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

Upload and manage attachments via the Attachments tab in the session settings panel.

Supported file types

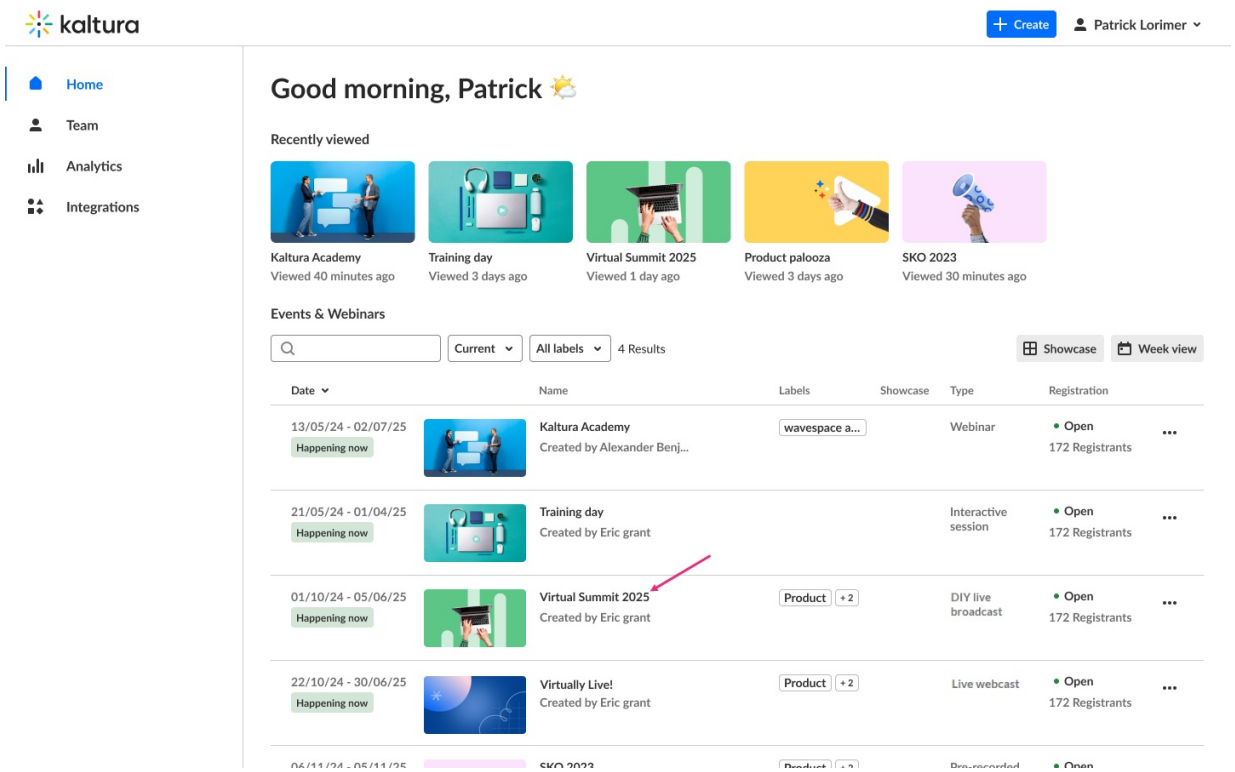
- **Video & audio**: mts, mov, mpeg, avi, mp4, vob, flv, f4v, asf, wmv, m4v, 3gp, mkv, arf, webm, mxf
- **Documents**: doc, docx, xls, xlsx, ppt, pptx, pdf, and other common office formats
- **Images**: jpg, jpeg, bmp, png, gif, tif, tiff

Single-session events

Access session settings

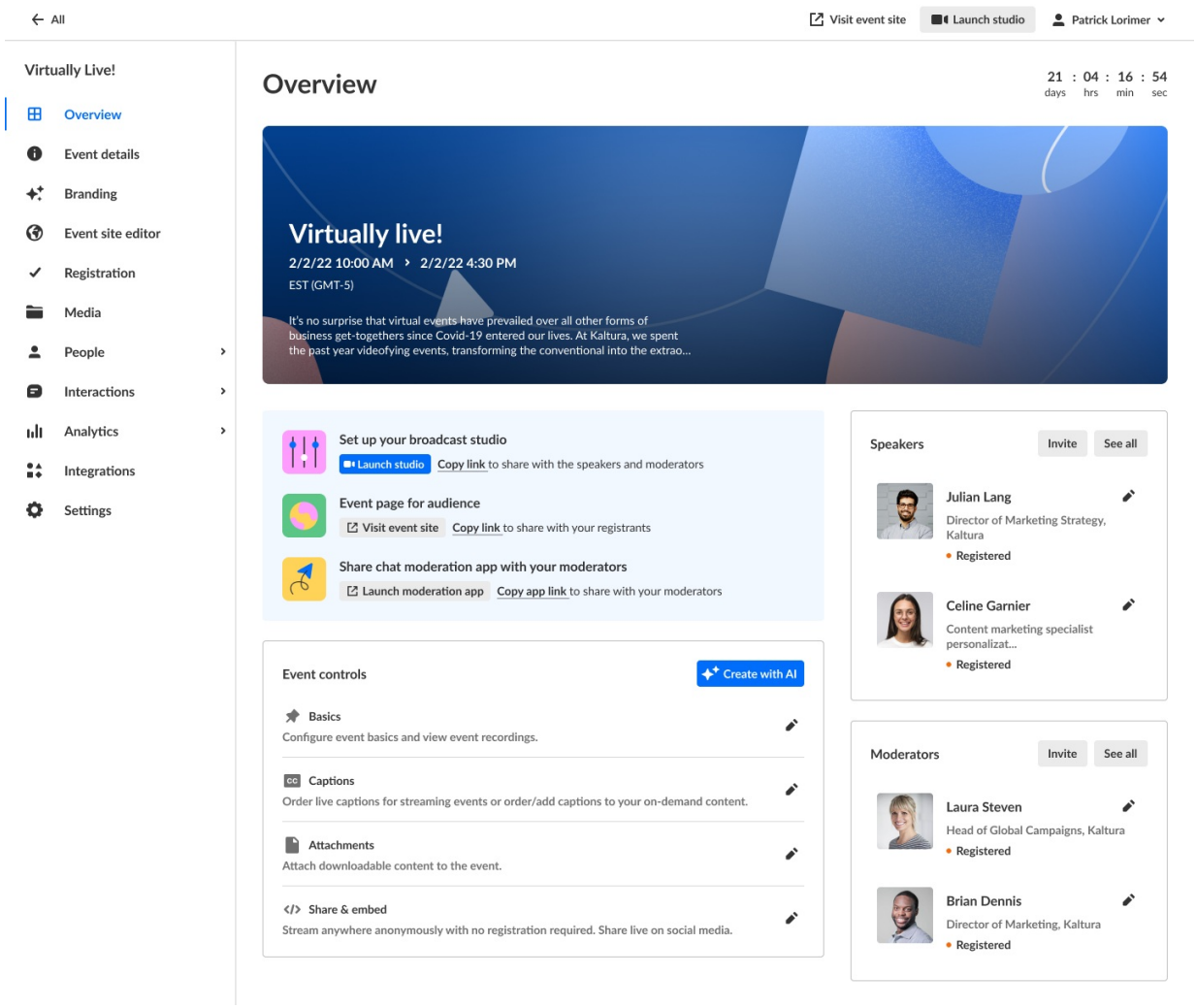
1. From the Events homepage, click the event you want to manage.

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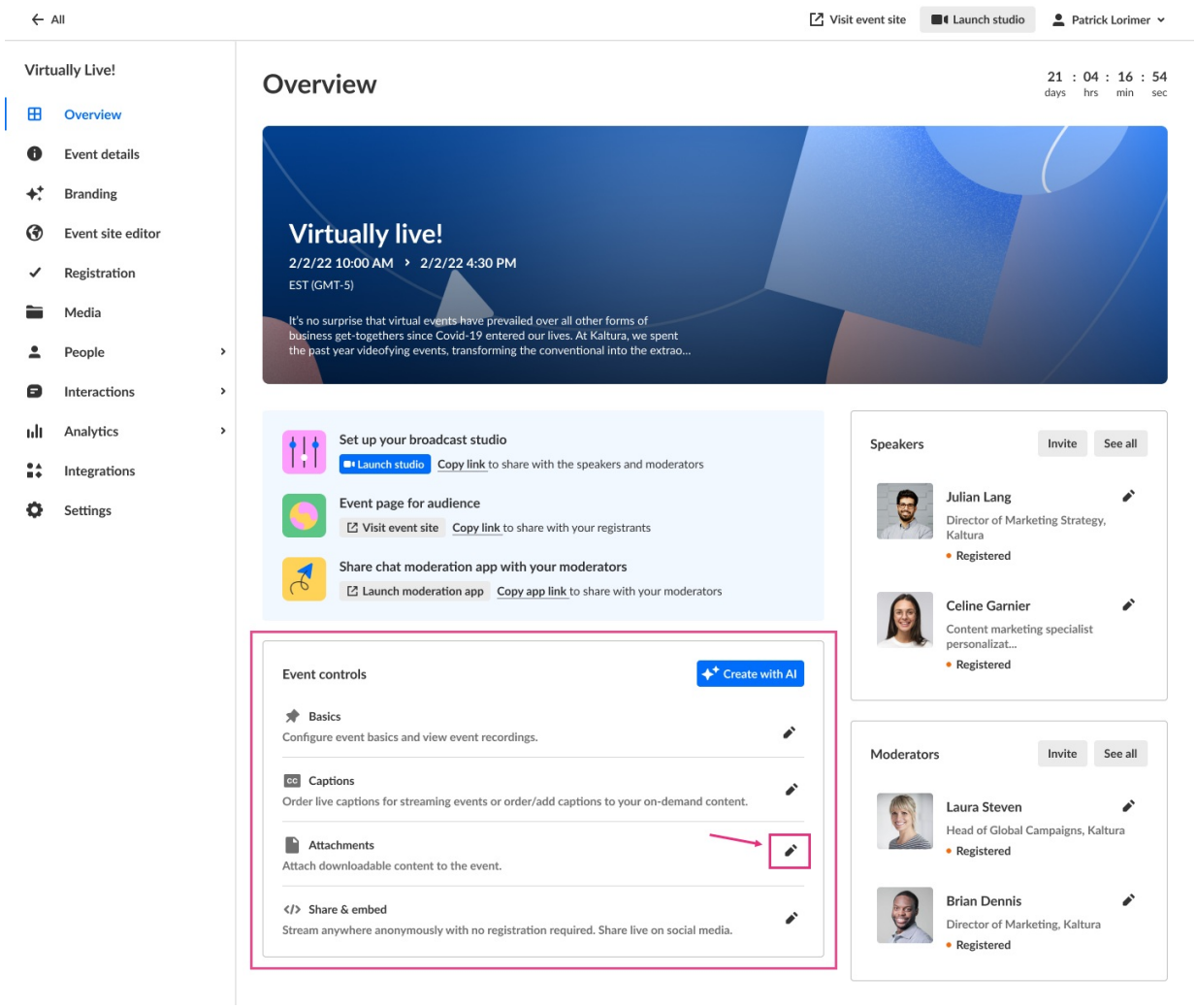
The **Overview** page displays.

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2. In the **Event controls** area, select the edit icon next to Attachments.

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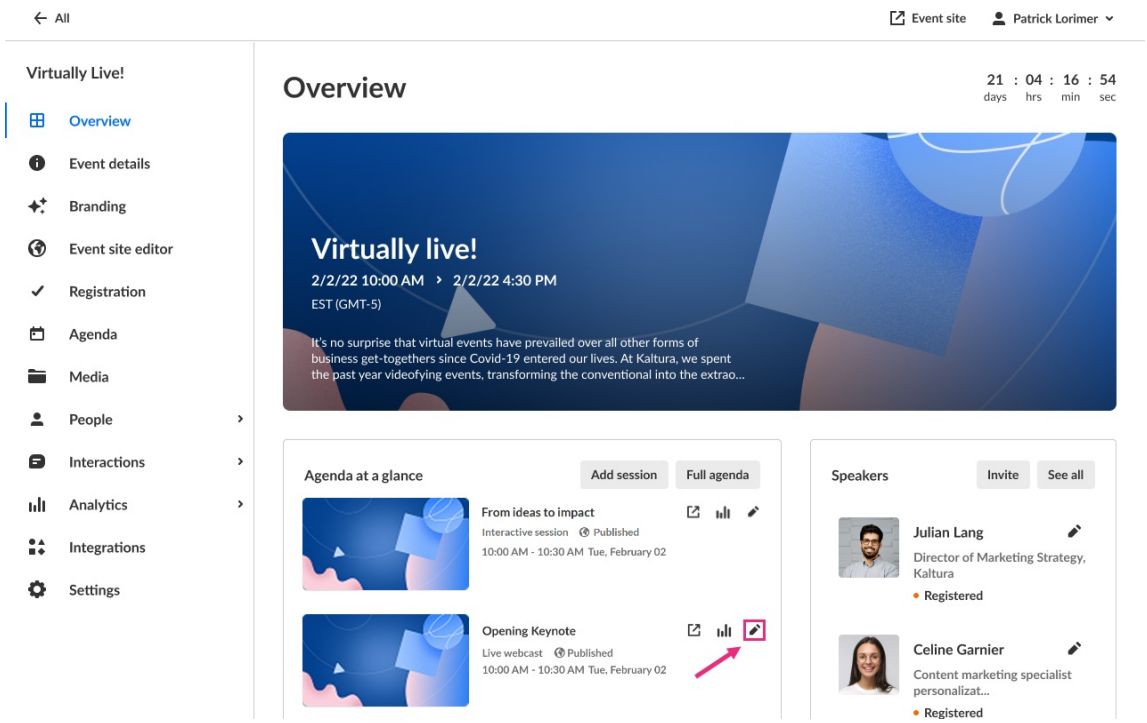
Multi-session events

Access session settings

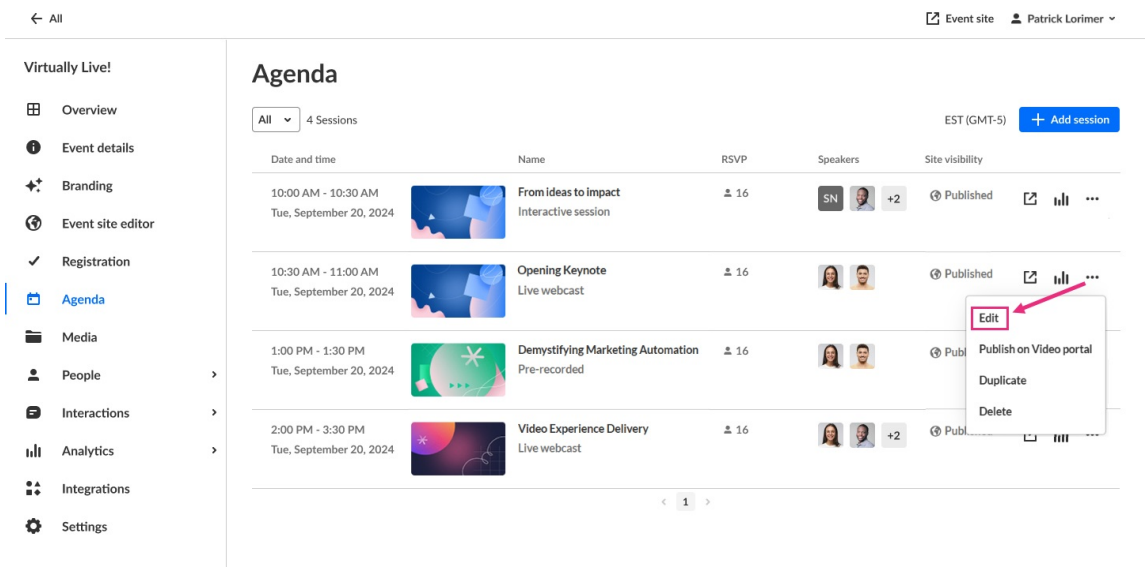
There are two ways to reach session settings:

- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.

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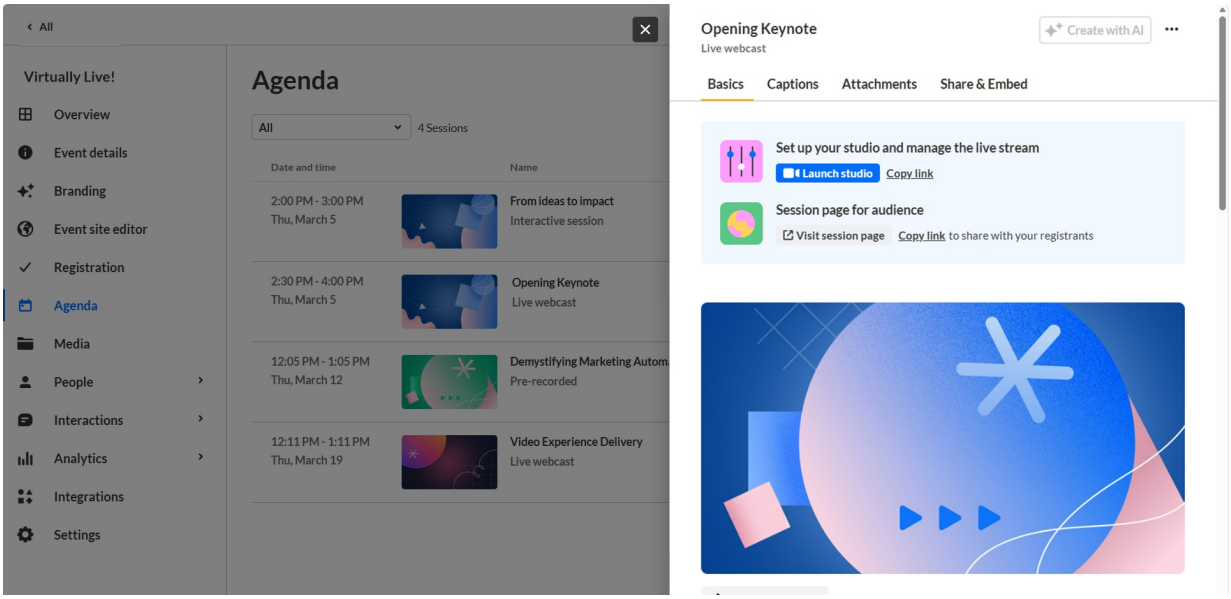


- On the **Agenda** page, click the **three-dot actions meu** to the right of the session and choose **Edit**.



The session settings open in a side panel with the Basics tab selected by default.

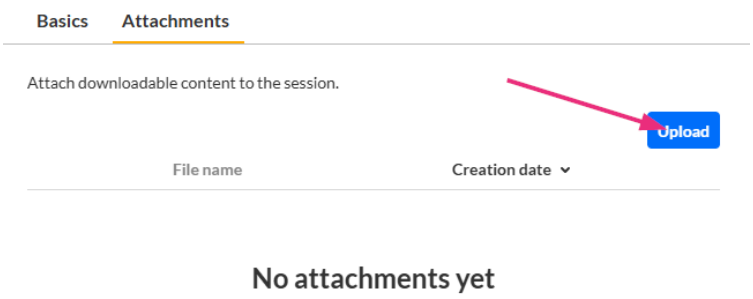
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Click **Attachments**.

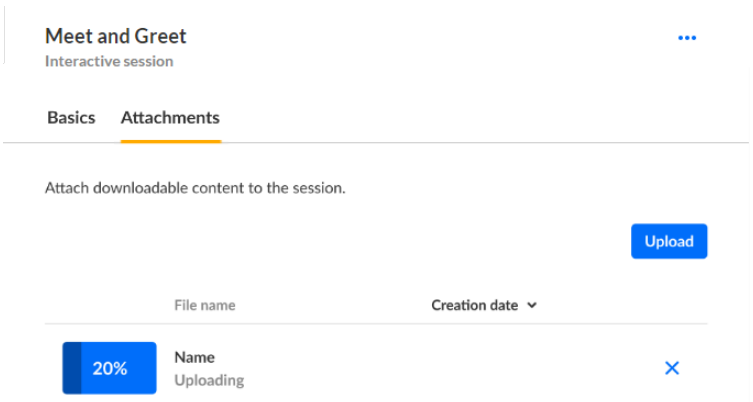
Upload attachments

1. Click **Upload.**



2. Select one or more files from your computer.

   The upload progress displays.

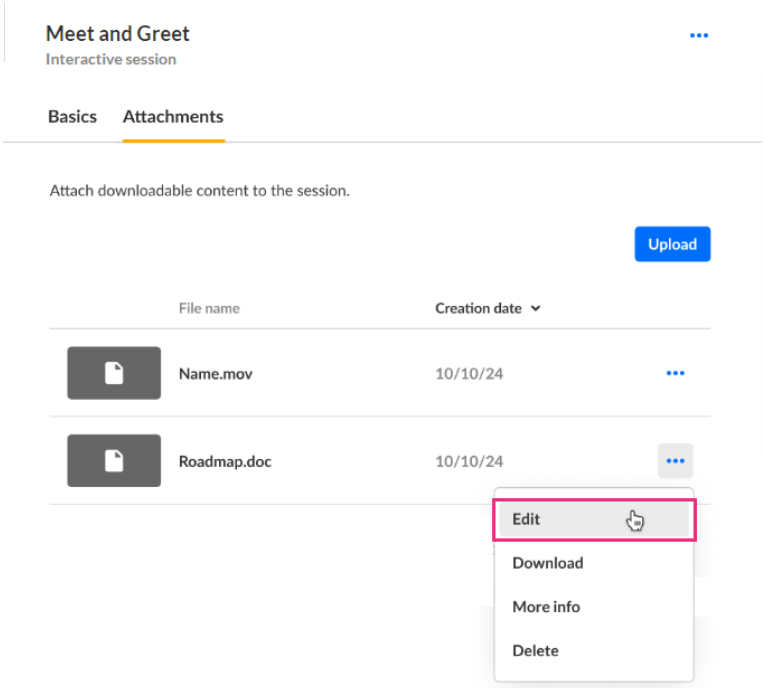


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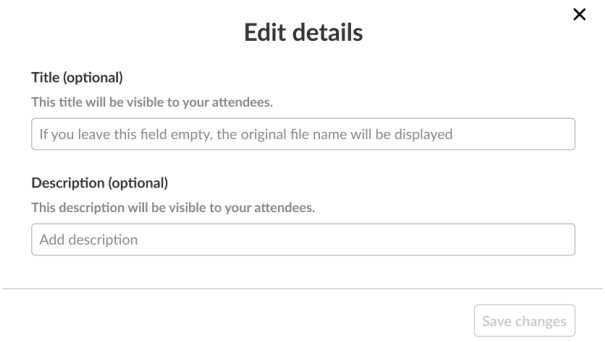
When the upload is complete, a confirmation message appears.

Edit attachment details

1. Click the three-dot action menu next to the file and choose **Edit**.



The Edit details screen displays.

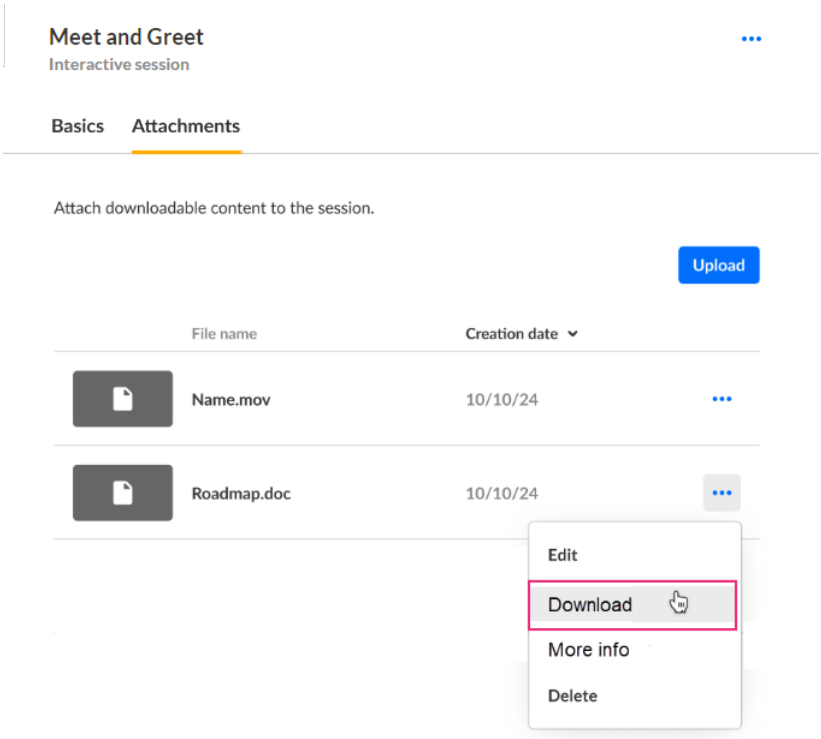


2. Type the **title** and **description** (optional). The title helps attendees understand the file, and the description adds context.
3. Click **Save changes**.

Download an attachment

On the **Attachments** tab, click the three-dot action menu next to the file and select **Download**.

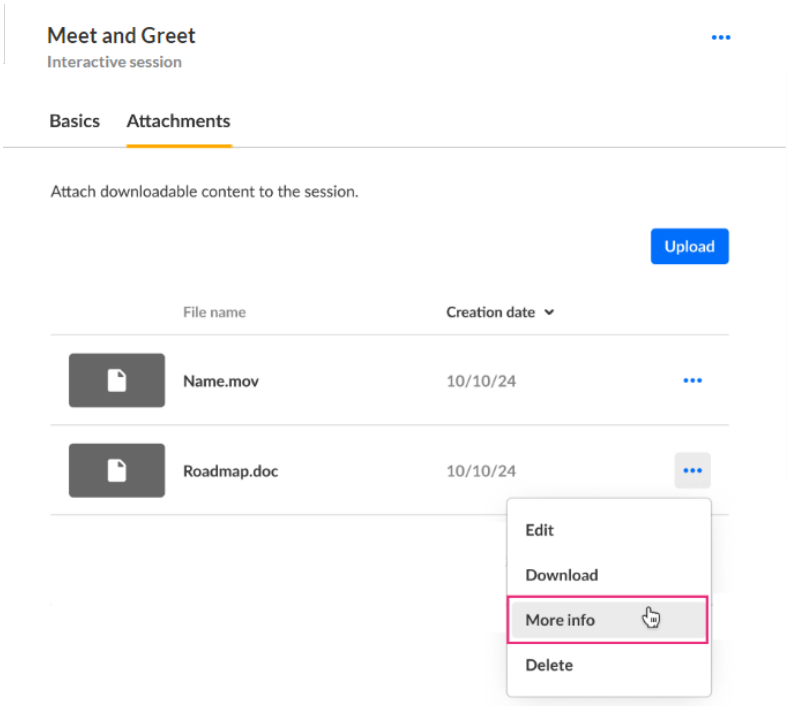
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The attachment downloads to your device.

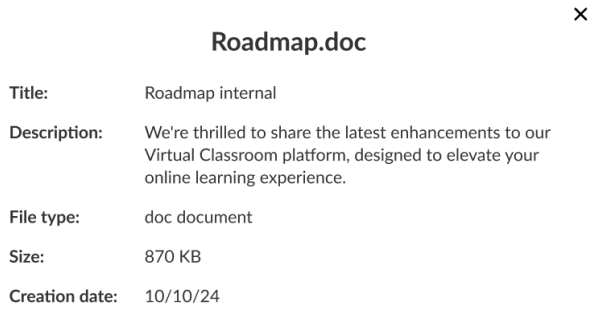
View attachment information

1. Click the three-dot action menu next to the file and select **More info**.



Addition information displays about the attachment.

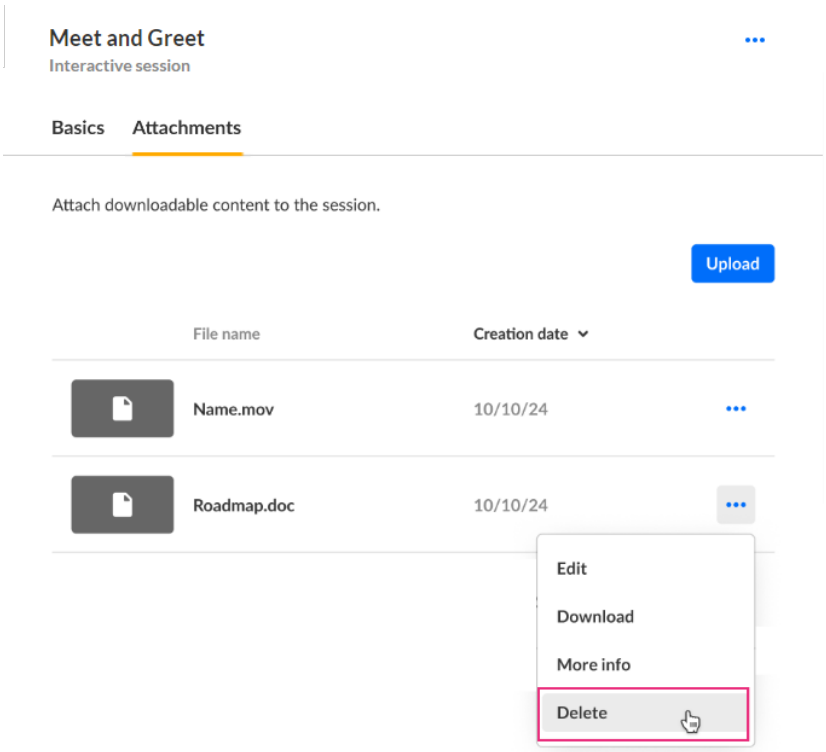
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2. Click X to close.

Delete an attachment

1. Click the three-dot action menu next to the file and select **Delete**.



A confirmation message appears.

2. Click **Delete** to continue.

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