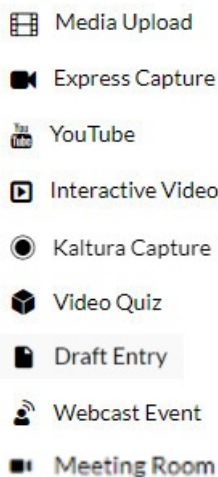# Upload Media From Your Desktop

👥 This article is designated for all users.

This article describes uploading media from your desktop in My Media (V2UI), Media Gallery, and Browse Search and Embed components.

⚠ To learn about the upload media flow in My Media, please visit Upload Media From Your Desktop in My Media.

Add New Menu

1. Click **+ Add New** to see the list of options for adding media.

▦ Media Upload

▇ Express Capture

▶ YouTube

▶ Interactive Video

⬤ Kaltura Capture

◈ Video Quiz

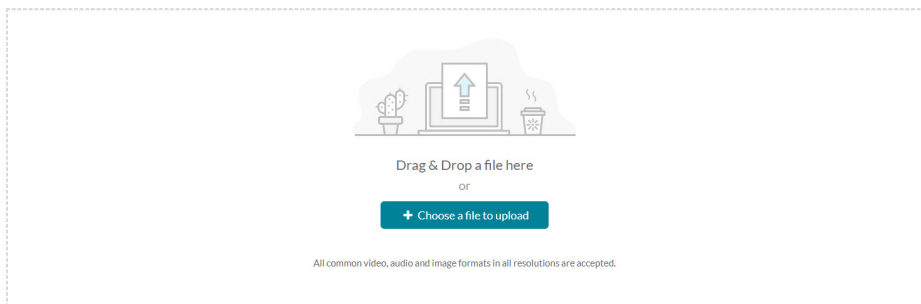▮ Draft Entry

🖥 Webcast Event

▇ Meeting Room

⚠ Depending on what is enabled in your environment, your + Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it in your environment.

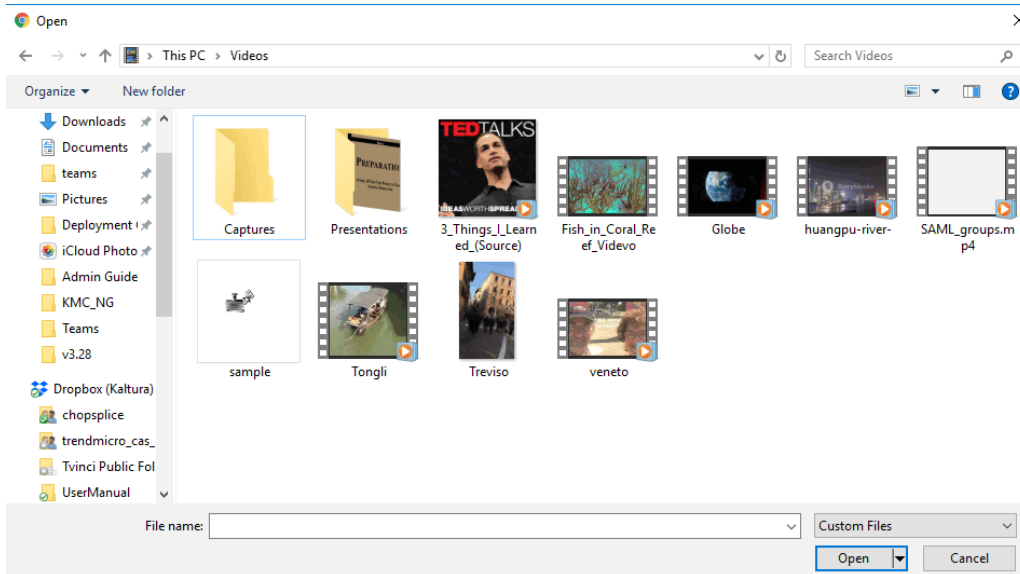2. Click Media Upload. The Upload Media page is displayed.

To upload media from your desktop

1. Select Media Upload from the Add New drop-down menu.
   The Upload Media page is displayed.

Upload Media

Drag & Drop a file here

or

+ Choose a file to upload

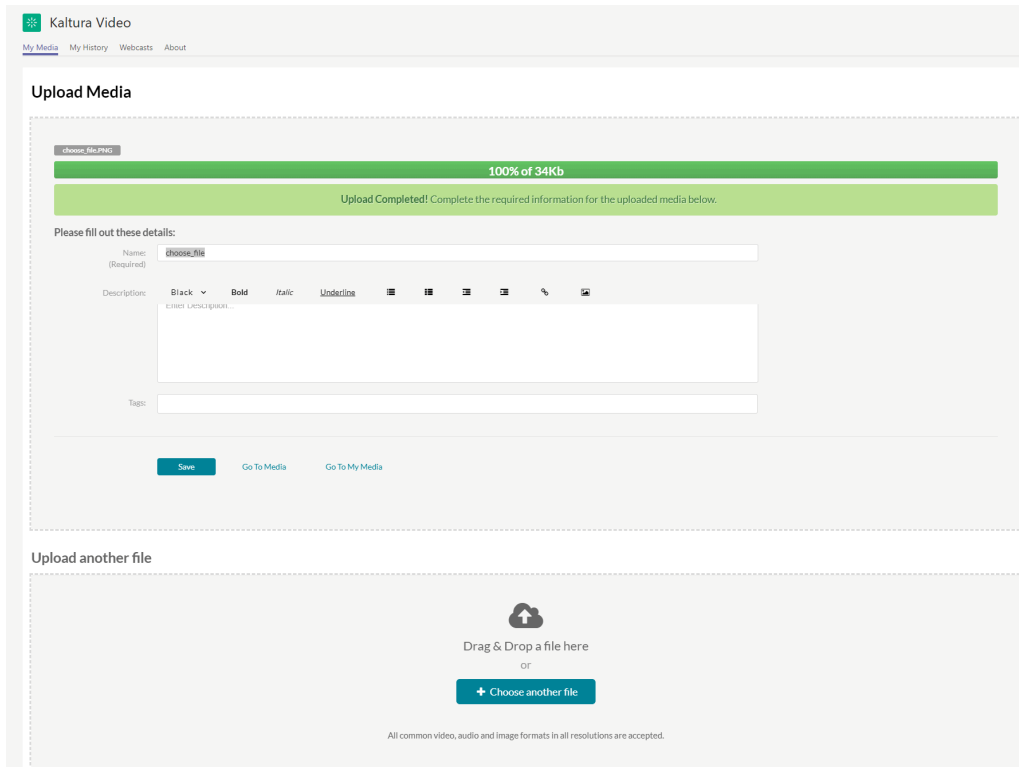All common video, audio and image formats in all resolutions are accepted.

2. Drag and drop your file or select Choose a file to upload.

3. Select a media file to upload and click Open.

4. While the file is uploading, on the Upload Media page you can:

- Enter metadata information about the media.
- Click Cancel to cancel the upload.

- Click Choose another file to upload additional files.

To view the media page when uploading is complete, select My Media from the User drop-down menu or access the My Media tab on your application.

⚠ After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.

⚠ If an error occurs while uploading, please check your network connection.

[template("cat-subscribe")]