlike other presentation methods, content shared via the share content menu starts presenting immediately, eliminating the need to add it to the storyboard first.

To learn about preparing your files ahead of time, check out our article Prepare files for your meeting.

Access the share content menu

Click the **share icon** on the bottom toolbar to open the menu.



The **Share content** menu offers the following options:

- Video
- Presentation
- Whiteboard
- Image

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



- Break
- Share screen

The following media types are supported: Image, Video, Audio, PPT, PDF

Video

1. Select Video from the menu.

The Select a video window displays.

× Select a video				×
All > product of	ayground-1 Video ~ 3items			2
Q Search			_	Upload
	Name • 3•	Creation date v	Туре	
1:00	pexels_videos_1943483 (2160p).mp4	20/01/2024	Video	4 Select
0:39	pexels_videos_2324293 (2160p).mp4	20/01/2024	Video	Select
10:35	big buck.mp4	26/10/2023	Video	Select

You can use the **search field** (1) to search for a specific video. To upload a video from your computer, click **Upload** (2). You can also sort videos according to **Name** or **Creation date** (3).

Once you have located the desired video, simply click Select (4).
 Your video starts playing immediately. It's also added to the storyboard, with the newest files to the right.

Presentation

Select **Presentation** from the menu.
 The **Select a document** window displays.

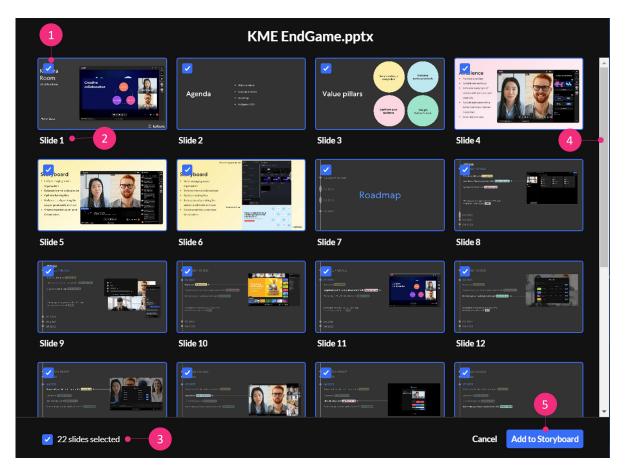
🔆 kaltura

× Select a document				×
All > product-pl				Helend
Q Search	Document v 3 items	Creation date ~	Туре	Upload
	Product Roadmap 3 (1).pptx	22/01/2024	Document	Select
	KME EndGame.pptx	09/01/2024	Document	Select
	Presentation1.pptx	26/10/2023	Document	Select

You can use the **search field** to search for a specific document. To upload a file from your computer, click **Upload**. You can also sort files according to **Name** or **Creation date**.

Once you have located the desired document, click Select.
 A preview window opens.





By default, all slides (pages) in the document are selected (1), and the slide number displays underneath (2).

The total number of selected slides is displayed at the bottom left (3). You can scroll (4) to see all the slides in the document.



KME EndCame ppty				
	KME EndGame.pptx			
	Agenda - Marsuna - Marsuna - Marsuna - Marsuna - Marsuna - Marsuna	Value pillars	 Provide the second se	
Slide 1	Slide 2	Slide 3	Slide 4	
• Construction • Constr	Image: State	 Construction Construction Construction Construction Construction Construction Construction 		
Slide 5	Slide 6	Slide 7	Slide 8	
Slide 9	Slide 10	Slide 11	Slide 12	
		Constant Constant	Constant and a c	
4 22 slides selected			Cancel Add to Storyboard	
	Join stage	a w		

 After you have previewed and approved the slides, click Add to Storyboard (5). The file with the selected slides starts presenting automatically and is also added to the storyboard (newest files to the right).

Whiteboard

Select Whiteboard from the menu.

The whiteboard displays immediately.



	LS	
Louise Szmoisz		
+ Add to Storyboard ····	63 items	×
4 - 32 How to create an interactive set	ession via Kaltura Events.pptx	33 digital-marketing 34 4372-178617297
Start recording kme-room v6.5.0-backstage.1 (product-playgro	🖹 🖗 🖉 🖗 ···	₩ 2 0 0 ± 1 [0

To learn about whiteboard functionalities, check out our article Whiteboard.

Image

1. Select Image from the menu.

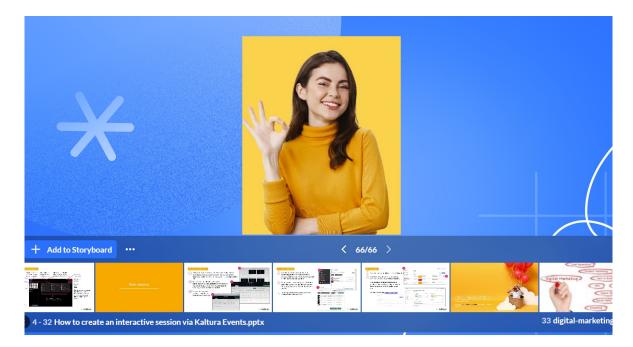
The **Select an image** window displays.

	Select an image				
All > product-pla Q Search	ayground-1 Image ~ 2 items		Upload		
	Name	Creation date ~	Туре		
	Frame 24.png	25/04/2024	Image Select		
	digital-marketing-1497211_1280.jpg	25/04/2024	Image Select		
	×				

You can use the **search field** to search for a specific image. To upload an image from your computer, click **Upload**. You can also sort images according to **Name** or **Creation date**.

Once you have located the desired image, simply click Select.
 Your image presents automatically. It's also added to the storyboard, with the newest files to the right.





Break

If you have configured a break (you can learn how in our article Interludes), you can quickly start the countdown from the Share Content menu.

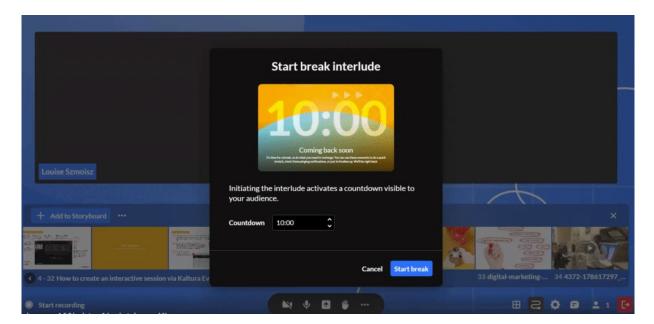
1. Select **Break** from the menu.

The **Start break interlude** window displays.

	Start break interlude	
	before the set of the	
	Initiating the interlude activates a countdown visible to your audience.	
rd ••••	Countdown	
an interactive session via Kaltura Ev	Cancel Start break	33 digital-market

2. Click Start Break.





The Interlude countdown displays at the top right of the screen. For more information, see our article Backstage during Interludes.

Share screen

For instructions on sharing your screen, please see our article Sharing your screen.