Upload & manage attachments for your event

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👥 **This article is designated for all users.**

About

Attachments let you add downloadable files to your event. Attendees can access these files on either the session page or the event site in the section below the session details.

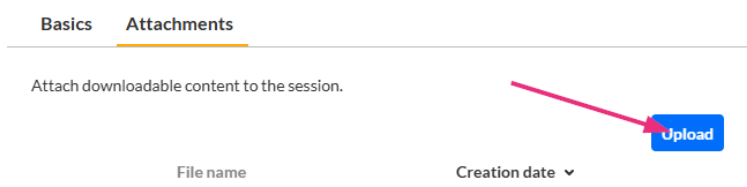Use attachments to share supporting materials such as:

- slides and presentations
- documents and spreadsheets
- images
- additional audio or video files

Supported file types

- **Video & audio**: mts, mov, mpeg, avi, mp4, vob, flv, f4v, asf, wmv, m4v, 3gp, mkv, arf, webm, mxf
- **Documents**: doc, docx, xls, xlsx, ppt, pptx, pdf, and other common office formats
- **Images**: jpg, jpeg, bmp, png, gif, tif, tiff

Upload attachments

1. Go to the **Attachments** tab of your session and click **Upload** .

2. Select one or more files from your computer.

   The upload progress displays.

When the upload is complete, a confirmation message appears.

Edit attachment details

1. On the **Attachments** tab, click the three dots next to the file and choose **Edit**.

The 'Edit details' screen displays.

![Kaltura logo]
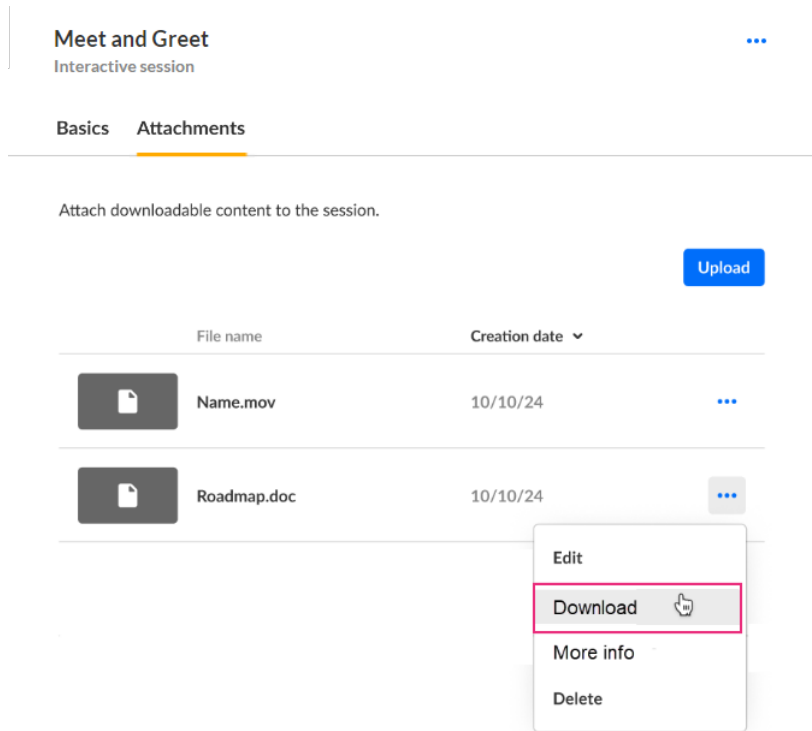
2. Type the **title** and **description** (optional). The title helps attendees understand the file, and the description adds context.
3. Click **Save changes**.
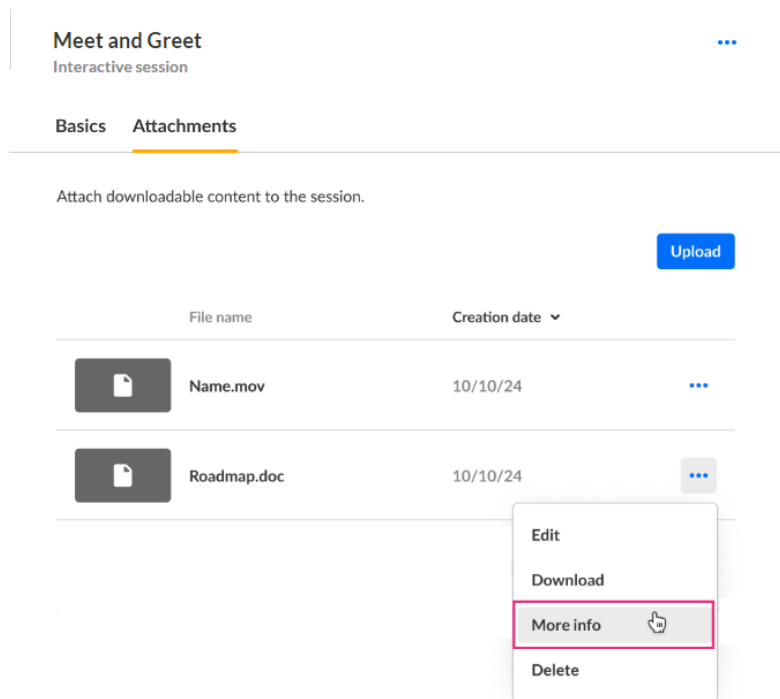
Download an attachment

On the **Attachments** tab, click the **three dots** next to the file and select **Download**.
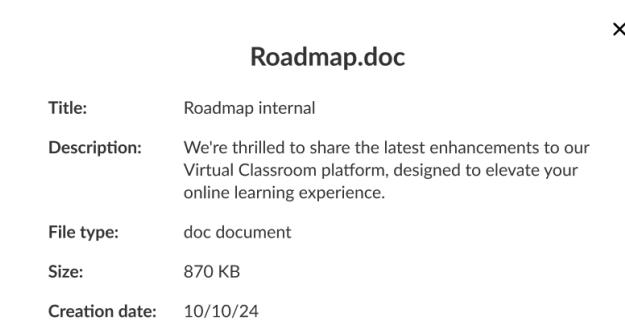

The attachment downloads to your device.

View attachment information

1. On the **Attachments** tab, click the **three dots** next to the file and select **More info**.

Addition information displays about the attachment.

2. Click X to close.

Delete an attachment

1. On the **Attachments** tab, click the **three dots** next to the file and select **Delete**.

A confirmation message appears.

2. Click **Delete** to continue.