

Add attachments to media in Video Portal - Theming

Last Modified on 04/04/2026 11:45 am IDT

 This article is designated for all users.

About

Enhance your media by adding downloadable attachments for viewers to access before, during, or after playback.



- Your administrator must enable the [Attachments module](#) for this feature.
- These instructions are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Add attachments to media](#).

Access the Assets tab

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

My Media

Search My-Media 62 Results found

[Clear all filters](#)

- Sort By
- Media Type
- Publish Status
- Webcasts
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date

Kaltura Architecture – APIs, UI Components & Management Tools (Source) ⋮

Video • Owner • 1 View • 1 Play • Private Explore

Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source) ⋮

Video • Owner • 0 Views • 0 Plays • Private Explore

Kaltura's Theming design system (Source) ⋮

Video • Owner • 5 Views • 5 Plays • Private Explore

- Publish status
- Edit
- Analytics
- Delete

Test room ⋮

Meeting • Owner • Unlisted Explore

Alternatively, you can access the edit page from the [media page](#) by clicking the **three-dot menu** and selecting **Edit**.



Kaltura's Theming design system (Source) 👍 0 🔗 Share ⋮

The edit media page opens on the **Details** tab by default, with a left-hand navigation.

< Kaltura's Theming design system (Source)

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

Details

Save

Edit basic details for your media.

Name *

Kaltura's Theming design system (Source)

Description

B *i* U    

Tags

single text

multi text

+ Add

single date no time

 dd/mm/yyyy

multi date with time

 dd/mm/yyyy  hh:mm aa

3. In the left navigation, click the **Assets** tab to display the Assets edit page.

< Kaltura's Theming design system (Source)

Details

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

... Information


Assets

Manage your media assets including alternative formats, attachments, and download options.

Replace media

Upload a new file to replace the current media

 Upload  Replace Media from URL

 All current flavors will be replaced upon replacement approval. Any time based metadata won't be synced with the new content.

Attachments


Attach downloadable content to the media.

 Upload

Video Asset Files


Download the available video files for this media.

Source  Download

Basic/Small - WEB/MBL (H264/400)  Download

Basic/Small - WEB/MBL (H264/600)  Download

SD/Small - WEB/MBL (H264/900)  Download

SD/Large - WEB/MBL (H264/1500)  Download

HD/1080 - WEB (H264/4000)  Download

End-User Download Permissions

Select which video versions viewers are allowed to download.

source

Basic/Small - WEB/MBL (H264/400)

All edit actions apply immediately. There is no **Save** button on this page.

Upload attachments

1. Click **Upload**.


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HD/1080 - WEB (H264/4000)  Download

The **Upload Attachment** window opens.

Upload attachment

Upload your attachment and choose an optional name and tooltip information.

File *

 Upload

Name

Name your attachment

Tooltip

Enter attachment tooltip

Cancel


Add

2. Click **Upload** and select a file from your computer.
3. (Optional) Enter a name and a tooltip description for the attachment.
4. Click **Add**.

Upload attachment

Upload your attachment and choose an optional name and tooltip information.

File *


This is a test.docx
✕

Name

Tooltip

Cancel
Add

The file is added as an attachment to the media entry.

To upload another attachment, repeat these steps.

Manage attachments

You can use the options in the **three-dot menu** to the right of the attachment to perform various actions.

Assets

Manage your media assets including alternative formats, attachments, and download options.


Replace media

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Attachments

Attach downloadable content to the media.



Meeting notes

Apr 4, 2026 • 12.9 KB • This is a test.docx

⋮

Edit

Download

Delete

Video Asset Files

Download the available video files for this media.

Source	<input type="button" value="Download"/>
Basic/Small - WEB/MBL (H264/400)	<input type="button" value="Download"/>
Basic/Small - WEB/MBL (H264/600)	<input type="button" value="Download"/>

Edit attachment details

1. Click the **three dots** next to the attachment and select **Edit**.
The 'Edit attachment' window opens.

Edit attachment

Name

Tooltip

2. Modify the title and description as needed.
3. Click **Save**.

Download the attachment

Click the **three dots** and select **Download**.

The file downloads to your computer.

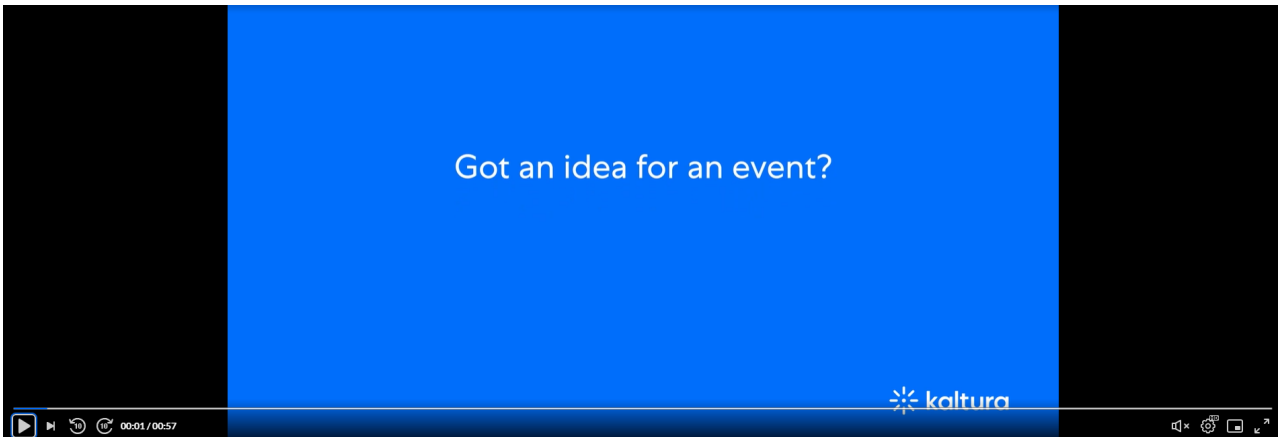
Delete the attachment

1. Click the **three dots** and select **Delete**.
A confirmation message displays.
2. Click **Delete** to confirm.

The attachment is removed.

User experience

Attachments appear below the media details with a download icon, allowing viewers to easily access them.



Enhancing Corporate Events with Kaltura (Source)

By louise.szmolesz@kaltura.com • March 20, 2026 • 1 View • 1 Play

👍 0 🗨️ Share ...

1 Attachment

📎 Meeting notes 📄

Supported file types

Attachments can include documents, spreadsheets, presentations, audio/video files, and images:

Media files – *.mts, *.mov, *.mpeg, *.avi, *.mp4, *.vob, *.flv, *.f4v, *.asf, *.wmv, *.m4v, *.3gp, *.mkv, *.arf, *.webm, *.mxf

Document files – *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, and OpenDocument formats

Image files – *.jpg, *.jpeg, *.bmp, *.png, *.gif, *.tif, *.tiff