Configure a Live webcast session in your event

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This article is designated for all users.

About

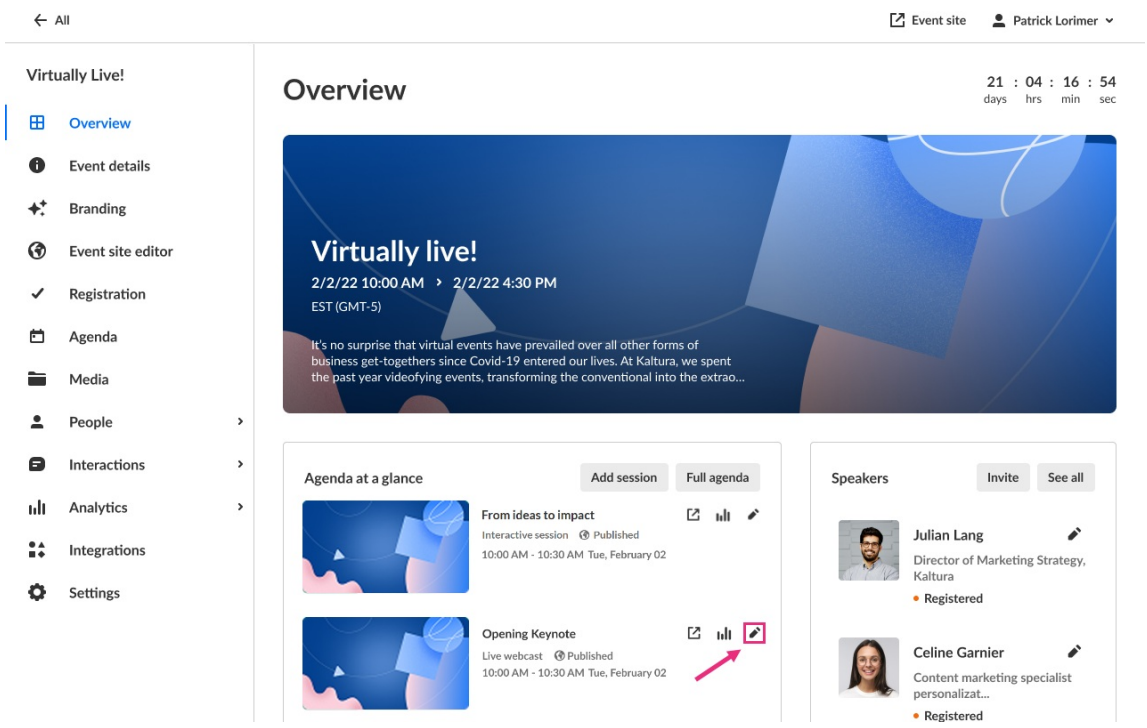
This article explains how to configure a Live webcast session in a multi-session event.

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

Access session settings

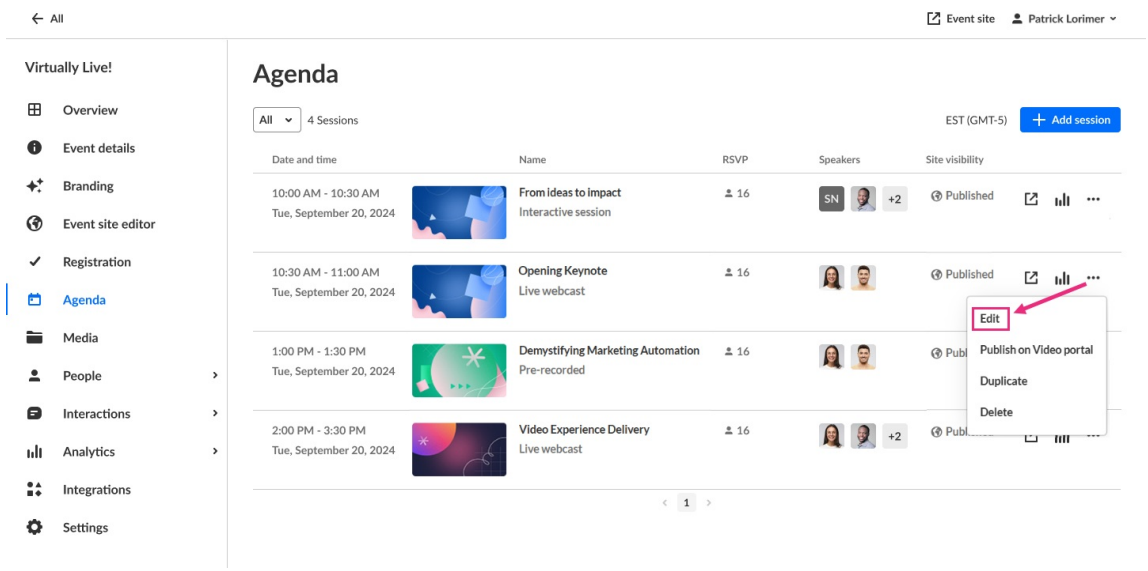
There are two ways to reach session settings:

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

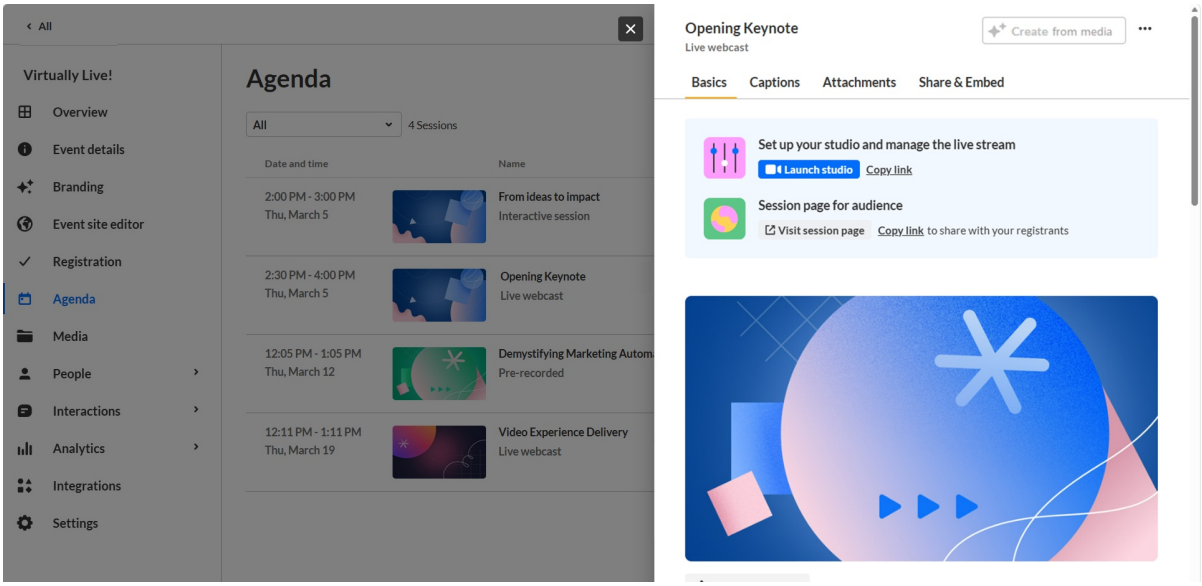


- On the **Agenda** page, click the **three dots** to the right of the session and choose **Edit**.

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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 from media** 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

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- 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

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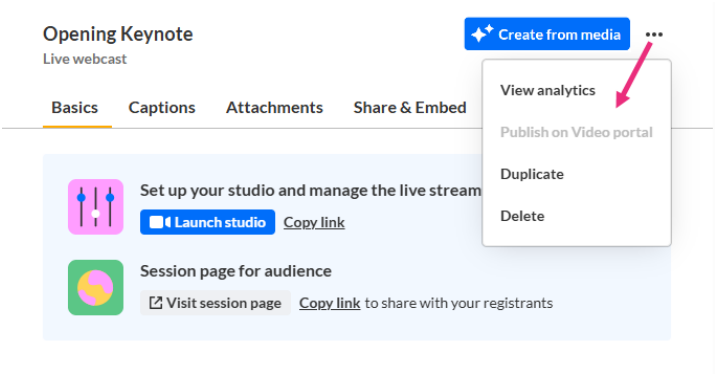
The following actions appear in every tab.

Create from media

Use the **Create from media** 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

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