


## Publish media

 This article is designated for all users.

By default, the media that you upload is private. If you want other users to view it, you need to publish it in a channel or gallery on your Video Portal. Here's how:

 Publish your media only when file conversion is complete, and the media is not waiting for moderation.

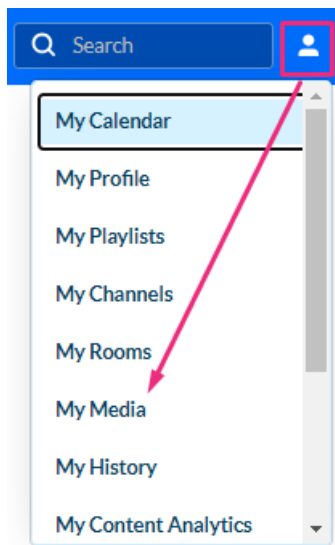
 You must have permission to publish to Channels and/or Galleries (Categories). Ask your MediaSpace administrator to give you the required permission.

## How to publish media

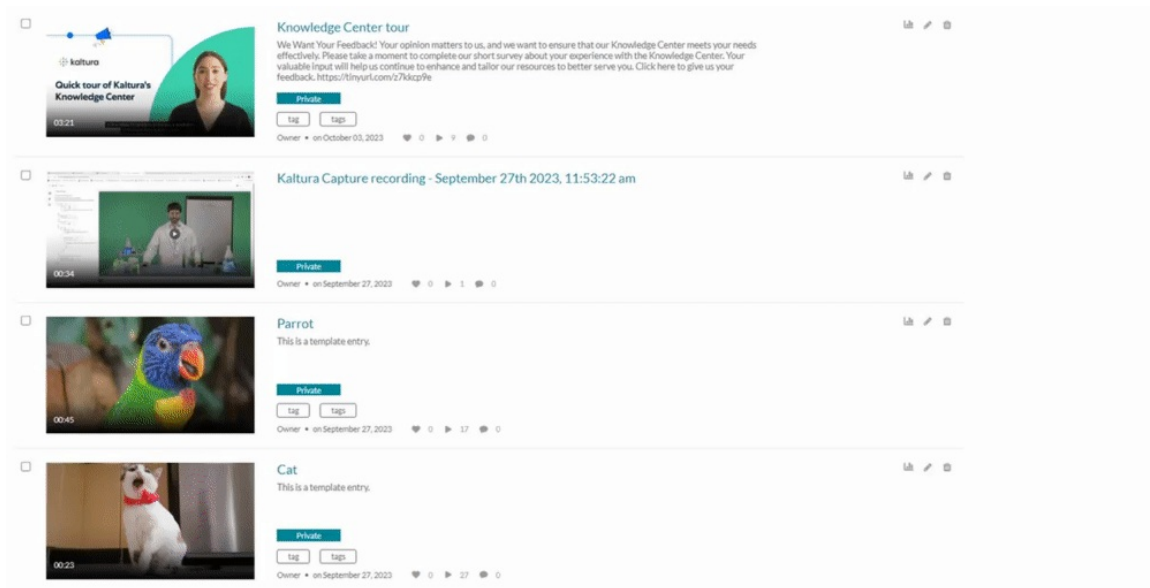
### From My Media

To publish one or more entries at a time:

1. Access [My Media](#) from the user menu .



2. Select a media item or multiple by checking the box next to the media item(s).
3. Select **Publish** from the **Actions** menu.



#### 4. Set the **Publishing Status** to **Published**.

### My Media











#### Publishing Status:

- ☐ **Private** - Media page will be visible to the content owner only.
- ☐ **Unlisted** - Media page will be visible to anyone with a link to the page.
- ☒ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

#### 5. Choose which channel(s) and/or category (gallery)(s) you want the media item published to. You can use the search box to find the desired category or channel.

**Publish in Category**   **Publish in Channel**

 Search Categories 

- ☐  **Art**
  - ☐  Artisan designs
  - ☐  New sub-gallery
- ☐  **Interiors**
  - ☐  Lifestyle & design
  - ☐  Projects
- ☐  Open Gallery
- ☐  Storytelling

6. Click **Save**.

7. A confirmation message displays: *Media successfully published.*

Media successfully published

## From the edit media page

1. Click the pencil icon next to the media item you want to publish.


☐


**Parrot**

This is a template entry.

**Private**

Owner • on September 27, 2023    0    17    0

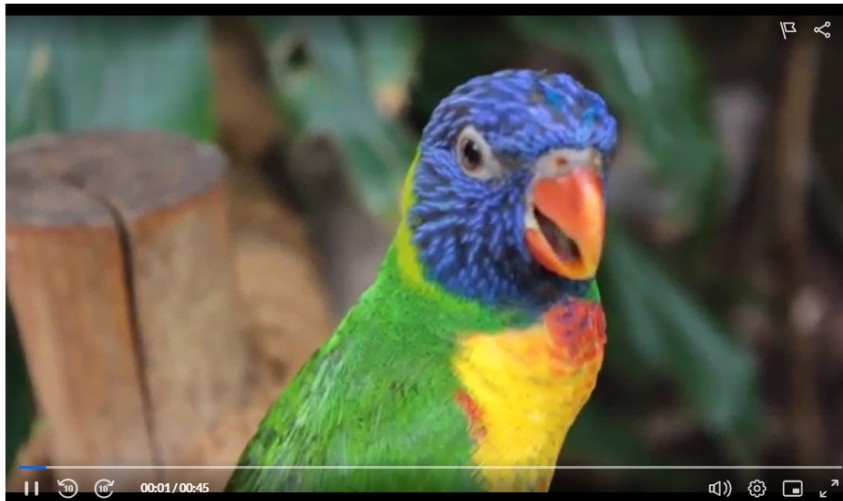






The edit media page displays.

2. Click on the **Publish** tab.

## Parrot



### Basic Info

Creator: Louise Szmoisz  
 Owner: Louise Szmoisz  
 Media Entry ID: 1\_jlobtpe  
 Media Type: Video  
 Publish Status: Private  
 Creation date:  
 September 27, 2023 10:17 AM Asia/Jerusalem  
 Update date:  
 December 17, 2023 4:25 PM Asia/Jerusalem  
 Media asset update date:  
 September 27, 2023 10:18 AM Asia/Jerusalem

[Launch Editor](#)

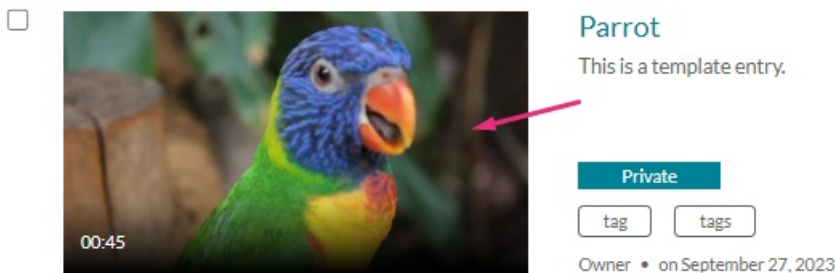
[Details](#)
[Languages](#)
[Publish](#)
[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Presenters](#)
[Downloads](#)
[Captions](#)
[Attachments](#)
[Timeline](#)
[Replace Media](#)
[Display](#)
[Registration](#)

Name: (Required)   
 Description:

3. Follow steps 4-6 above.

From the media entry page

1. Click on the thumbnail of the desired entry.



The media entry page displays.

2. Select **Publish** from the **Actions** menu.



## Parrot

♥ 0 ▶ 17 💬 0

From Louise Szmoisz September 27, 2023

Details Download Share 🔍

This is a template entry.

tag tags



**Louise Szmoisz**  
Technical Writer, Kaltura  
[Show bio](#)

ACTIONS ▾

- ✎ Edit
- 📄 Publish
- ➦ Add to playlist
- 📊 Analytics
- 👁 Add to Watch List
- + Caption & Enrich

3. Follow steps 4-6 above.

## See where media is published

From the **My Media** page, click the green Published button to see where the media is published.



### Sailing - Quiz

See where the media is published

Published

Published in:

1 Channel:

Test & Quizzes

0 ▶ 1 💬 0

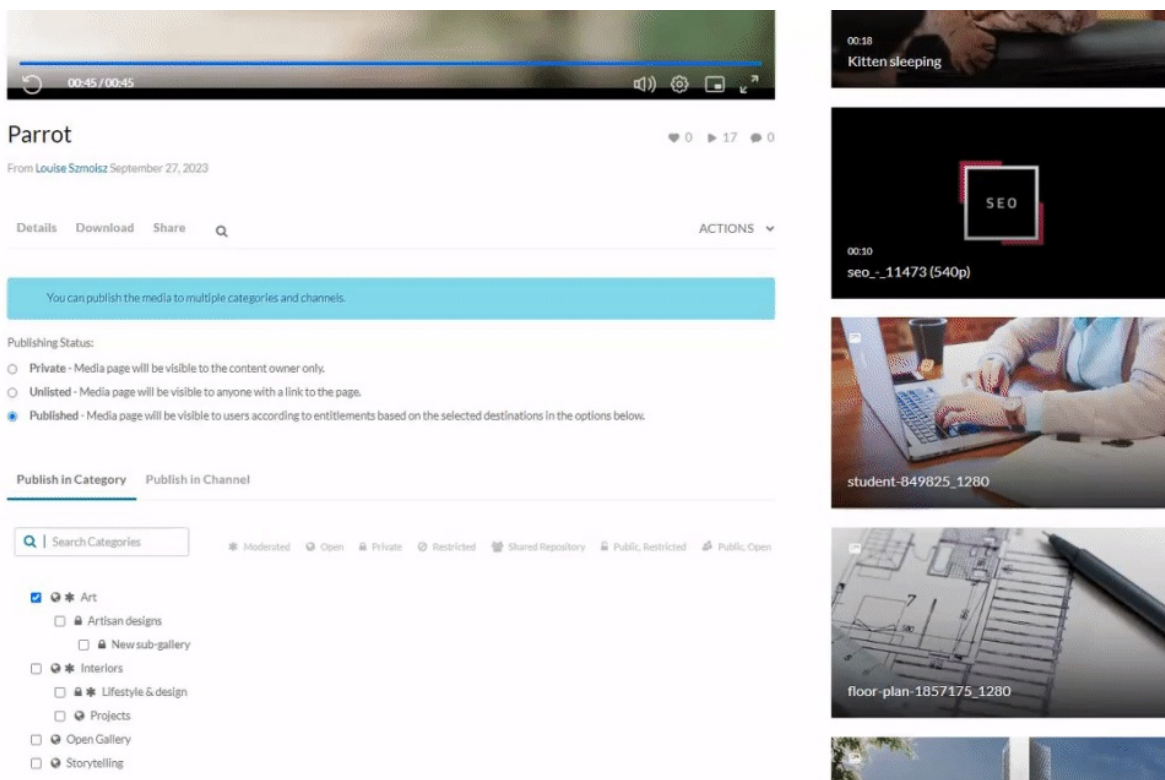
Click again to close the pop-up.

## Unpublish media

1. Follow any of the steps above until step 4.
2. Under **Publishing Status**, select **Private**.
3. Click **Save**.

A warning message displays: *You are about to unpublish the media from all categories/channels. Are you sure you want to continue?*

4. Click **OK** to unpublish the media from all categories/channels.



[template("cat-subscribe")]