

## Edit a Live webcast session in your event

Last Modified on 01/03/2026 10:28 am IST

 This article is designated for all users.

### About

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

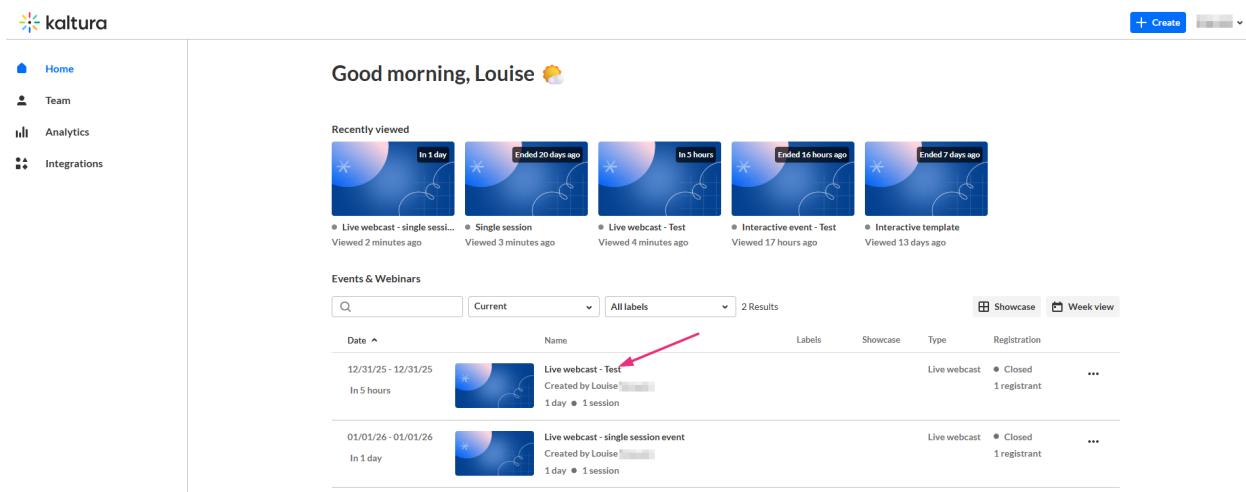
You can edit session details, manage live settings, access the webcast studio, and perform actions such as duplicating or deleting a session.



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

### Access editing capabilities

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



The screenshot shows the Kaltura Events homepage. On the left, there is a sidebar with navigation links: Home, Team, Analytics, and Integrations. The main area is titled "Good morning, Louise" with a sun emoji. Below this, there is a "Recently viewed" section with five items, each with a thumbnail, title, and timestamp. The "Events & Webinars" section follows, with a search bar, date filter set to "Current", and a dropdown for "All labels". The results table has columns for Date, Name, Labels, Showcase, Type, and Registration. Two events are listed: "Live webcast - Test" (created by Louise, 1 day, 1 session) and "Live webcast - single session event" (created by Louise, 1 day, 1 session). A red arrow points to the "Live webcast - Test" row.

The [Overview](#) page displays.

Live webcast - Test

- [Overview](#)
- [Event details](#)
- [Branding](#)
- [Event site editor](#)
- [Registration](#)
- [Agenda](#)
- [Media](#)
- [People](#)
- [Interactions](#)
- [Analytics](#)
- [Integrations](#)
- [Settings](#)

00 : 04 : 10 : 29
days hrs min sec

### Live webcast - Test

12/31/25 4:39 PM > 12/31/25 5:39 PM  
Asia/Jerusalem  
This is a multi-session event

**Agenda at a glance**



[Live webcast - Test](#)  
Live webcast Published  
4:39 PM - 5:39 PM Wed, December 31

**Speakers**



[Invite](#) [See all](#)  
No speakers yet

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

Overview

26 : 20 : 26 : 25
days hrs min sec

### New webcasting event

01/29/26 3:29 PM > 01/29/26 4:29 PM  
Asia/Jerusalem  
This is a new webcasting event

**Agenda at a glance**



[New webcasting event](#)  
Live webcast Published  
3:29 PM - 4:29 PM Thu, January 29

**Speakers**



[Louise Smith](#) Attended 

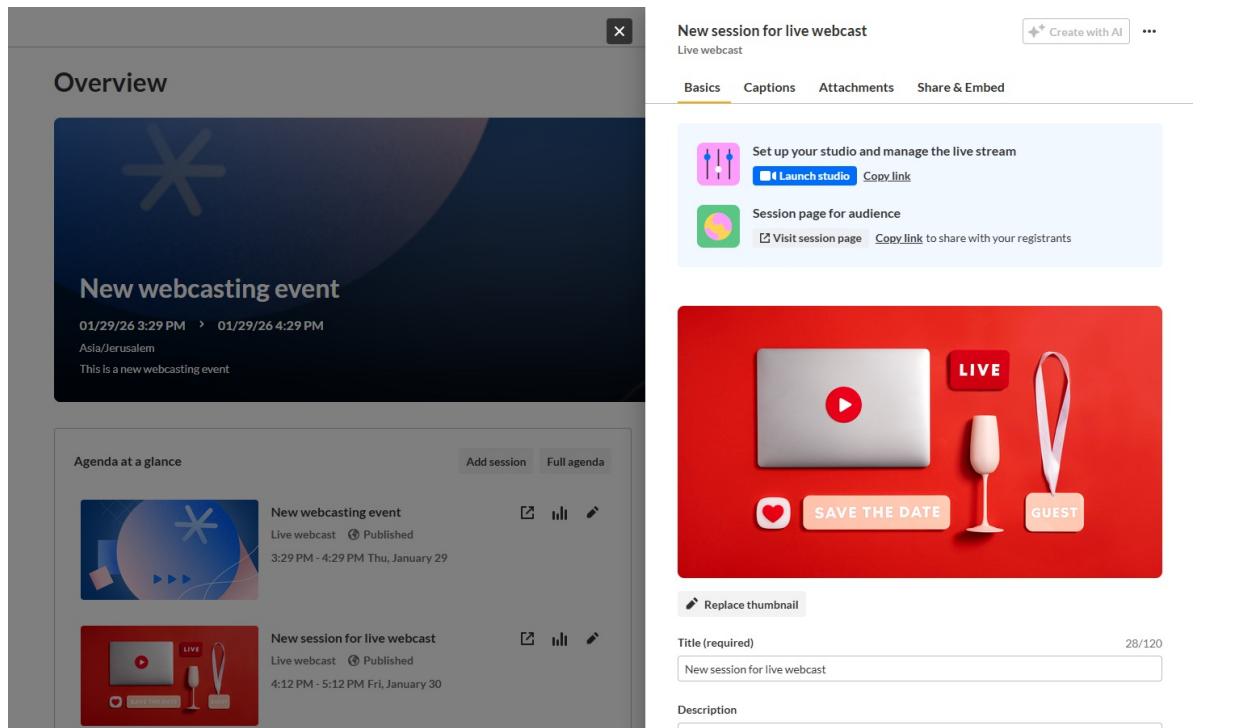
**New session for live webcast**



[Live webcast](#) Published  
4:12 PM - 5:12 PM Fri, January 30



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](#)
- [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](#)

- 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

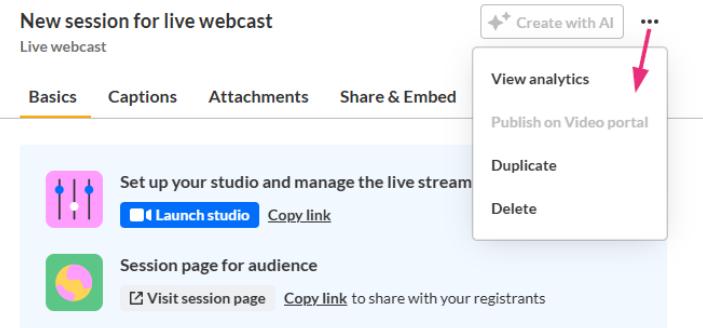
The following actions appear in every tab.

### 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.

## More actions

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



New session for live webcast

Live webcast

Basics Captions Attachments Share & Embed

Set up your studio and manage the live stream

Launch studio Copy link

Session page for audience

Visit session page Copy link to share with your registrants

View analytics

Publish on Video portal

Duplicate

Delete

- **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](#)