

Upload media to Rich Media CMS from your desktop

Last Modified on 05/06/2026 8:41 pm IDT

 This article is designated for administrators.

About

You can upload a variety of files directly from your desktop to the Rich Media Content Management System (Rich Media CMS). This option is ideal for individual uploads and supports multiple files at once.

If you need to upload many files in bulk or automate ingestion, see [Upload media in bulk](#) or [Drop folders service for content ingestion](#).



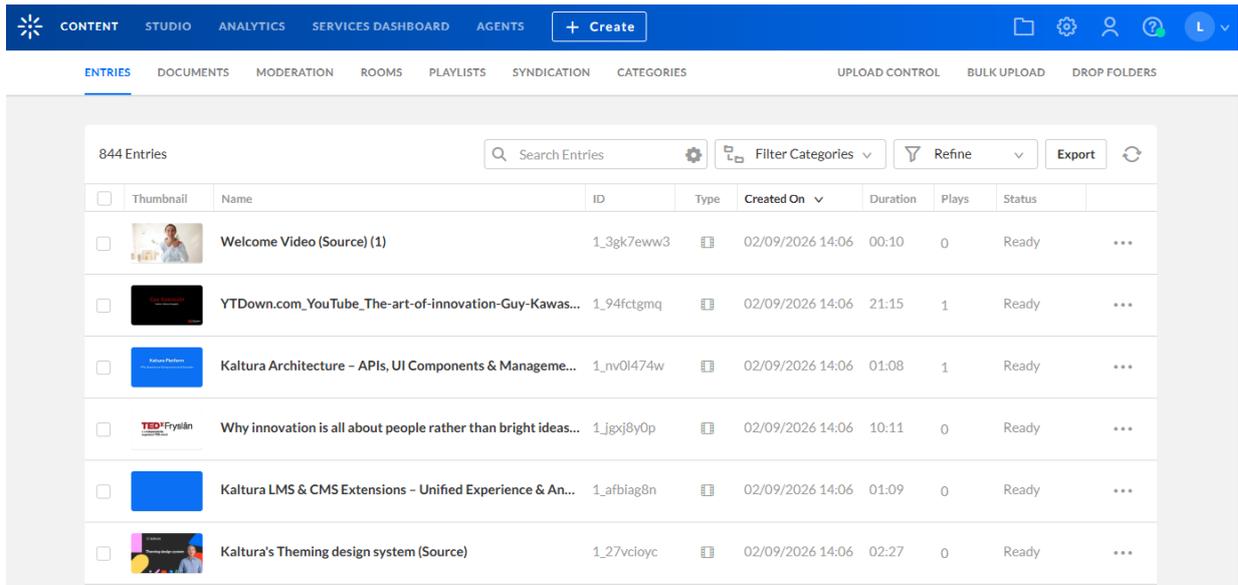
The supported media types to upload are **video**, **audio**, **image**, and **document**. For the full list of supported ingestion file formats and codec, please refer to [Supported transcoding formats](#).



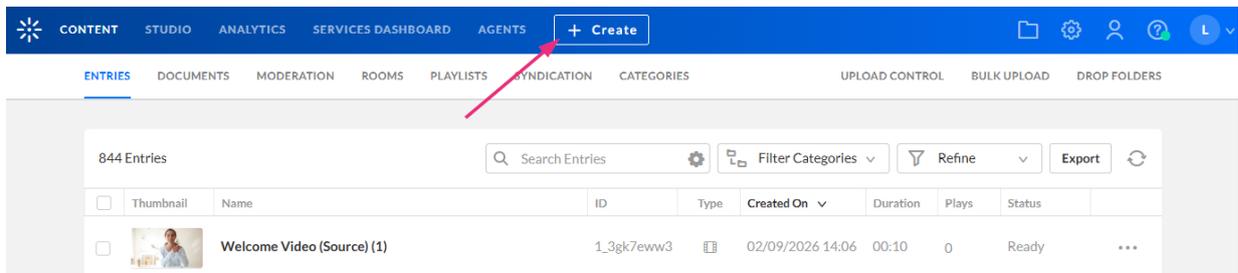
The supported minimum upload speed should be higher than 3-4 Mbps. Lower upload speeds might result in an error such as "Failed to match expected file size error on upload of large files".

Upload your media

1. Log into your Rich Media CMS.
The **Entries** page opens by default.

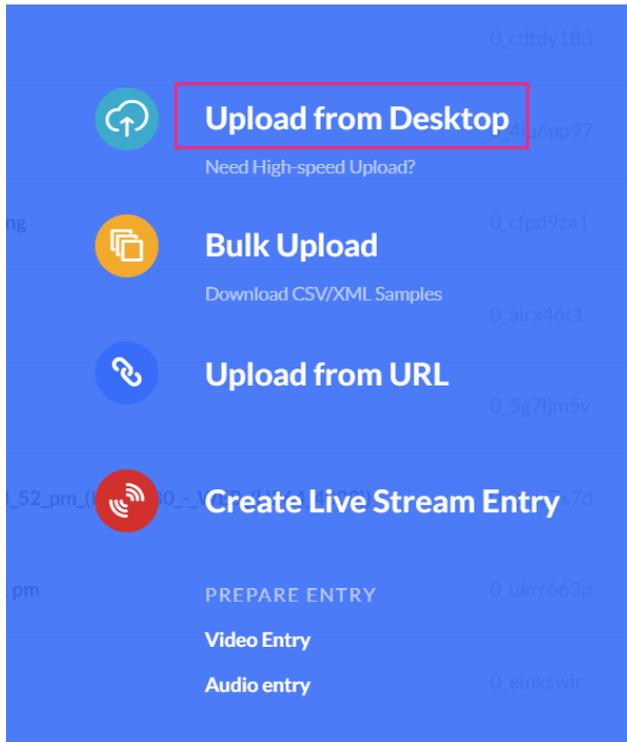


2. Click the **+Create** button in the top navigation bar.



The upload window displays.

3. Click **Upload from Desktop**.



4. Browse your computer and select one or more media files (use the 'Ctrl' key to select multiple files).

The 'Upload Settings' window opens.

Upload Settings

Transcoding Profile: Default

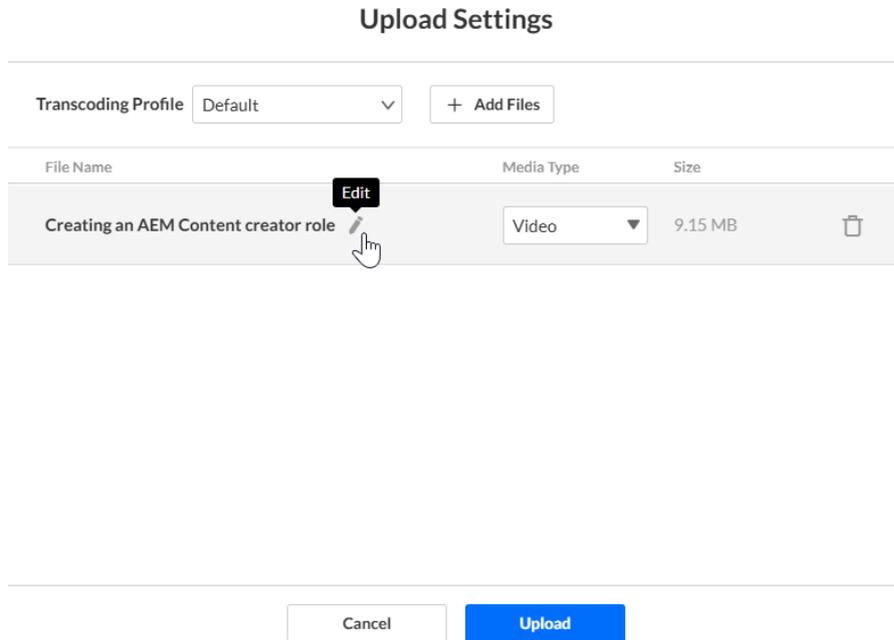
File Name	Media Type	Size
Creating an AEM Content creator role	Video	9.15 MB

5. Configure your upload options:

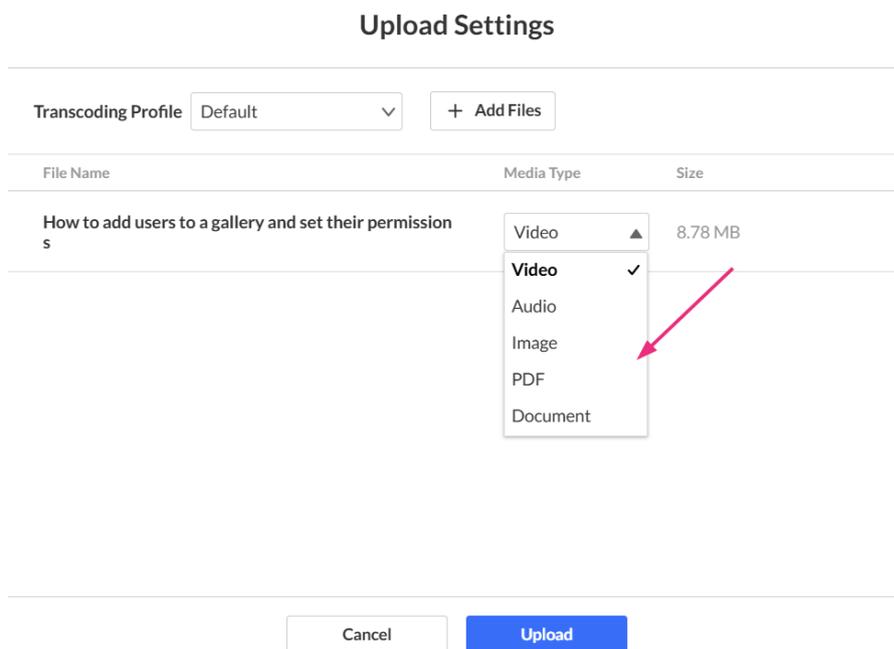
- (Optional) **Transcoding Profile** - The default profile is selected automatically. Change it only if your organization requires a different transcoding profile. For more

information, see our article [Transcoding](#).

- (Optional) You can modify the file name by hovering over the name and clicking the **pencil icon**.



- Click the trash can icon to cancel the upload.
- The **media type** is automatically detected by the file extension, but you can modify it if needed by choosing an option from the drop-down menu.



- (Optional) Click + **Add Files** at the top to add more files.

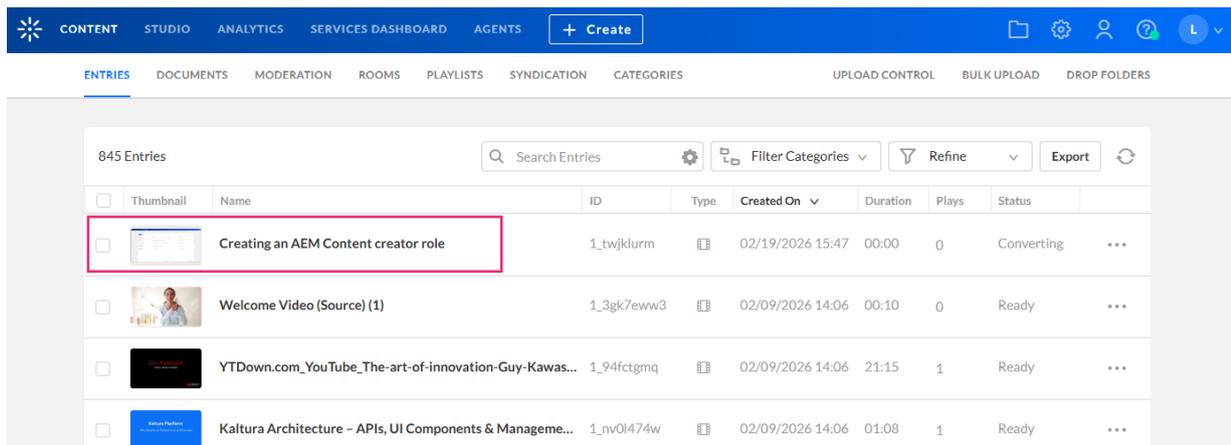
6. Click **Upload**.

The files begin uploading in the background.



You can continue working in Rich Media CMS while uploads are in progress. If your connection fails, the upload can resume automatically when you reconnect.

The media appears in the list on the **Entries** page.



The screenshot shows the Kaltura interface with the 'ENTRIES' tab selected. The navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICES DASHBOARD', and 'AGENTS'. Below the navigation bar, there are tabs for 'ENTRIES', 'DOCUMENTS', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', and 'CATEGORIES'. The main content area displays a table of 845 entries. The first entry, 'Creating an AEM Content creator role', is highlighted with a red box. The table columns include Thumbnail, Name, ID, Type, Created On, Duration, Plays, Status, and a menu icon.

Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	Creating an AEM Content creator role	1_twjklurm	Document	02/19/2026 15:47	00:00	0	Converting	...
	Welcome Video (Source) (1)	1_3gk7eww3	Video	02/09/2026 14:06	00:10	0	Ready	...
	YTDown.com_YouTube_The-art-of-innovation-Guy-Kawas...	1_94fctgmq	Video	02/09/2026 14:06	21:15	1	Ready	...
	Kaltura Architecture - APIs, UI Components & Managem...	1_nv0l474w	Video	02/09/2026 14:06	01:08	1	Ready	...

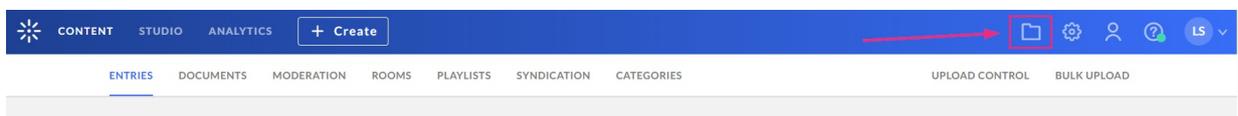


Document files appear under the **Documents** tab. See [Working with document files in Rich Media CMS](#) for more information.

Monitor your uploads

To view the upload status or retry failed uploads:

1. Click the **folder icon** in the navigation bar.



The screenshot shows the Kaltura navigation bar with a red arrow pointing to the folder icon in the top right corner. The navigation bar includes 'CONTENT', 'STUDIO', 'ANALYTICS', and a '+ Create' button. Below the navigation bar, there are tabs for 'ENTRIES', 'DOCUMENTS', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', and 'CATEGORIES'. The main content area is currently empty.

2. Review progress or click **View Details** for more information.

For detailed options, see [Monitor and manage uploads](#).