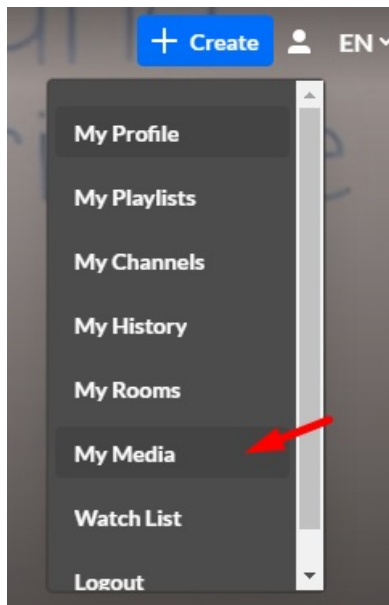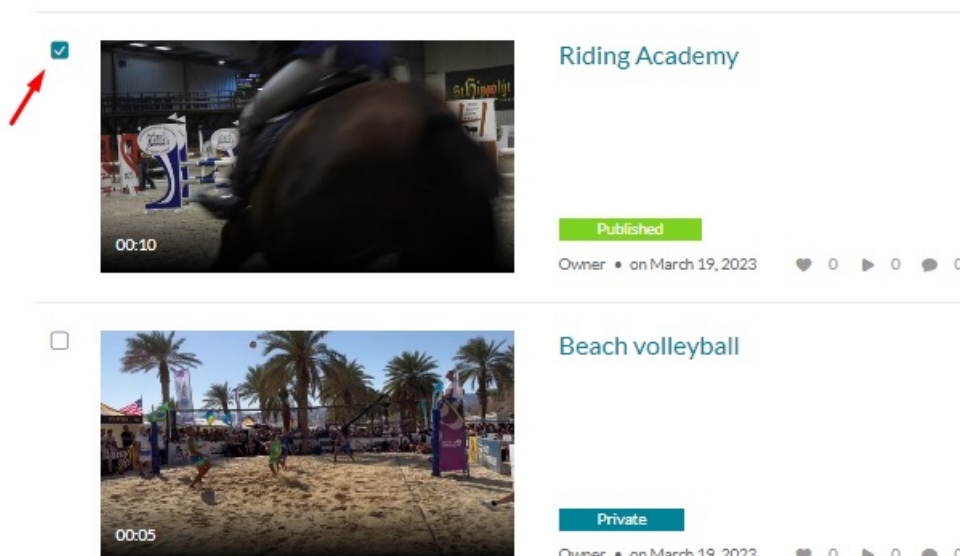# Add media to a playlist

👥 **This article is designated for all users.**
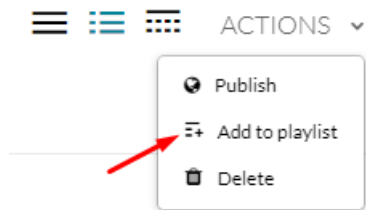
Add to a playlist from My Media

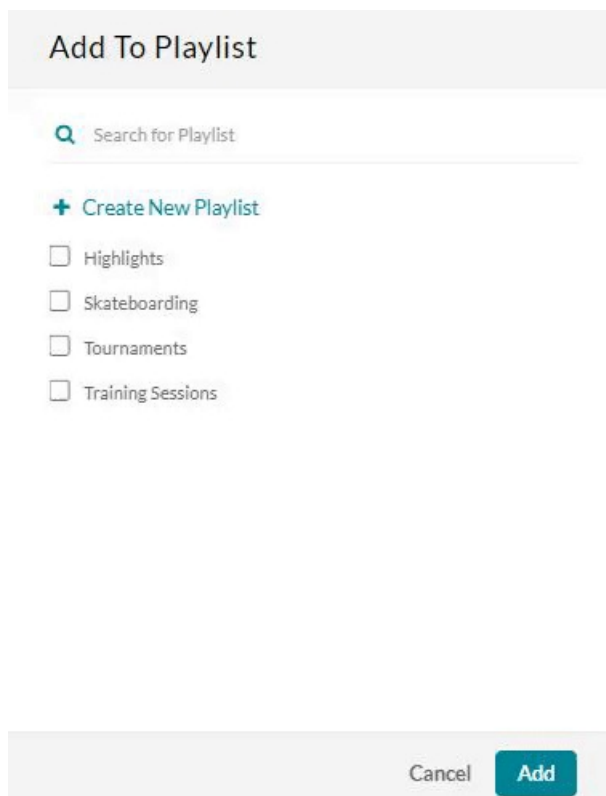1. Open **My Media** from the user menu 👤 .

2. On the **My Media** page, check the box(es) to the left of the media you would like to add to the playlist.

3. From the ACTIONS menu, select **Add to playlist.**

4. Choose which playlist you would like to add the media to.
   - Select an existing playlist(s)
   - Create a new playlist

5. After you have made your selection, click **Add**
6. A message appears saying that the media was added to the playlist.

7. Finally, go to your Playlists page to see the playlist with the new media.

Add to a playlist from the media page

1. Browse to an item's Media Page by clicking on the thumbnail.

2. Select **Add to Playlist** from the Actions menu.

3. The **Add to Playlist** window displays.
4. Choose which playlist you would like to add the media to.
   - Select an existing playlist(s)
   - Create a new playlist

5. After you have made your selection, click **Add**. A message displays that this media was added to the playlist.

[template("cat-subscribe")]