Configure a Live webcast session in your event

Last Modified on 08/04/2026 5:06 pm IDT

This article is designated for all users.

About

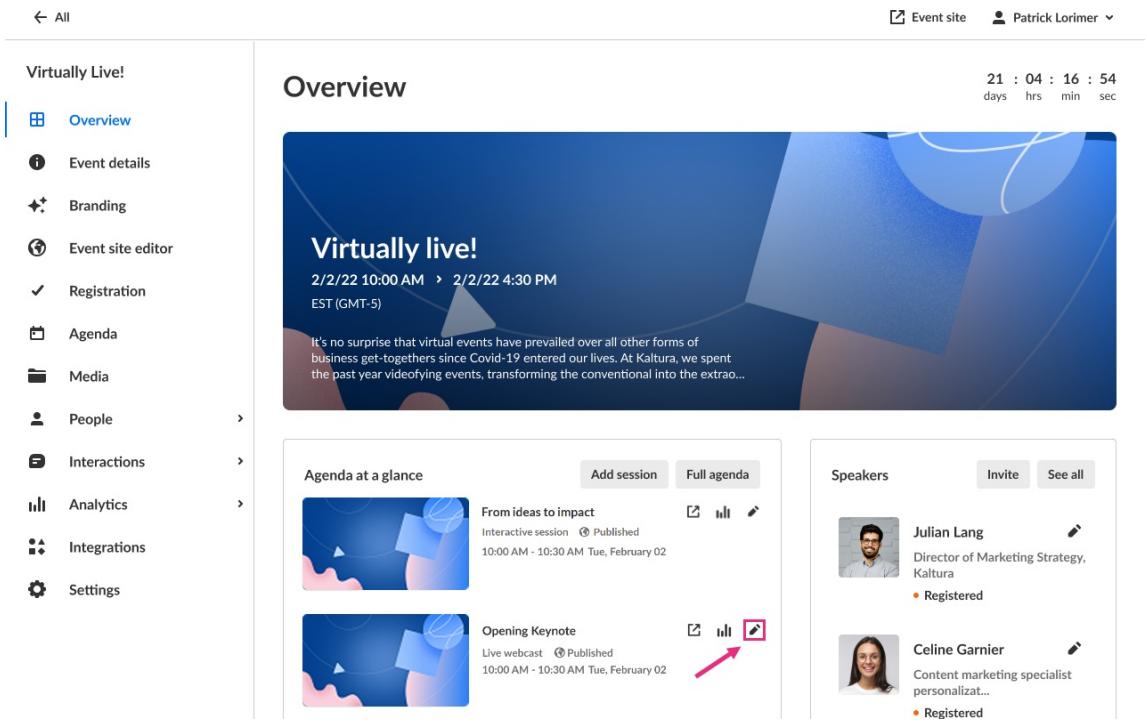
This article explains how to configure a Live webcast session in a multi-session event.

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

Access session settings

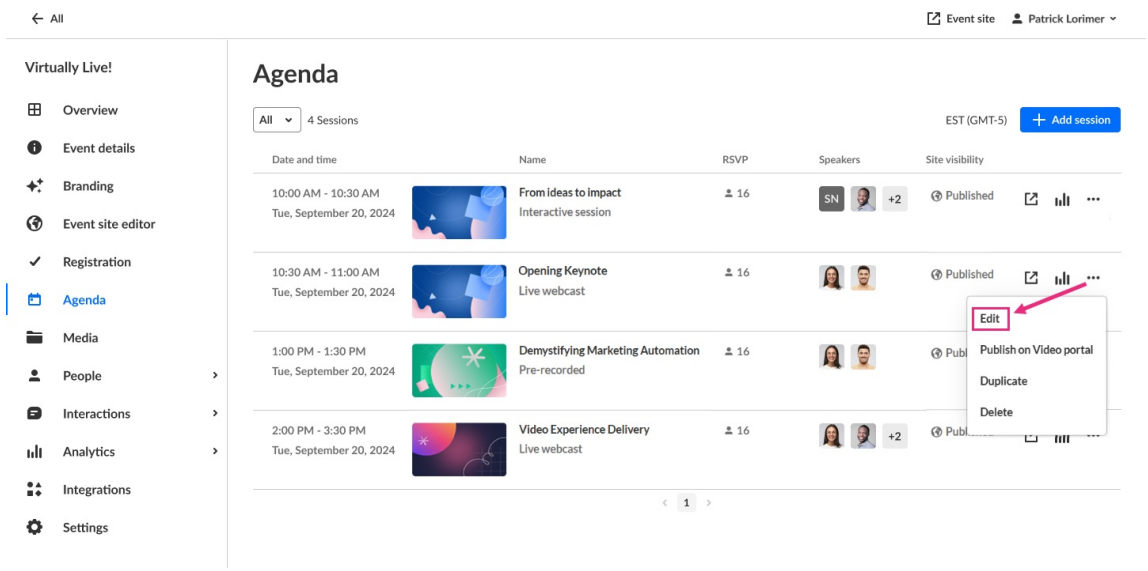
There are two ways to reach session settings:

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

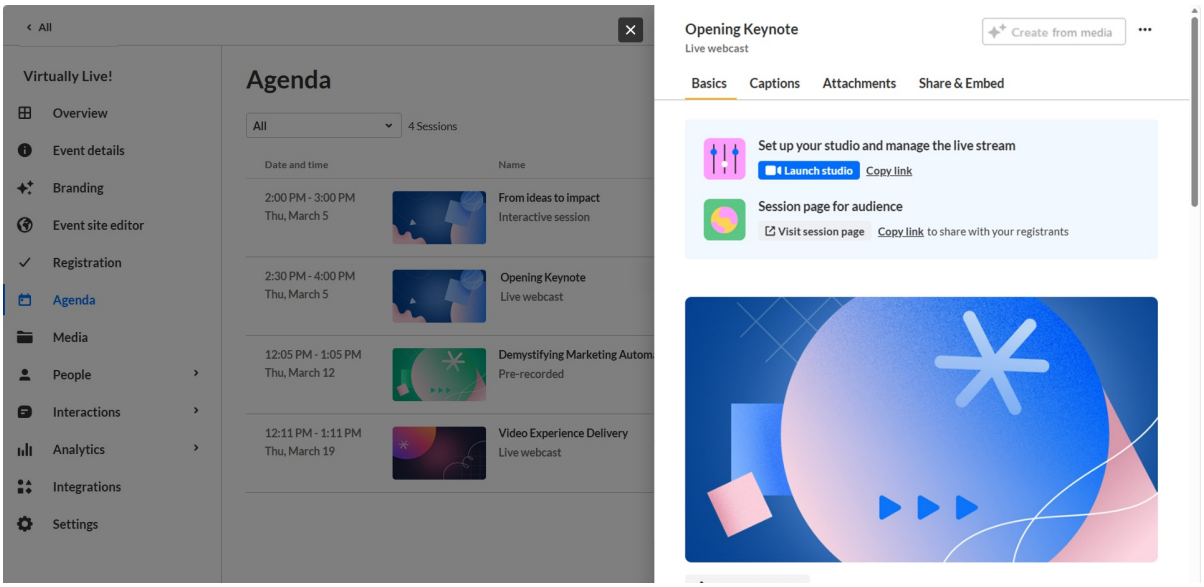


- On the **Agenda** page, click the **three dots** to the right of the session and choose **Edit**.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

- 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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

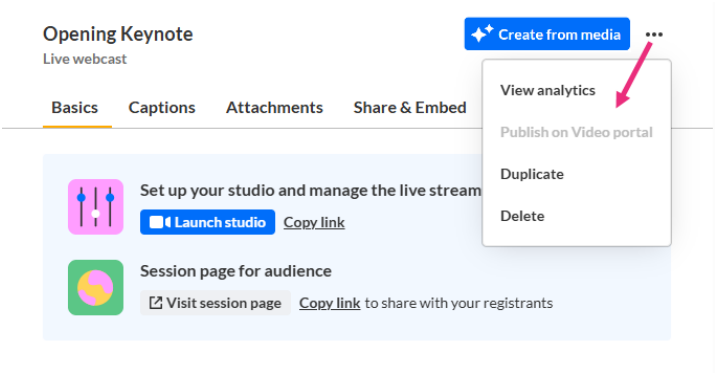
The following actions appear in every tab.

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

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.