

# My Media in video portal

Last Modified on 07/05/2025 5:45 pm IDT

28 This article is designated for all users.

## About

My Media is your personalized storage space for all your uploaded and created content, and is accessible from galleries, channels, and courses. Your media items are private until you publish them in galleries, channels, or courses. Additionally, you can collaborate with others by adding them as collaborators directly from My Media.

These instructions are for non-Theming users. For Theming users, please see our article My Media - Theming.

# Access My Media

Select My Media from the user drop-down menu.



The **My Media** page displays.



#### My Media

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If you can't access My Media content / actions, ask your administrator to give you the required permission.

If you've uploaded media, or if you've been added as a collaborator, media is shown on this page. If you haven't uploaded any media, see Add Media for instructions.

### Set the My Media display

Depending on your administrator's configuration, the content in **My Media** is initially displayed in one of three ways:

#### **Collapsed View**

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### **Detailed View**

#### My Media

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00:09:10	Case Study Presentation media CTO, Internet Broadcasting: Nina Kelly-Rumpff, Program Manager, Knowledge Media Management, SAP; Andrew Page, Manager, Video Collaboration news is most     Published     Co-Publisher • Updated 10 Days ago	Lit & 12

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The blue boxes indicate there's additional content. Click on them to expand the information.

#### Learn more about how to:

- View media
- Edit metadata or delete the media
- Select a thumbnail
- Publish media



- Add media to a playlist.
- Manage playlists.
- Share and embed media.
- Upload media