


# Configure a Live webcast session in your event

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 This article is designated for all users.

## About

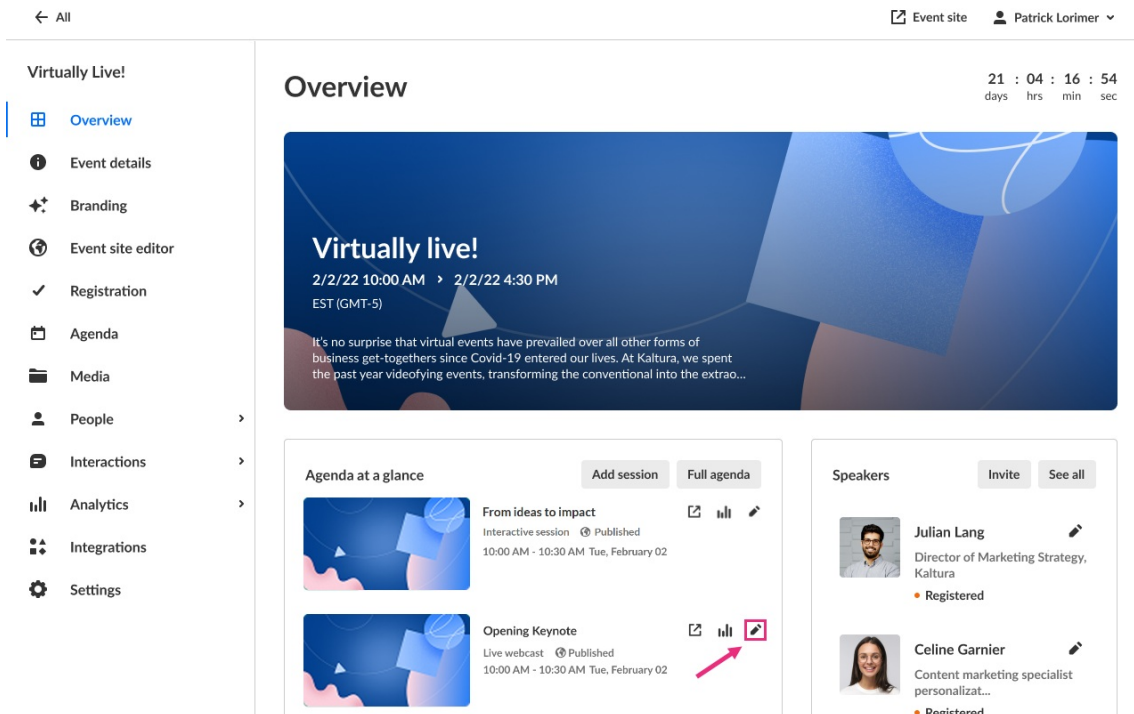
This article explains how to configure a Live webcast session in a multi-session event.

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

## Access session settings

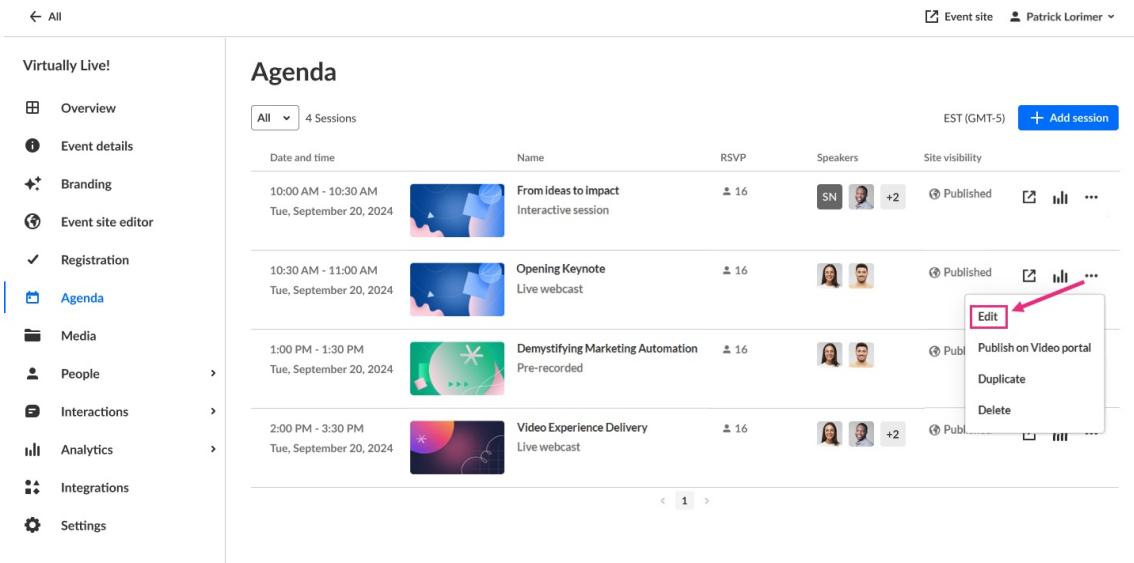
There are two ways to reach session settings:

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

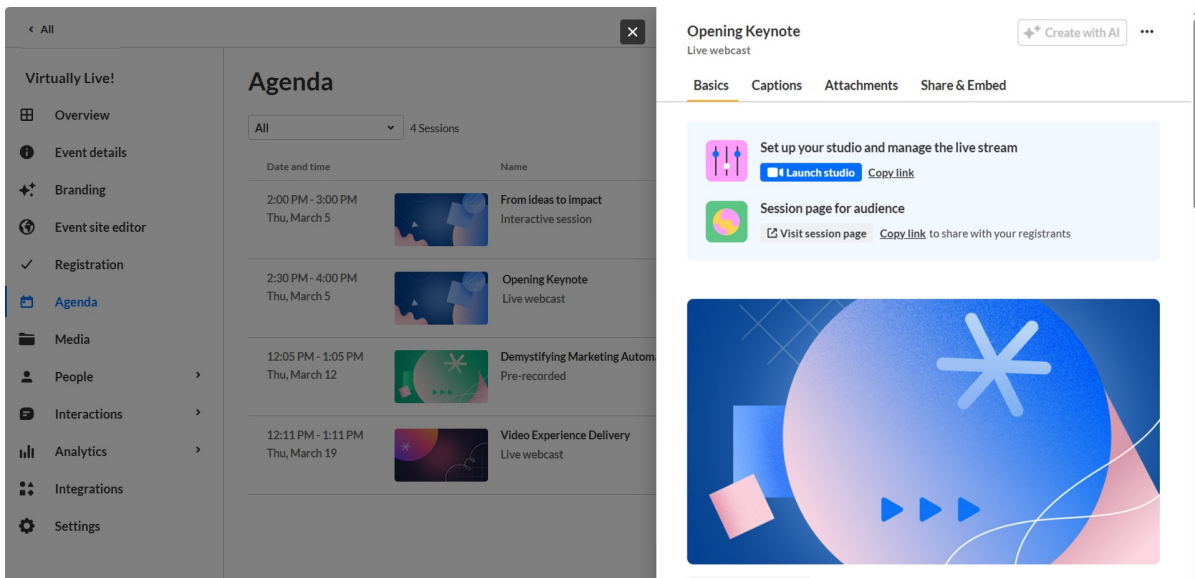


The screenshot shows the Kaltura event management interface. On the left is a navigation sidebar with options: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and shows a timer for '21 : 04 : 16 : 54' (days, hrs, min, sec). Below the timer is a 'Virtually live!' banner with the dates '2/2/22 10:00 AM > 2/2/22 4:30 PM EST (GMT-5)' and a paragraph of text. Underneath is the 'Agenda at a glance' section, which lists two sessions: 'From ideas to impact' (Interactive session, Published, 10:00 AM - 10:30 AM Tue, February 02) and 'Opening Keynote' (Live webcast, Published, 10:00 AM - 10:30 AM Tue, February 02). A red arrow points to the pencil icon next to the 'Opening Keynote' session. To the right of the agenda is a 'Speakers' section with 'Invite' and 'See all' buttons, listing Julian Lang and Celine Garnier.

- 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

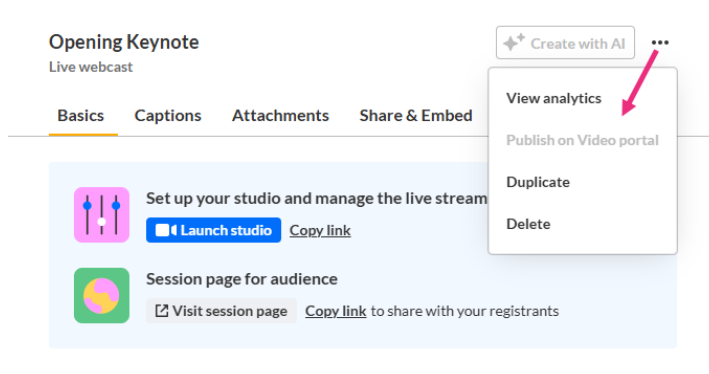
The following actions appear in every tab.

## 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](#)