Configure a DIY live webcast session in your event

Content updated: 09/30/2025

This article is designated for all users.

About

This article describes how to configure a DIY live webcast session in a multi-session event.

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

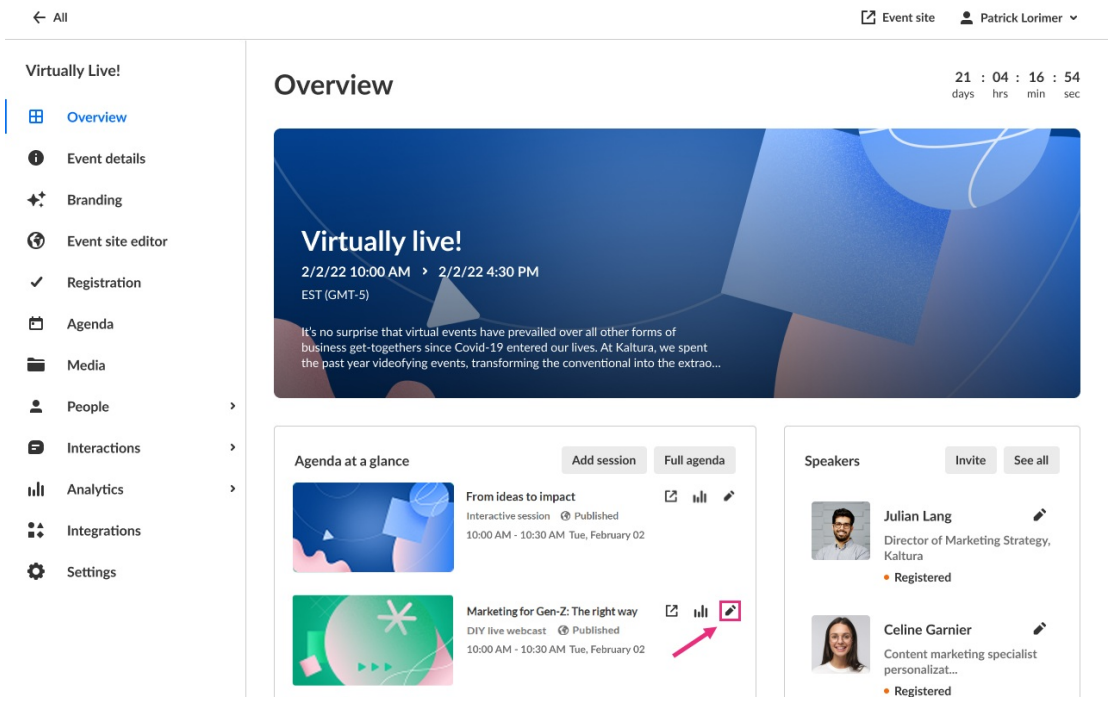
Some behavior described here applies to a non-default configuration. Customer-specific variations are highlighted where applicable.

Access session settings

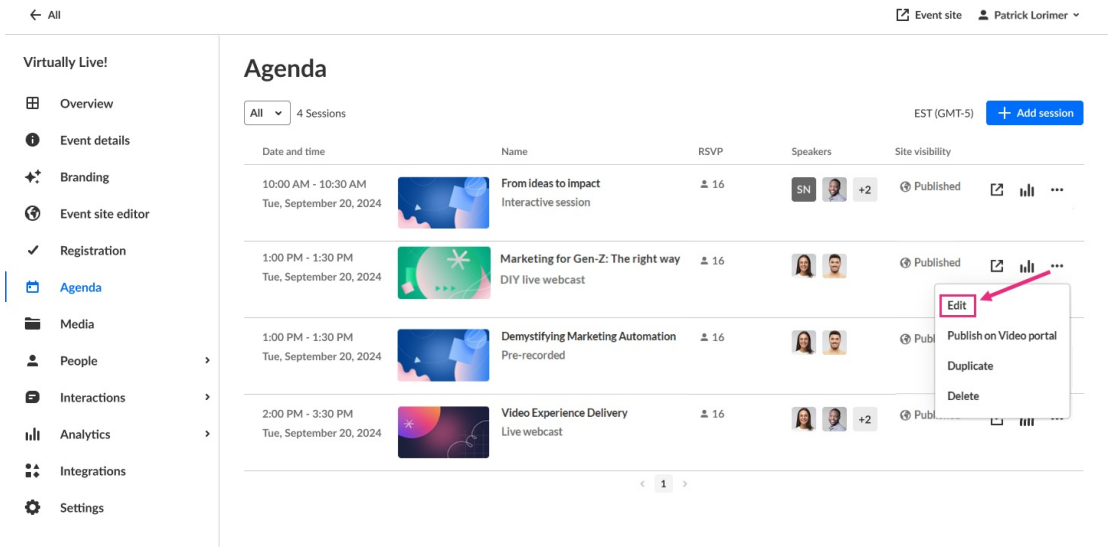
There are two ways to reach session settings:

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

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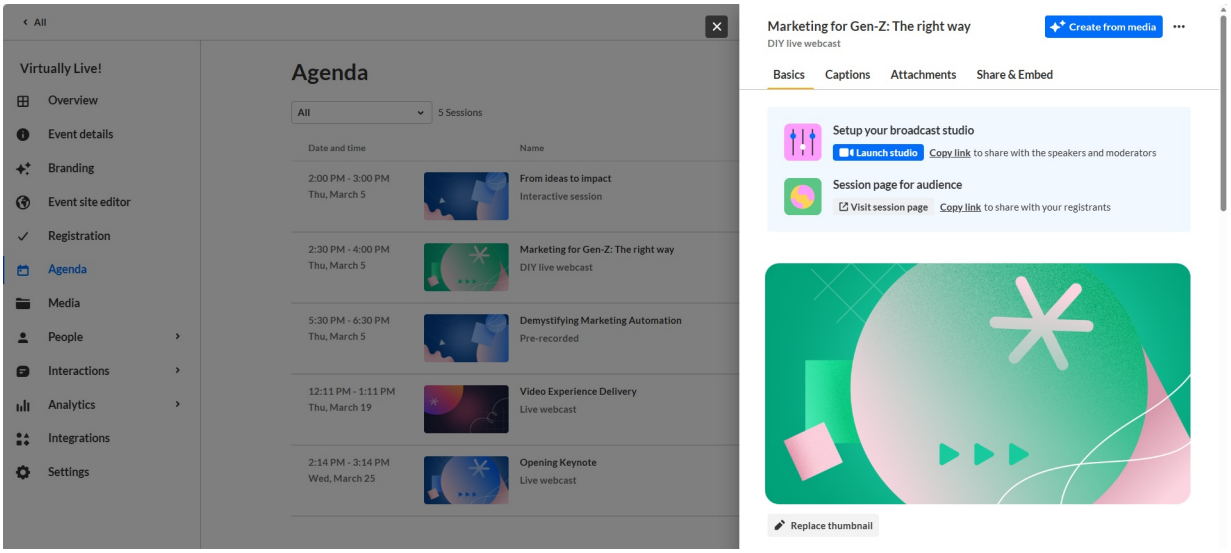


- On the **Agenda** page, click the **three dots** to the right of the session and choose **Edit**.



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

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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

Configure the core details of your event, like title, description, and tags. Launch the studio, access a direct link to the session page, manage recordings, and much more.

- Launch Kaltura Studio room and copy studio link to share
- Visit session page and copy session page link to share
- Edit session details
- Activate AI assistant
- Set site visibility
- Control screen sharing and stage access during the session

  Depending on your account settings, the ability to control screen sharing and stage access may not be enabled.

- Manage recordings

Captions tab

Manage captions and translations for your session. Order, upload, edit, download, delete, and set default captions, and much more.

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The ability to order captions and translation must be enabled and configured on your account. If they are not, please contact your Kaltura representative to enquire about adding them. If captions and translation are enabled and configured on your account, you may order them only after creating your session and accessing the Captions tab of the Edit session page.

- 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

Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images on the Attachments tab.

Supported file types consist of the following:

Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'

Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

- Upload attachments
- Edit attachments
- Download attachments
- Get information on attachments
- Delete attachments

Share & Embed tab

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Looking for more information about this feature? Feel free to contact your Kaltura representative.

When using Kaltura's Live Broadcasting services, you can choose to share (re-stream) your scheduled live event to any RTMP based live broadcasting service. When re-stream is set, Kaltura will take care of replicating your live stream and concurrently stream it to additional live broadcasting services such as social media live streaming.

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

You may share (restream) and embed future sessions only.

- Embed the player on an external site
- Share (restream) your session on social media channel
- Edit an existing stream
- Delete an existing stream

Global actions

The following actions appear in every tab.

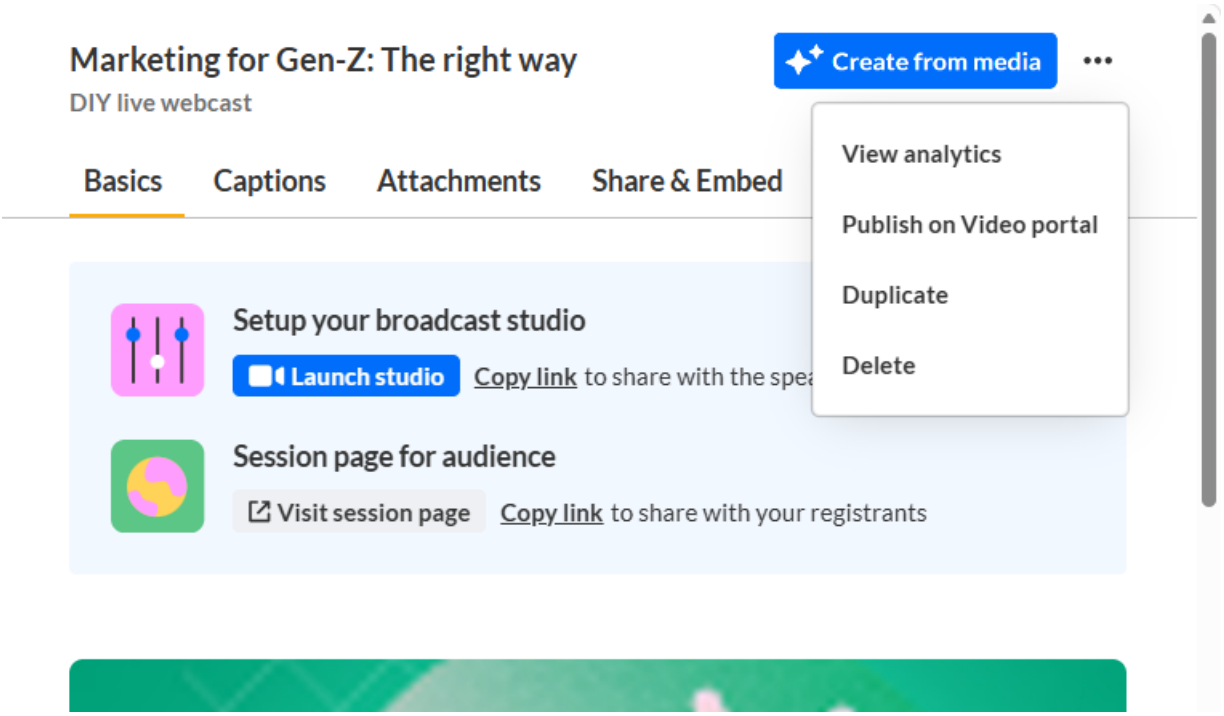
Create from media

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:

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- **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.

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