Edit a Live webcast session in your event

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This article is designated for all users.

About

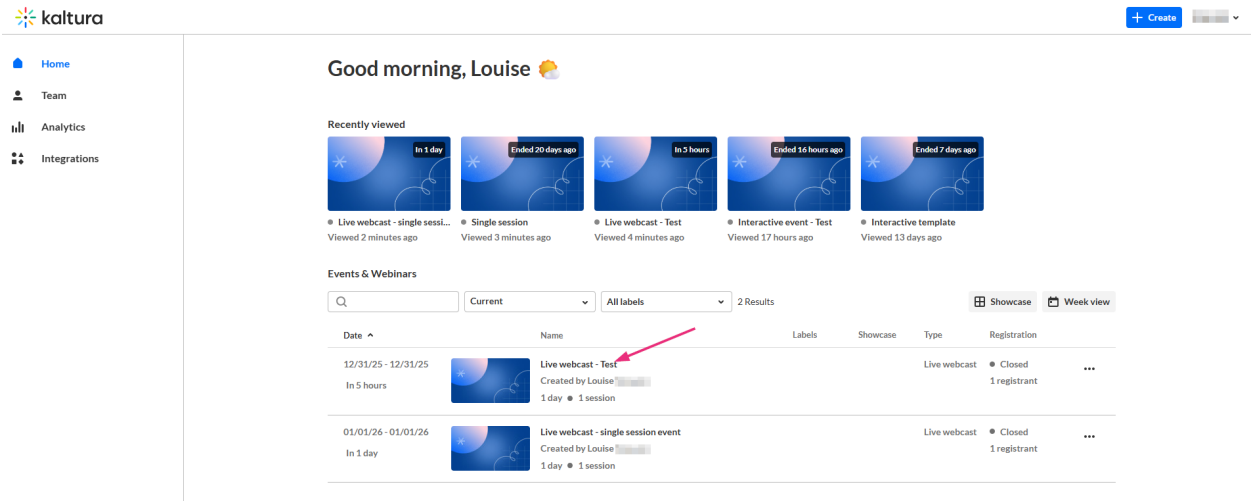
This article explains how to edit a Live webcast session in a multi-session event.

You can edit session details, manage live settings, access the webcast studio, and perform actions such as duplicating or deleting a session.

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

Access editing capabilities

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



The **Overview** page displays.

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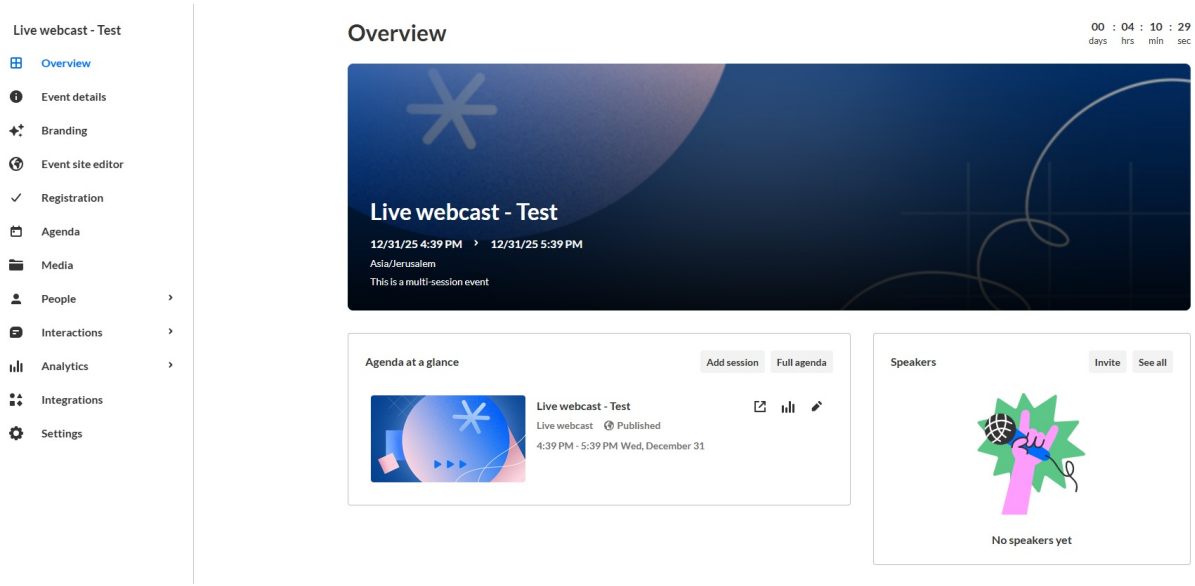
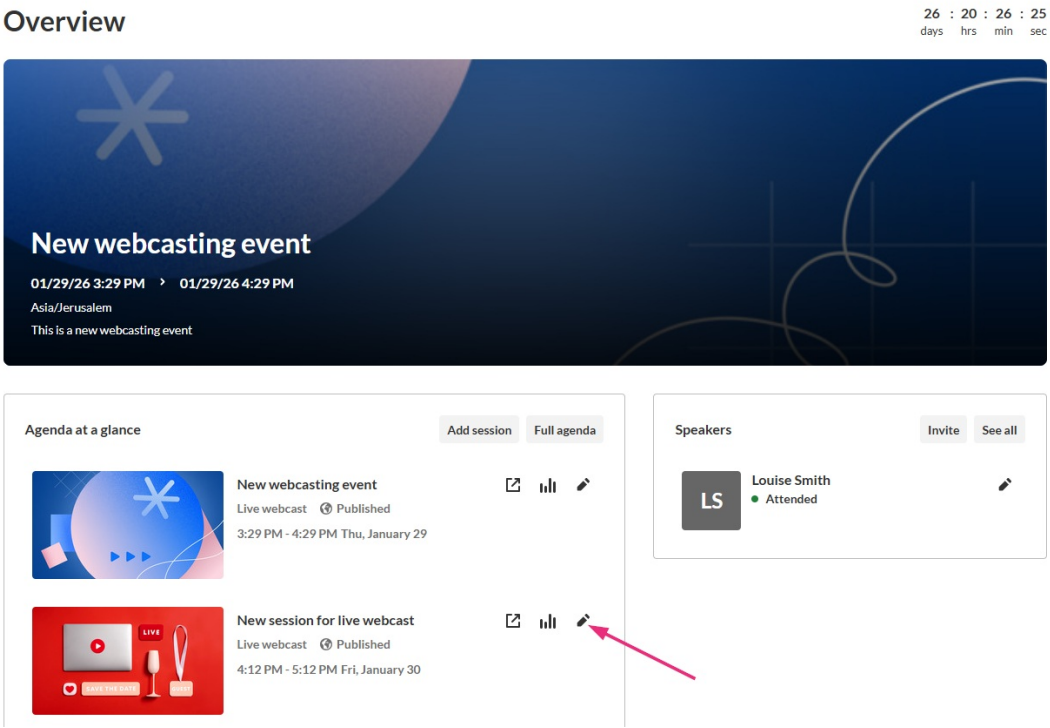


Locate your live session in the **Agenda at a glance** section, and click the **pencil icon**.



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

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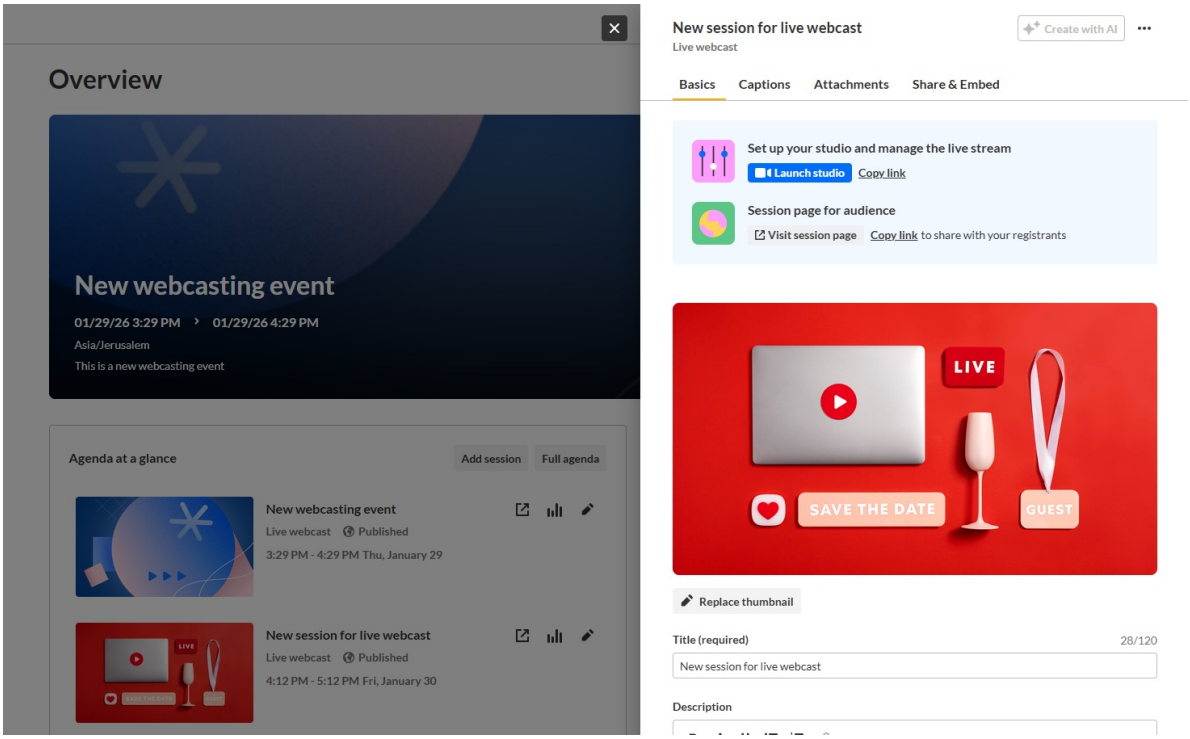

When a tab is open, you'll also see a **Create with AI** button and a **three-dot menu.** These actions are available across all tabs. For details, see Global actions below.

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
- Assign resource location
- Activate AI assistant
- Manage recordings
- Obtain live stream details

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

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- 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 (restream) and embed only after creating your session and accessing the Share & Embed tab of the Edit Session page.

> 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.

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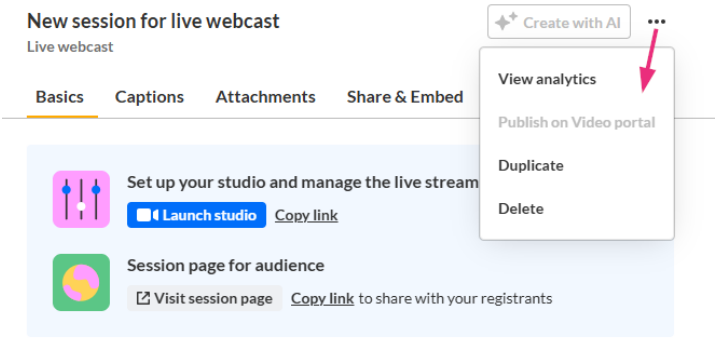
More actions

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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