

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:

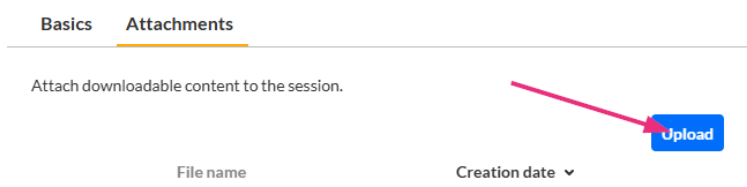
- slides and presentations
- documents and spreadsheets
- images
- additional audio or video files

Supported file types

- **Video & audio:** mts, mov, mpeg, avi, mp4, vob, flv, f4v, asf, wmv, m4v, 3gp, mkv, arf, webm, mxp
- **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**.



File name	Creation date
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No attachments yet

2. Select one or more files from your computer.

The upload progress displays.

Meet and Greet
...

Interactive session

Basics

Attachments

Attach downloadable content to the session.

Upload

File name	Creation date	
<div>20%</div> <div>Name</div> <div>Uploading</div>		X

When the upload is complete, a confirmation message appears.

Edit attachment details

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

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Upload

File name	Creation date	
<div></div> <div>Name.mov</div>	10/10/24	...
<div></div> <div>Roadmap.doc</div>	10/10/24	...

Edit

Download

More info

Delete

The 'Edit details' screen displays.

×

Edit details

Title (optional)

This title will be visible to your attendees.

If you leave this field empty, the original file name will be displayed

Description (optional)

This description will be visible to your attendees.

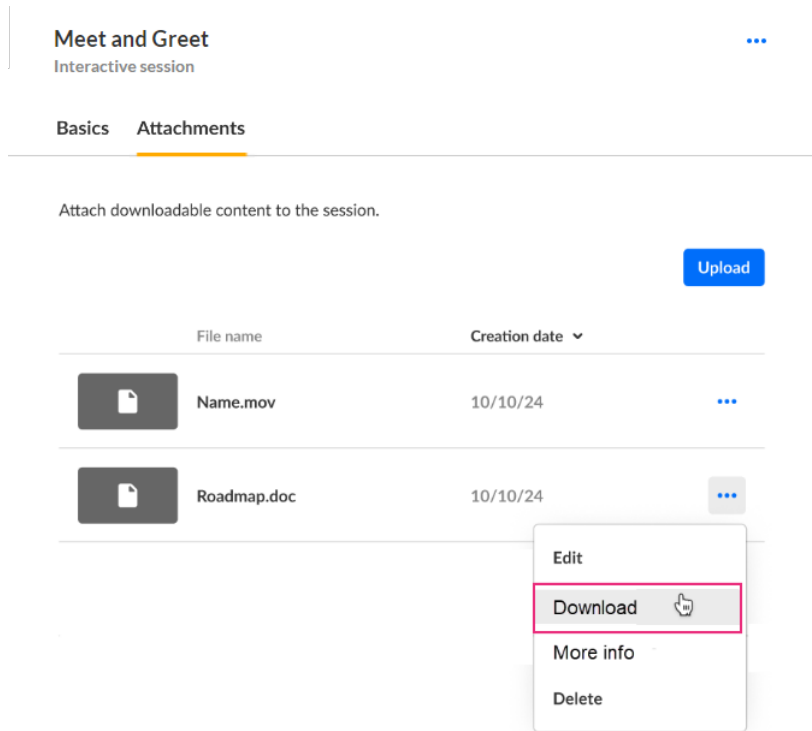
Add description

Save changes

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

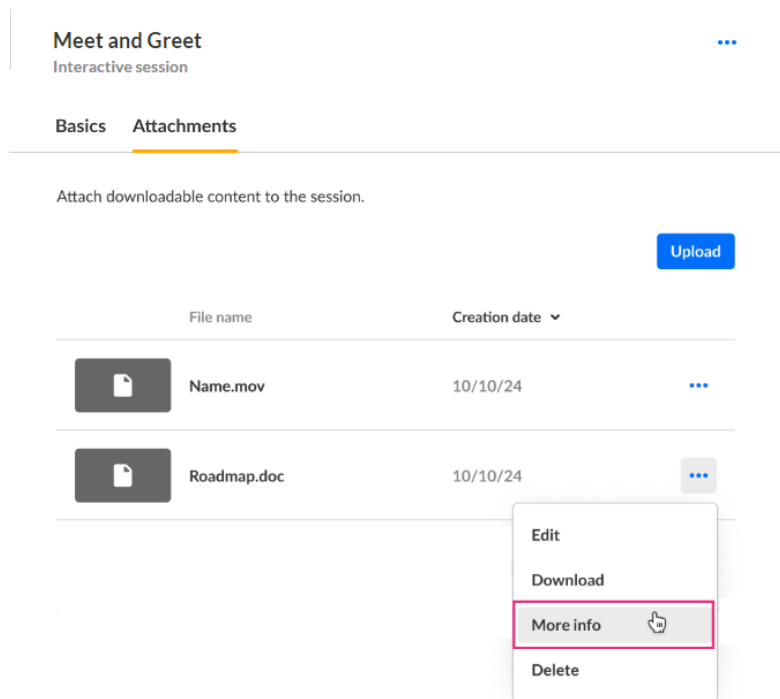
On the **Attachments** tab, click the **three dots** next to the file and select **Download**.



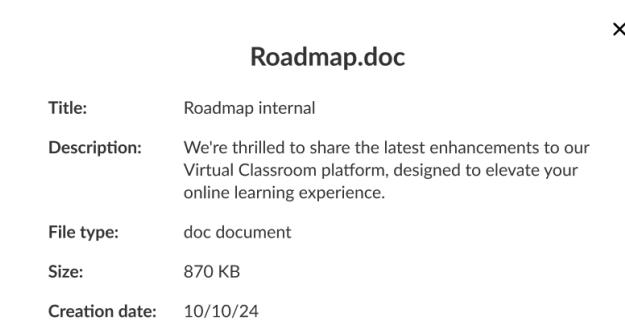
The attachment downloads to your device.

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**.



Meet and Greet
Interactive session

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 Roadmap.doc	10/10/24	...

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A confirmation message appears.

- Click **Delete** to continue.