

Create and send announcements in a live session

Content updated: 09/08/2026

 This article is designated for moderators

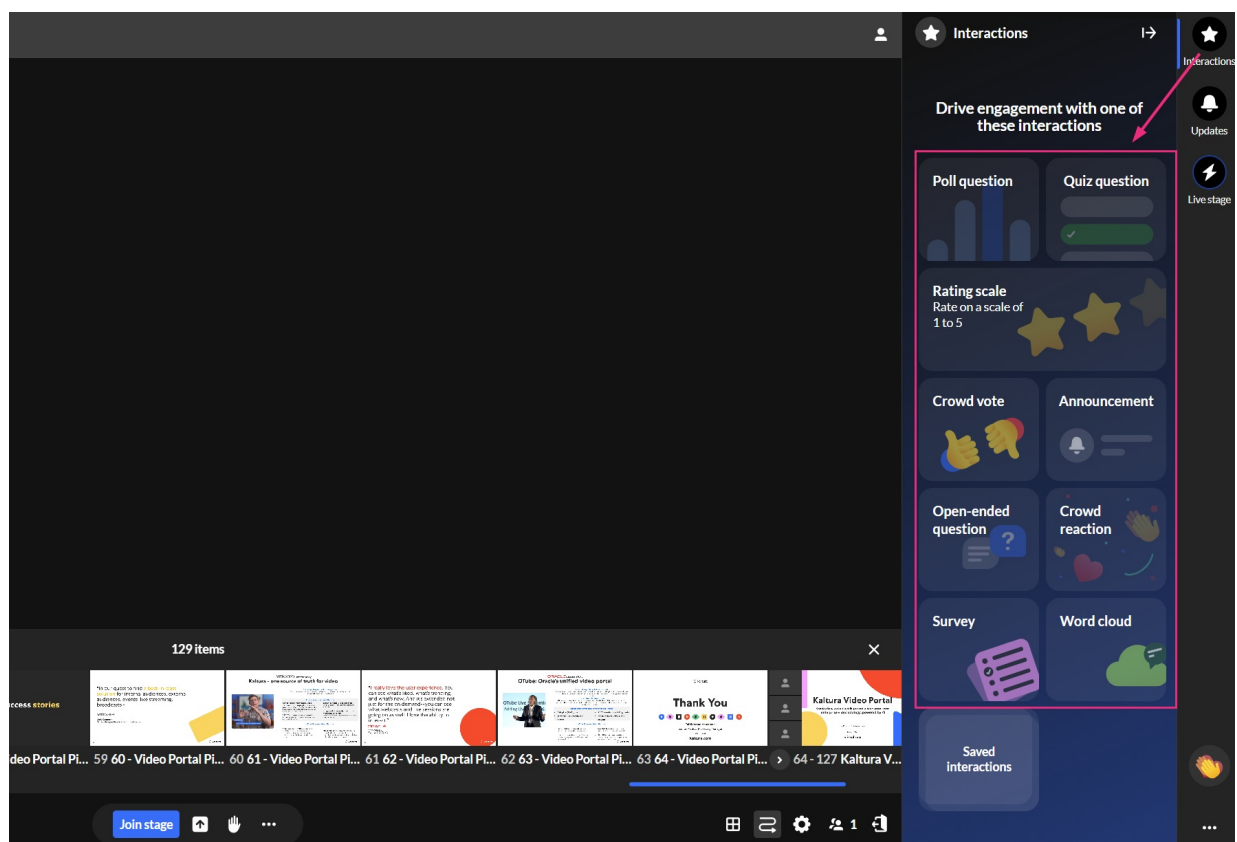
About

Use **announcements** to share important messages, reminders, instructions, or updates with participants during a live session. A sent announcement first displays as a toast notification and remains available in the **Updates** tab.

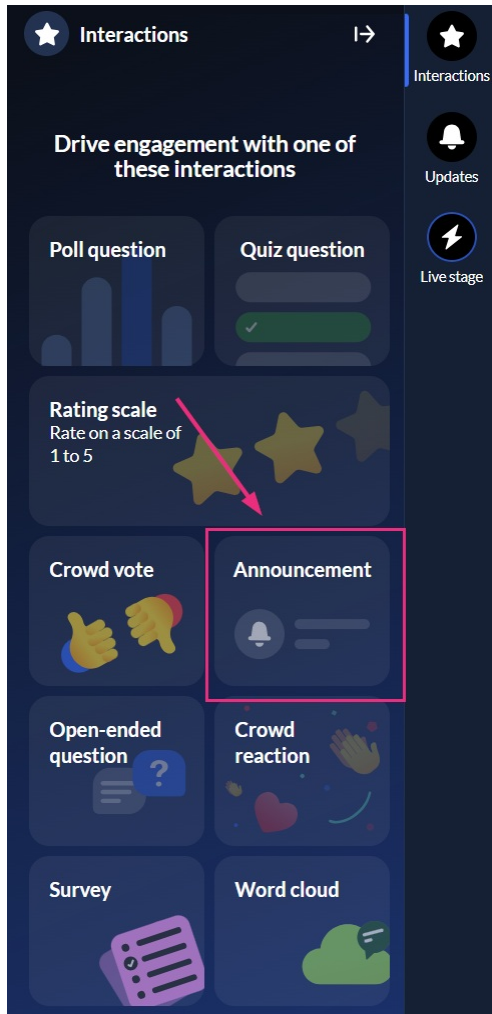
You can include an optional title and call-to-action button, then save the announcement as a draft or send it immediately.

Create and send an announcement

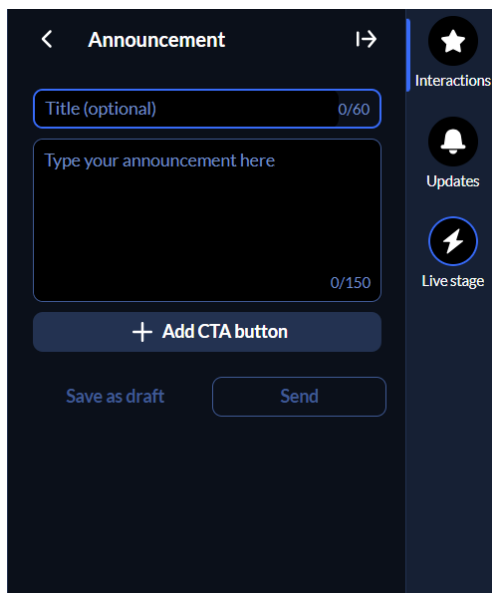
1. On the session page, click the **Interactions** tab in the upper-right corner to open the Interactions panel.



2. Select **Announcement**.

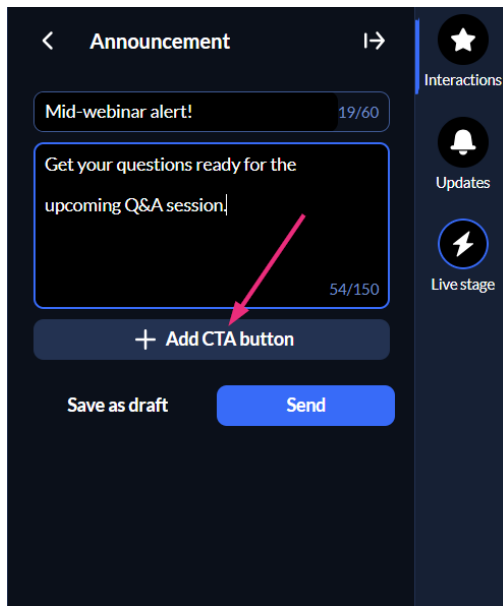


The Announcement window opens.

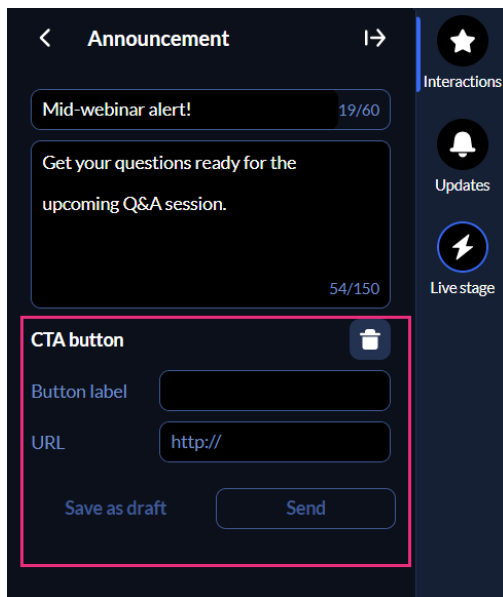


3. (Optional) Enter a title for your announcement (up to 60 characters), such as *Mid-webinar alert*.

4. Enter the announcement message (up to 150 characters), such as *Get your questions ready for the upcoming Q&A session.*
5. To include a call-to-action button, click **+ Add CTA button**.



Additional fields display.



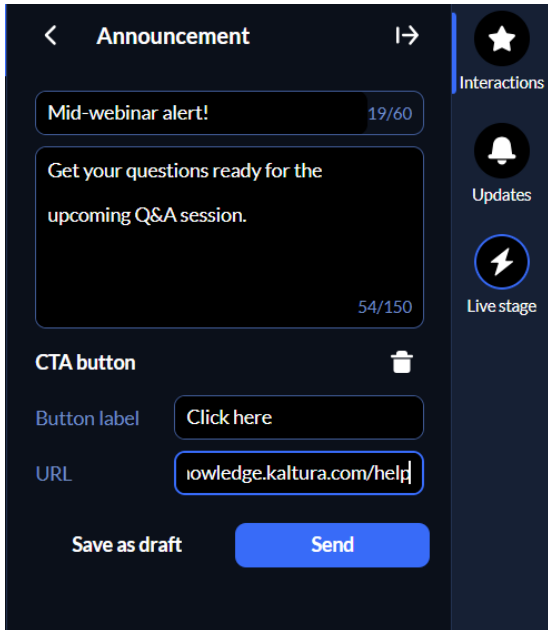
6. Complete both fields:

- **Button label** - Enter the text to display on the button.
- **URL** - Enter the page URL that opens when participants click the button.

To remove the CTA button, click the **trash can icon**.

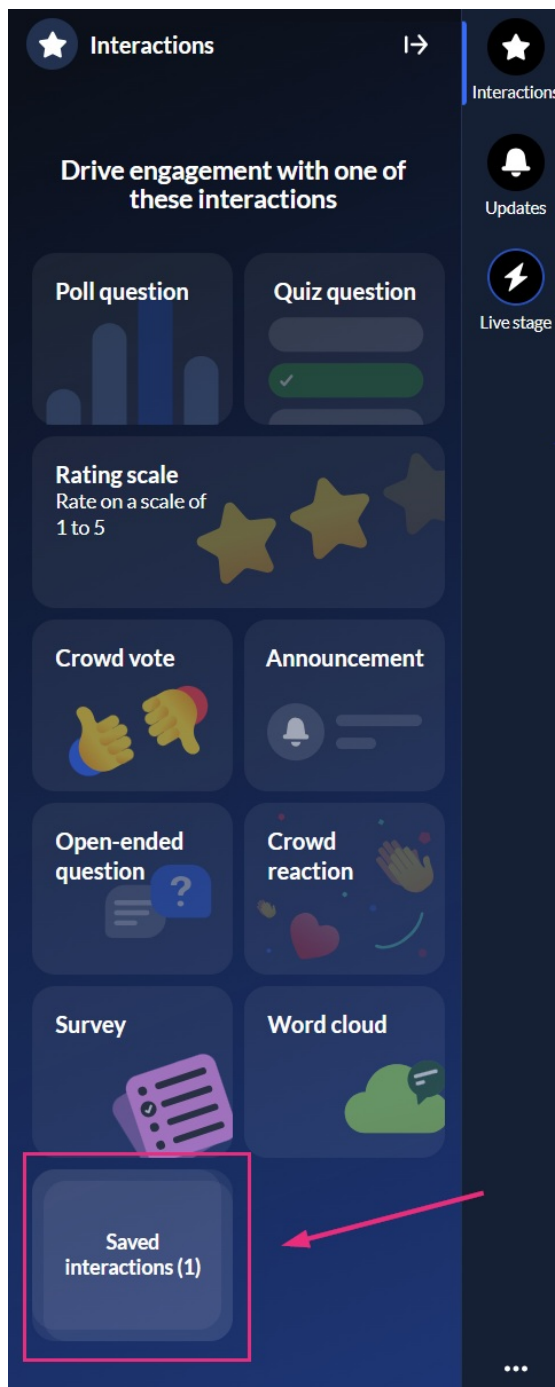
7. Click **Save as draft** or **Send**.

If you click **Send**, the announcement is published immediately and participants receive a notification.



The screenshot shows the 'Announcement' creation screen in a dark-themed interface. At the top, there's a title bar with a back arrow, the word 'Announcement', and a share icon. Below this, there are two text input fields: the first contains 'Mid-webinar alert!' with a character count of 19/60, and the second contains 'Get your questions ready for the upcoming Q&A session.' with a character count of 54/150. Under these fields is a 'CTA button' section with a trash icon. It includes a 'Button label' field with 'Click here' and a 'URL' field with 'nowledge.kaltura.com/help'. At the bottom left are two buttons: 'Save as draft' and 'Send'. On the right side, there is a vertical sidebar with three icons: a star for 'Interactions', a bell for 'Updates', and a lightning bolt for 'Live stage'.

If you click **Save as draft**, you can access the announcement from the drafts list under **Saved interactions**. Hover over the announcement to edit or send it.



Remove announcements

Moderators can remove announcements from the **Updates** tab during the session. See [Remove announcements](#).