

Media Manager

This article is designated for all users.

About

The **Media Manager** simplifies adding and navigating media during your session for a smoother experience. Unlike other meeting room menus organized by media type, the Media Manager conveniently houses all file types, allowing you to browse through your files in one place.

The media manager is configured according to the Kaltura Management Console ([KMC](#)) protocols, which means each room is represented as a [category](#) in the KMC, and each media item is treated as a [Kaltura entry](#). See our articles [Managing categories](#) and [The KMC entries tab](#) for more information.

By aligning with Kaltura's entitlement protocols and treating all media as entries or categories, the media manager prioritizes security and privacy to prevent any potential issues.

Access the media manager

From the storyboard

1. You can access the media manger from the storyboard. Just click on the storyboard icon to open the story board.

The storyboard displays.

2. Click **+Add to storyboard**.
3. Click **Media and Files**.

From the 3 dots menu

1. Click the 3 dots button to open the menu.
2. Click **Media and Files**.

The **Select a media** window opens.

Explore the media manager

The media manager supports the following media types: Image, Video, Audio, PPT, PDF

- You can use the search field (**1**) to search for media.
- Use the media filter (**2**) to search for media by type from the drop-down options:
- You can also sort media according to name or date they were created by clicking on **Name** or **Creation date** (**3**).
- To upload a video from your computer, click **Upload** (**4**).
- Once you have located the desired media, simply click **Select** (**5**) and it will be added to the storyboard (it will not start playing automatically).

If you access the Media Manager from your Video Portal or Events Platform, the **Select a media** window displays two extra tabs:

- **My Rooms** - This displays the media for the rooms you have access to.
- **My Media** - This displays all the media that you are the 'owner' of (same as My Media in Video Portal).

Breakout rooms shared folder

You can upload to and access the breakout rooms shared folder from any room you're in. Uploading files can be done ahead of time when preparing breakout sessions, or during the live breakout session. The content in the shared folder will be available for all users who have access to the media manager.

Check out our article [Create and Launch Breakout Rooms](#) for more information.

Recordings folder

Completed recordings are automatically added to the **Recordings** folder in your room's Media manager. See our article [Record your live session](#) for more information.

Please note there is no option to rename, download or delete media from the media manager at this time. These options will be available in the near future.

Looking for your old files?

You will still be able to access files that you had previously uploaded to the file manager until **June 1, 2024**. You can access them by clicking **Find them here** at the bottom of the window, just above the tool bar.

The **Legacy media** window opens and you can see all your previously uploaded files.

The following functions are available:

- Use the search field (**1**) to search for media.
- Click the download icon (**2**) to download a selected media.
- Click the refresh icon (**3**) to refresh the list of files.
- Click Add to storyboard (**4**) to add the item to the storyboard.
- Click Play (**5**) to play the item immediately.

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