

Configure a Live webcast session in your event

Last Modified on 03/13/2026 9:50 pm IST

 This article is designated for all users.

About

This article explains how to configure a Live webcast session in a multi-session event.

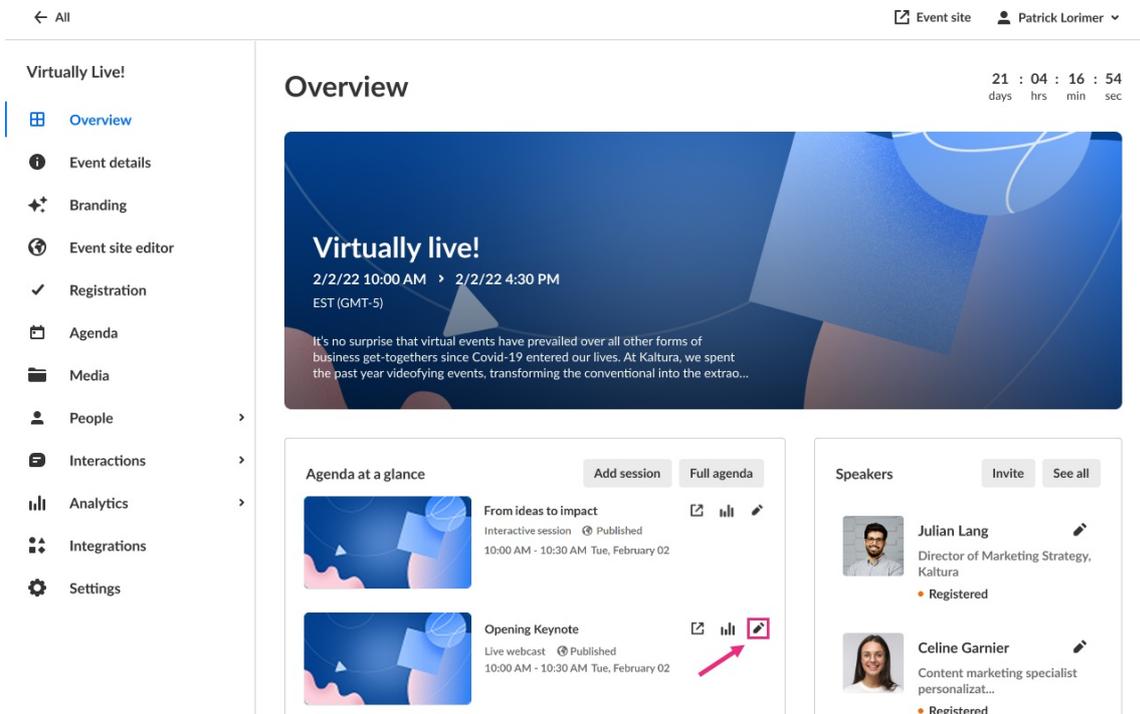


This article pertains only to **multi-session events**.

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.



← All Event site Patrick Lorimer

Virtually Live! 21 : 04 : 16 : 54
days hrs min sec

Overview

Virtually live!
2/2/22 10:00 AM > 2/2/22 4:30 PM
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

Agenda at a glance Add session Full agenda

From ideas to impact
Interactive session Published
10:00 AM - 10:30 AM Tue, February 02

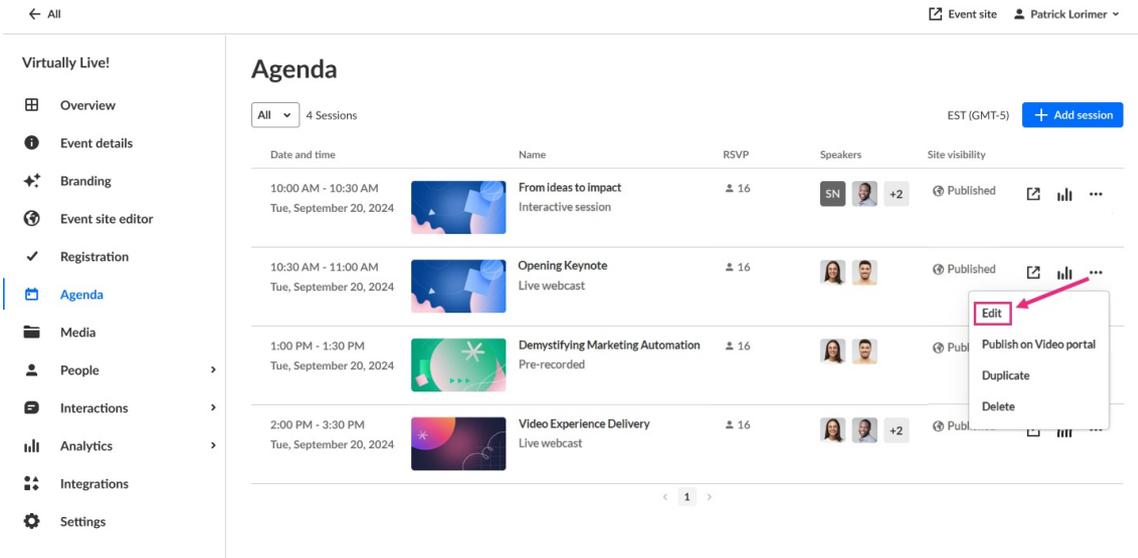
Opening Keynote
Live webcast Published
10:00 AM - 10:30 AM Tue, February 02

Speakers Invite See all

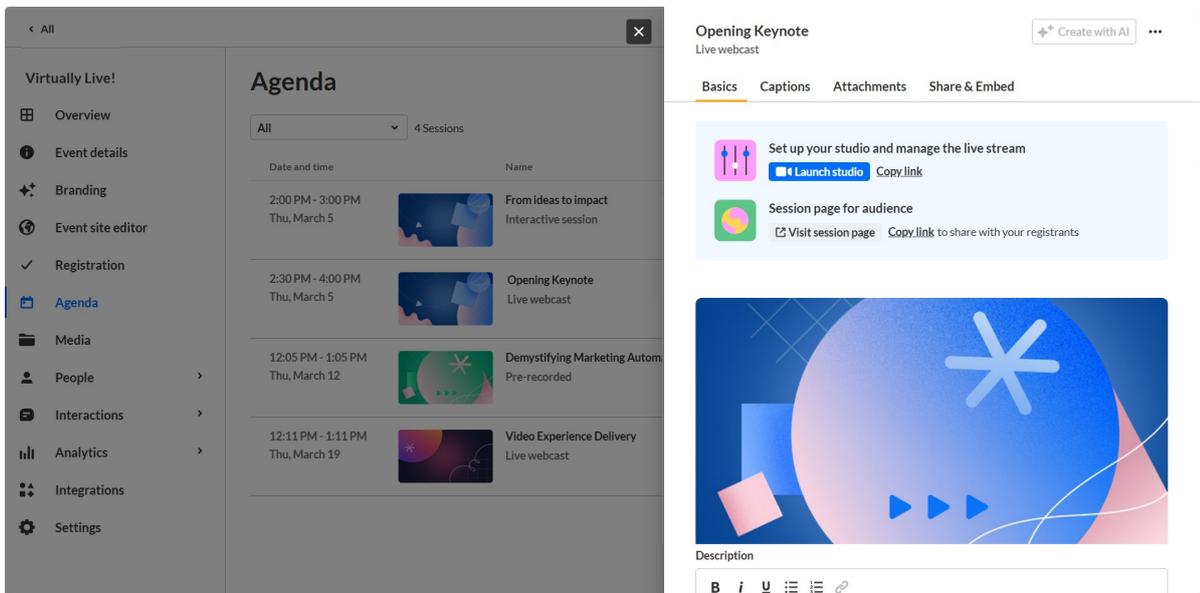
Julian Lang
Director of Marketing Strategy, Kaltura
Registered

Celine Garnier
Content marketing specialist personalizat...
Registered

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



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



When a tab is open, you'll also see a **Create with AI** button and a **three-dot menu**. These actions are available across all tabs. For details, see [Global actions](#) below.

Basics tab

Use the **Basics** tab to manage the core settings for the session. From this tab, you can:

- [Launch Kaltura Webcast studio and copy studio link to share](#)
- [Visit session page and copy session page link to share](#)

- [Edit session details](#)
- [Obtain live stream details](#)
- [Assign resource location](#)
- [Activate AI assistant](#)
- [Set site visibility](#)
- [Manage recordings](#)

Captions tab

Use the Captions tab to manage captions and translations, if these services are enabled on your account. From this tab, you can:

- [Order live captions](#)
- [Order live translation](#)
- [Order captions for session recording or video source](#)
- [Upload captions for session recording or video source](#)
- [Set as default, edit, download, and delete captions for a session recording](#)

Attachments tab

Use this tab to add downloadable files (such as slides or documents) to your sessions. For workflow details, see [Upload and manage attachments](#).

Share & Embed tab



Looking for more information about this feature? Feel free to contact your Kaltura representative.

Use the Share & Embed tab to distribute your live session outside the event site. From this tab, you can:

- [Embed the player on an external site](#)
- [Share \(restream\) your session on social media channel](#)
- [Edit an existing stream](#)
- [Delete an existing stream](#)



You can share and embed future sessions only.

Global actions

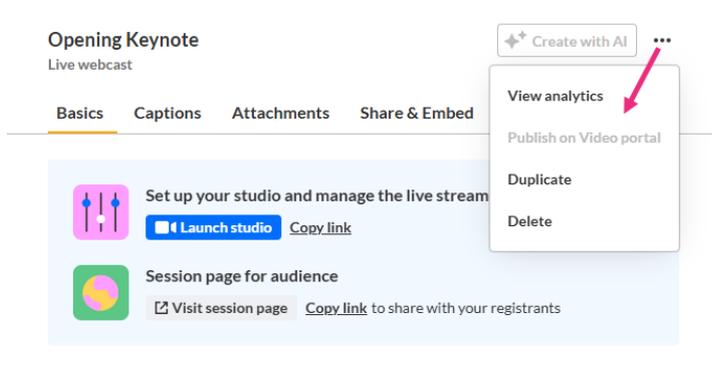
The following actions appear in every tab.

Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. This button is active only when applicable media is uploaded. See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

More actions

Click the **three-dot menu** to access additional options:



- **View analytics** - See [Session analytics](#) for details.
- **Publish on Video portal** - See [Session publishing capabilities](#) for details.
- **Duplicate session** - See [Duplicate session](#) for more details.
- **Delete session** - Permanently delete the session.

Additional resources

See the following additional articles for reference:

- [Configure the firewall](#)
- [Monitor your webcast through real-time analytics](#)
- [Live encoding best practices guide](#)
- [Standards and best practices for streaming to Kaltura](#)