

# My Media in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

## About

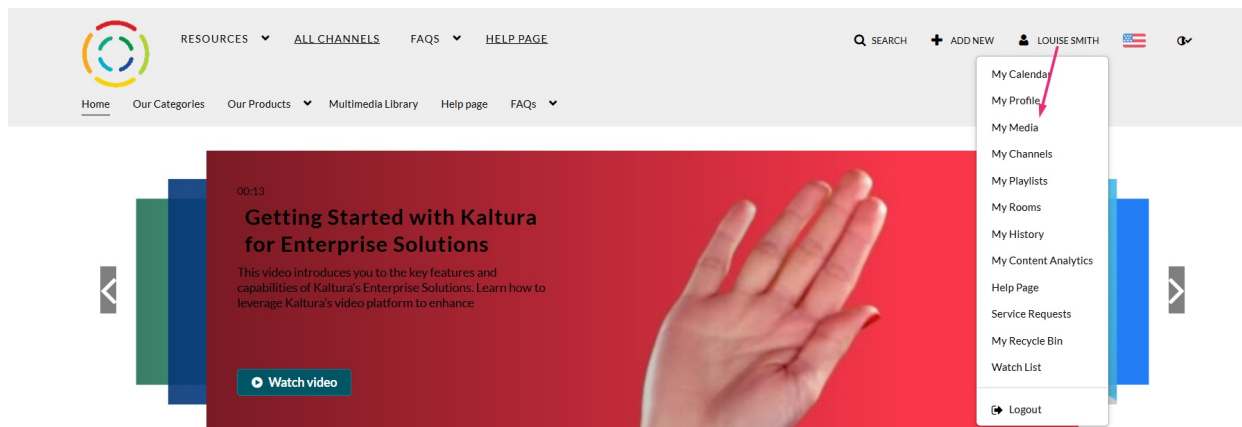
**My Media** is your personalized storage space for all your uploaded and created content, and is accessible from galleries, channels, and courses.

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 apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

## Access My Media

Select **My Media** from the user drop-down menu.



[START HERE >](#)



The **My Media** page displays.


## My Media

Search My Media
⊙

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Filters >
Search In: All Fields
Sort By: Creation Date - Descending
⋮
ACTIONS

---



**Interactive video**

Test


Private

Owner • on June 12, 2025

0

7

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**Data-Driven, Decision-Ready**

This session cuts through the hype to show how smart dashboards, KPIs, and AI analytics can directly support business goals.

Published

actionable insights raw data

Owner • on June 08, 2025

0

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

My Media
⊙

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Filters >
Search In: All Fields
Sort By: Creation Date - Descending
⋮
ACTIONS

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Interactive video

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Data-Driven, Decision-Ready

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The Human Layer: Leading Teams Through Digital Change

0

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Future-Proofing Your Tech Stack

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New room

0


### Detailed View

## My Media

Search in My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending ACTIONS

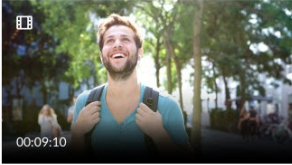
Select All

 **Introduction - Leadership Succession Program - Lesson 01** 📄 ✎ 🗑️

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Private

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Co-Publisher • Updated 10 Days ago ❤️ 32 ▶ 120 💬 3

## Table View

### My Media

Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending ACTIONS

<input type="checkbox"/>	TITLE	ID	TYPE	DURATION	TAGS	PLAYS	UPDATED AT	PUBLISHED IN	ACTIONS
<input type="checkbox"/>	<b>Interactive video</b>	1_m1d9kgjd	📺			7	June 15, 2025		📄 ✎ 🗑️
<input type="checkbox"/>	<b>Data-Driven, Decision-Ready</b>	1_jyibt1zf	📺		raw data	0	June 08, 2025	Technology trends	📄 ✎ 🗑️
<input type="checkbox"/>	<b>The Human Layer: Leading Teams...</b>	1_8xyguny9	📺		strategies	0	June 08, 2025	Technology trends	📄 ✎ 🗑️
<input type="checkbox"/>	<b>Future-Proofing Your Tech Stack</b>	1_pwq4i8lo	📺		artificial intelli...	0	June 08, 2025		✎ 🗑️
<input type="checkbox"/>	<b>New room</b>	1_3deioj34	📺			0	June 05, 2025		✎ 🗑️
<input type="checkbox"/>	<b>Clip of Training services - Quiz</b>	1_vf3jmn6h	🎧	00:49		0	June 01, 2025	Shared repository	📄 ✎ 🗑️

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](#)
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