

You can upload files in Kentico either one by one or as multiple files. This can be useful if you need to upload a greater number of files at once, or if you need to perform the task quickly. Uploading multiple files at once is available for:

- **Media files** - files in [media libraries](#) (e.g. **Media libraries** -> **Edit** (✎) *media library* -> **Files**).
- **Meta files** - files related to specified objects (e.g. [e-mail template](#) attachments in **E-mail templates** -> **Edit** (✎) *e-mail template* -> **General**).
- [Page attachments](#) - files attached to pages (e.g. **Pages** -> **select page** -> **Properties** -> **Attachments**).

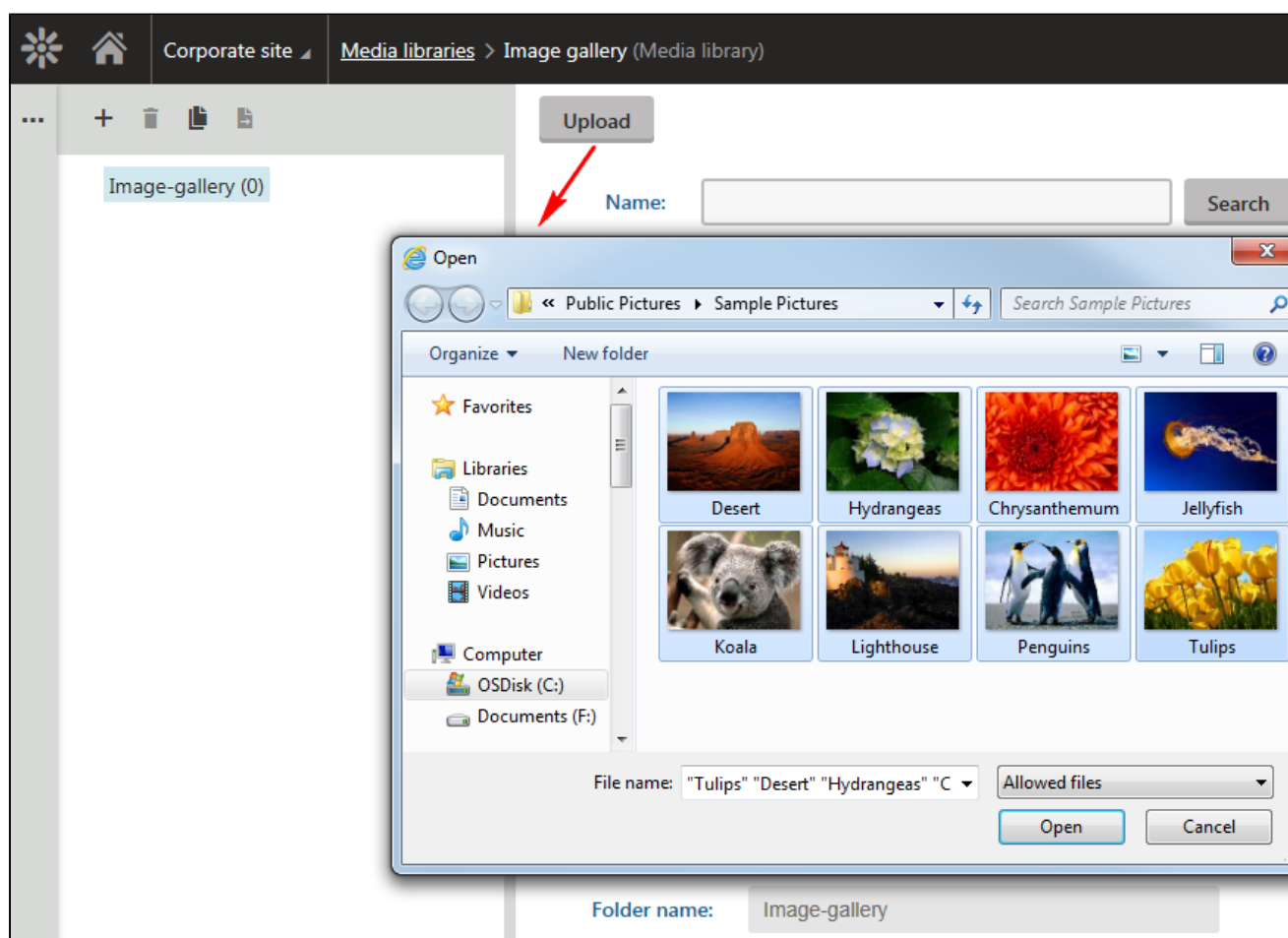
## Requirements for uploading multiple files

The following conditions must be fulfilled to allow uploading of multiple files:

- The application has the write-to-disk [permission](#) for the temporary file repository (**CMS/App\_Data/CMSTemp/MultiFileUploader** folder).
- The client browser supports HTML 5

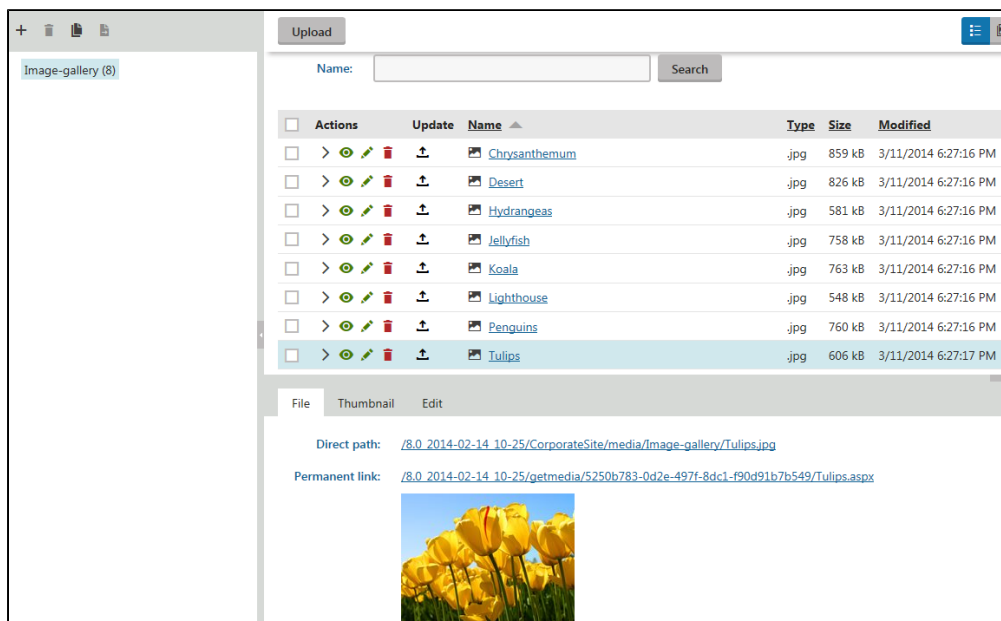
## How it works

1. Select one or more files from a given location.



2. The files are downloaded as temporary files to a repository (**CMS\App\_Data\CMSTemp\MultiFileUploader**). To upload the files successfully, users need to avoid causing a post back on the page containing the upload form field.

3. When the upload is finished, the temporary files become the requested files:



If a post back occurs while uploading multiple files or another error occurs, the temporary files remain in the temporary repository.

The system provides the **Delete old temporary upload files** [scheduled task](#) (configurable in the **Scheduled tasks** application), which deletes these temporary files, by default older than 24h. You can change this setting by changing the value of the **CMSDeleteTemporaryUploadFilesOlderThan** key (you need to manually add the key into the *web.config* file of the current web project folder).