Upload media in Content Hubs

Content updated: 08/20/2019

This article is designated for all users.

About

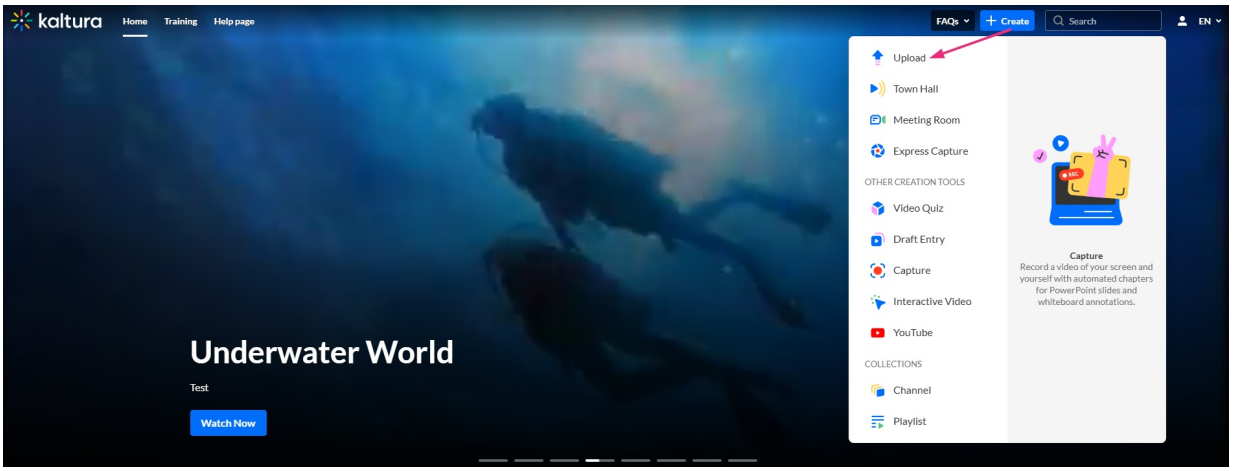
Uploading lets you add media files from your computer to your site, one at a time or several at once.

- To upload a YouTube video, see Add a YouTube video.
- To import media from a URL, see Import media from a URL in Content Hubs .

This feature requires the Uploadmedia module to be enabled and configured for the appropriate user roles.

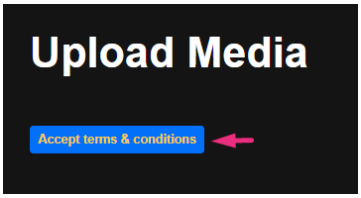
Upload media

1. Select **Upload** from the **+Create** menu.

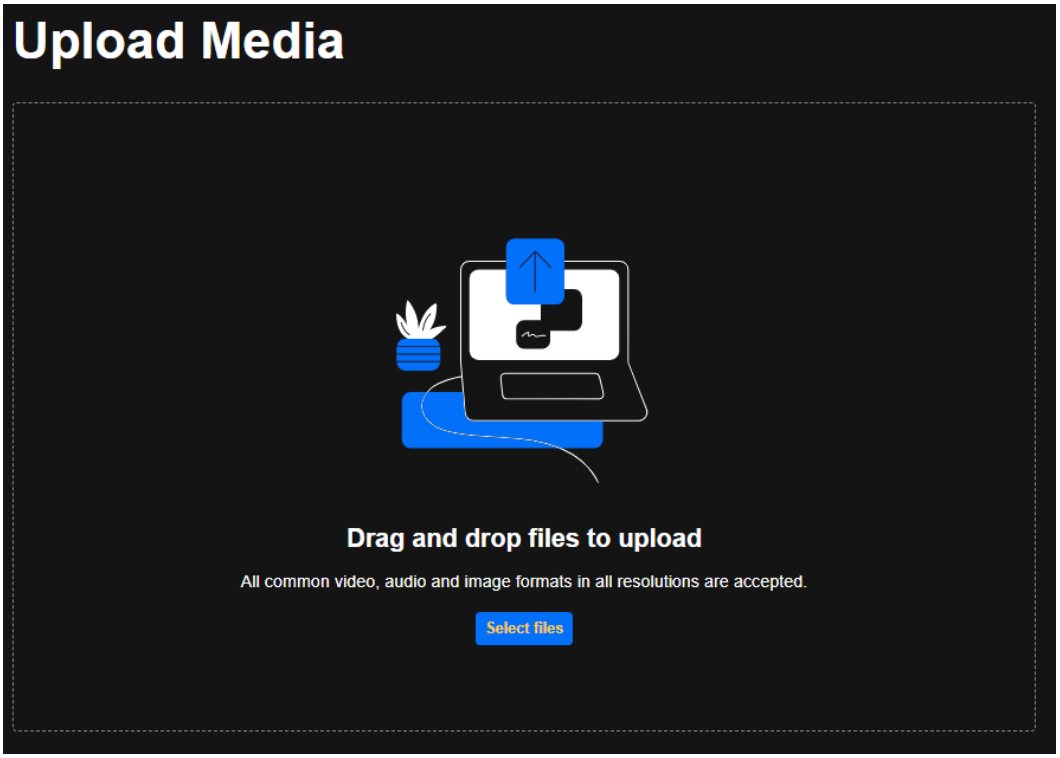


If your administrator set up a disclaimer, select **Accept terms & conditions** to continue.

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The upload area appears.



2. Select **Select Files**, and then choose one or more files, or drag and drop files into the upload area.

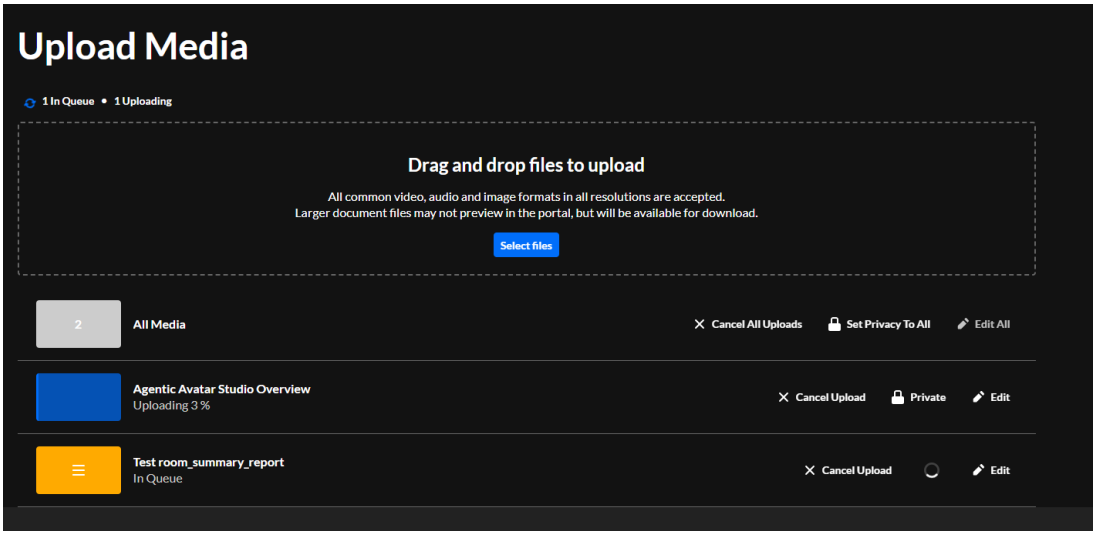
   You can upload different media types together.

   File size limits:

   - Word and PowerPoint: **10 MB**
   - Excel: **5 MB**

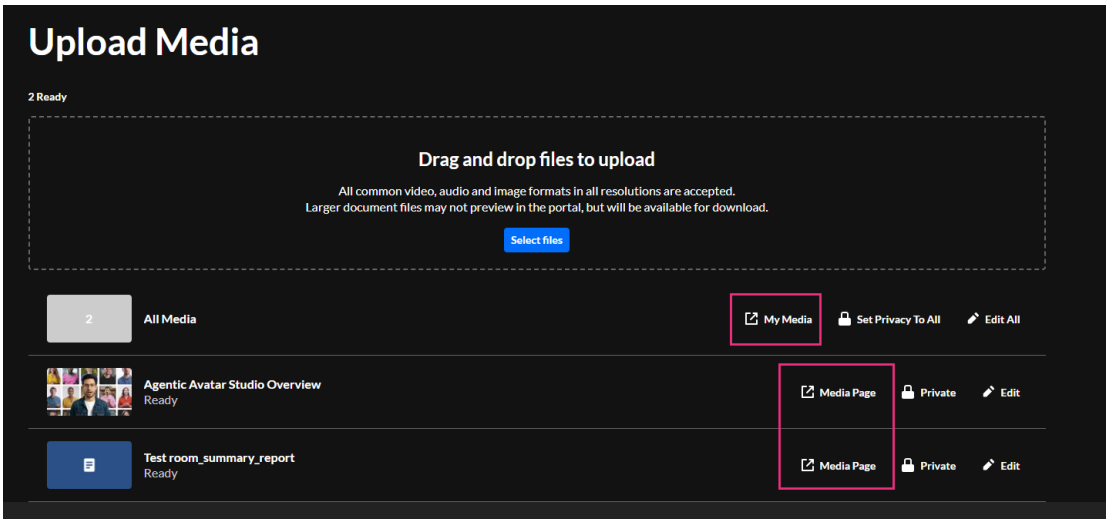
   The upload process begins.

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Keep the browser tab open. Closing the tab or navigating away cancels any uploads that are in progress or waiting in the queue.

When processing is complete, select Media page, or select My Media from the user menu to access your uploaded content.



For information about upload statuses, bulk actions, editing metadata, and publishing multiple media entries, see Manage media during upload.

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