Kaltura Media Gallery - Add Media Window
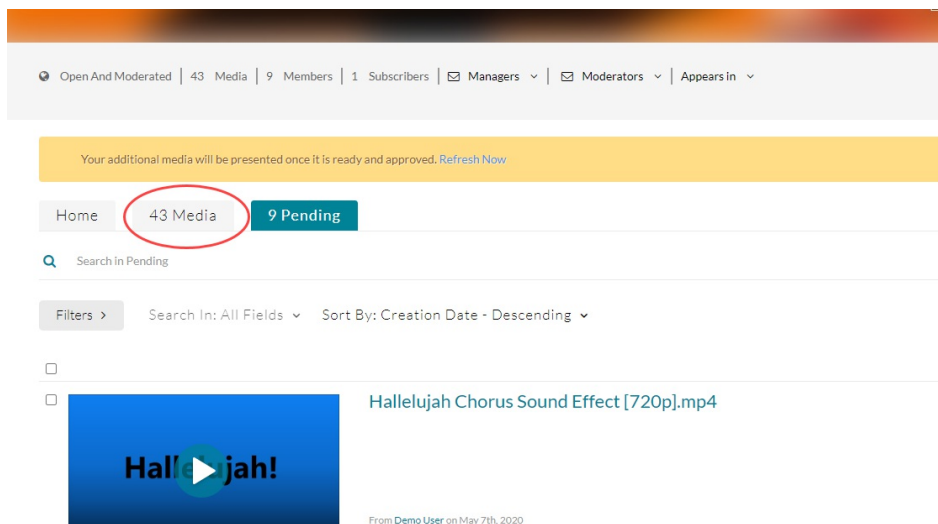
Last Modified on 02/01/2022 1:39 pm IST

This article describes how to work in the Add Media window of the Kaltura Media Gallery.

☰ To add media to your Media Gallery

1. Navigate to the Media Gallery (https://knowledge.kaltura.com/help/my-channels-media-gallery).

- If no media exists, click **Add Media**.
- If media has been added, click on the Media tab (circled in red below), then click **Add Media** to open the Add Media window.

The Add Media Window

![Kaltura logo]

Add Media

Cancel   **Publish**

Select one or more media items to add to the current gallery   ×

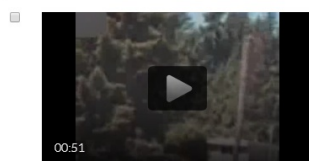**My Media**   ADD NEW ⌄

🔍 Search My Media

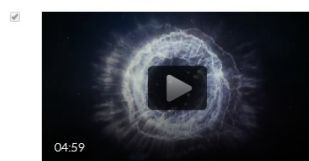Filters ❯   Search In: All Fields ⌄   Sort By: Creation Date - Descending ⌄

☑ | ENDED webcasting | **Sample Webcast** |
| | A day ago 💬 0 |

☐ | 00:51 | **Types of People.flv** |
| | A day ago 💬 0 |

☐ | ENDED webcasting | **Techpubs Webcast** |
| | twins |
| | 3 Days ago 💬 0 |

☑ | 04:59 | **3_Things_I_Learned_(Source)** |
| | twins |
| | 3 Days ago 💬 0 |

☑ | 02:47 | **Globe** |
	Kaltura Educational Video
	twins corporate education
	3 Days ago 💬 0

Use the Add Media window to:

- Upload/Add Media (https://knowledge.kaltura.com/help/my-media-upload-media)
- KAF Search Functionality (https://knowledge.kaltura.com/help/kaf-search-functionality)
- Publish Media (https://knowledge.kaltura.com/help/publishing-media)
- Create Playlists (https://knowledge.kaltura.com/help/creating-media-gallery-playlists)
- Edit Entries (https://knowledge.kaltura.com/help/managing-media-editing-entries)
- View Analytics (https://knowledge.kaltura.com/help/media-gallery-analytics)