

Add media to a channel


 This article is designated for all users.

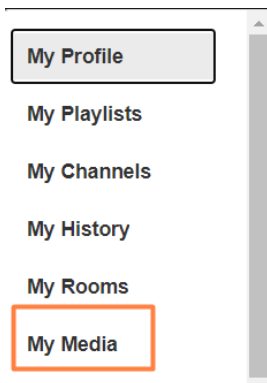
Add media (publish) to a channel(s) that you are entitled to add content to.

⚠ The KMS [theming](#) demonstrated in this guide is lacking the "Add to Channel" button. While we work on adding this feature, please follow the steps below.

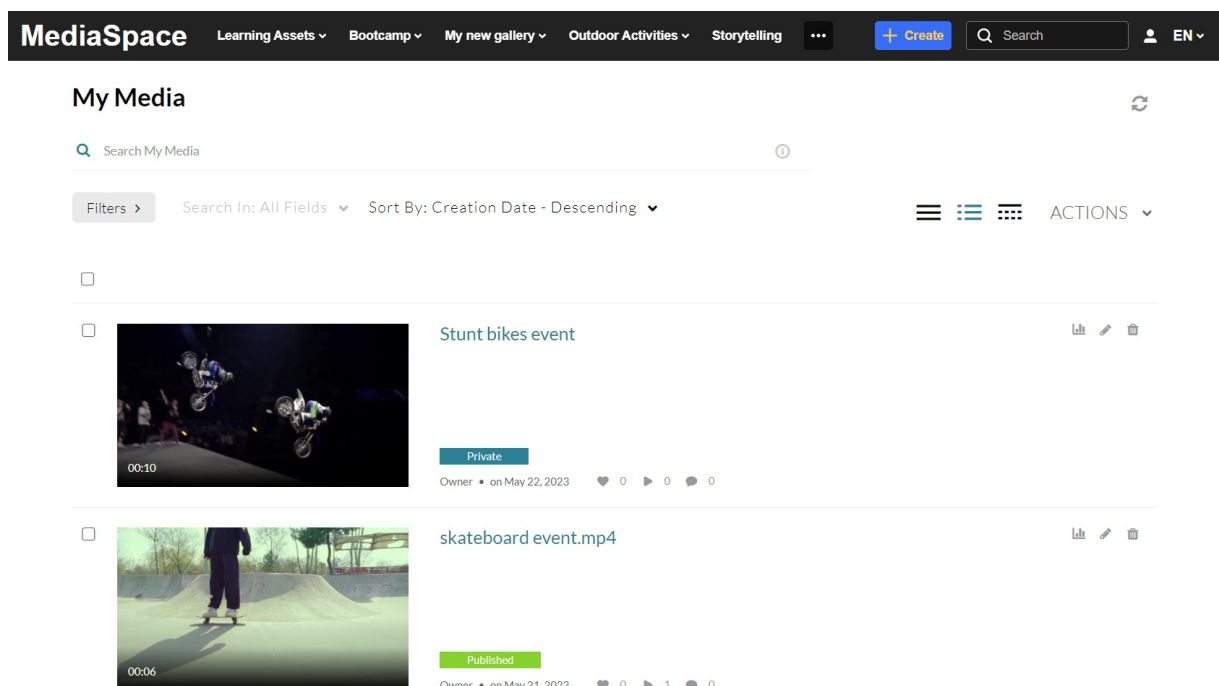
Additionally, we welcome you to subscribe to the release notes for getting new version updates directly to your mailbox. See [KMS & KAF release notes](#).

Add a single media


1. Choose **My Media** from the user drop-down menu .



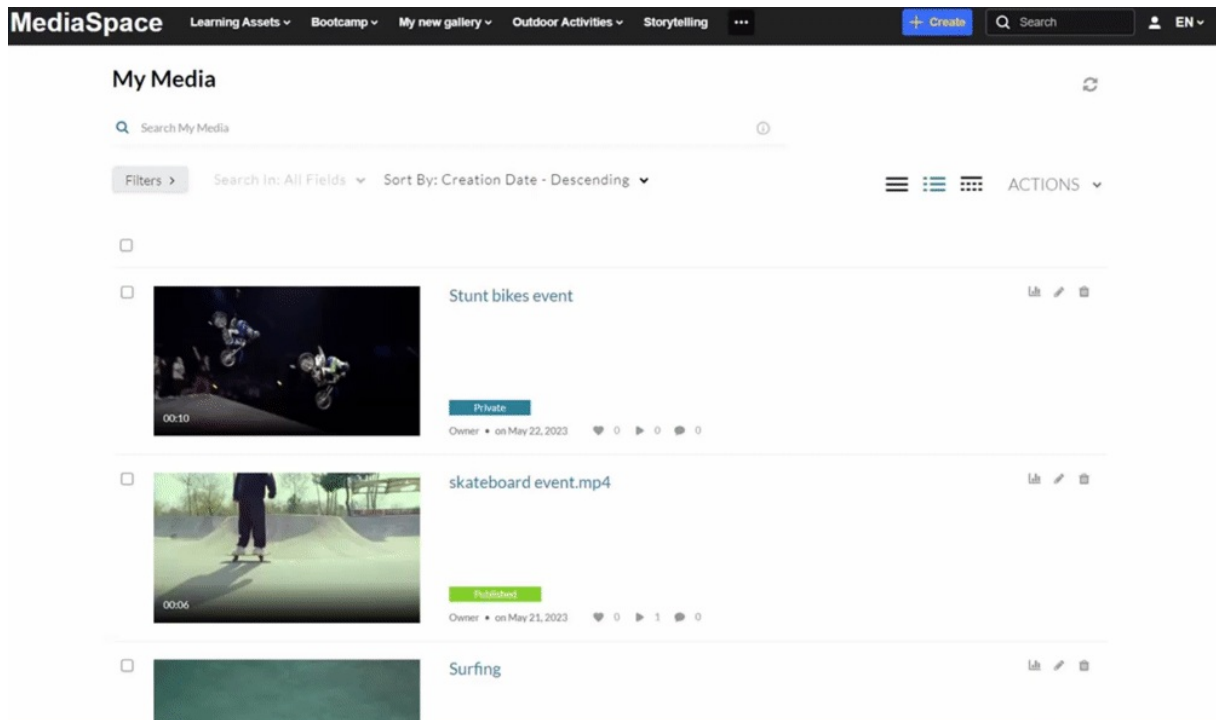
The **My Media** page displays.



2. Click on the media's thumbnail. The media details page displays.

 Select **Media Upload** from the **+Create** drop-down menu if you want to add new media. For instructions on how to upload media, visit our article [Upload media](#).

3. Choose **Publish** from the Actions menu.




The **My Media** publish page displays.

4. In the Publishing Status section, select **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.

An additional menu opens.

Publish in Category
Publish in Channel

☐ Bootcamp
☐ demo sub-gallery
☐ My new gallery
☐ Another new sub-gallery
☐ Demo gallery
☐ New Gallery - May 15_2023 10:33 GMT
☐ New Gallery - May 17_2023 11:46 GMT
☐ New sub-gallery
☐ Outdoor Activities

5. Select the **Publish in Channel** tab.

Publish in Category

Publish in Channel

Top Channels I Manage
☐ My new channel
☐ More Marketing
☐ My other new channel
☐ Sailing School
☐ Action Channel
☐ Test & Quizzes

More Channels
☐ Education
☐ Enterprise
☐ Channel with old KME UI
☐ Channel with new KME UI
☐ Marketing
☐ Tamar practice- is old ui
☐ Channel Name

6. Choose the channel(s) you want to add the media to.

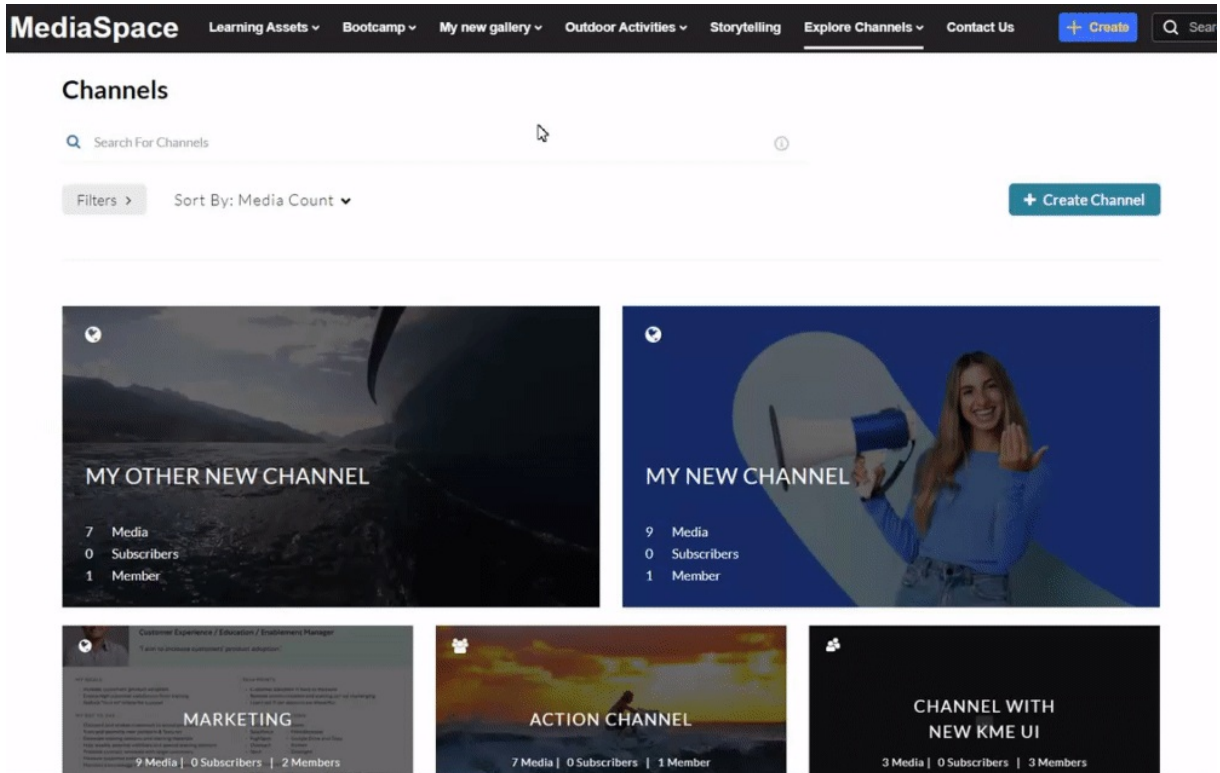
Top Channels I Manage
☐ My new channel
☐ More Marketing
☐ My other new channel
☐ Sailing School
☒ Action Channel
☐ Test & Quizzes

7. Click **Save**.


A success message displays: Media successfully published.

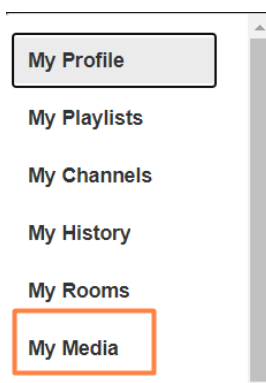
Media successfully published

If you navigate to the channel, you will see your media has been published.



Add several media items

1. Choose **My Media** from the user drop-down menu .



The **My Media** page displays.

My Media

Filters ▸

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾



ACTIONS ▾

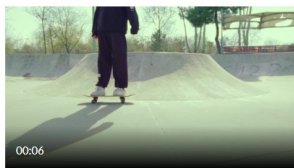


Stunt bikes event



Private

Owner • on May 22, 2023 0 0 0



skateboard event.mp4



Published

Owner • on May 21, 2023 0 1 0

2. Choose the entries you want to add to a channel by clicking the boxes to the left.



Stunt bikes event

Private

Owner • on May 22, 2023 0 0 0

3. From the Actions menu at the top right of the page, choose **Publish**.



ACTIONS ▾

+ Caption & Enrich

Publish

+ Add to playlist

Delete

4. Follow steps 4-7 above for adding a single media item.

For information on viewing your channels, check out [My Channels](#).

