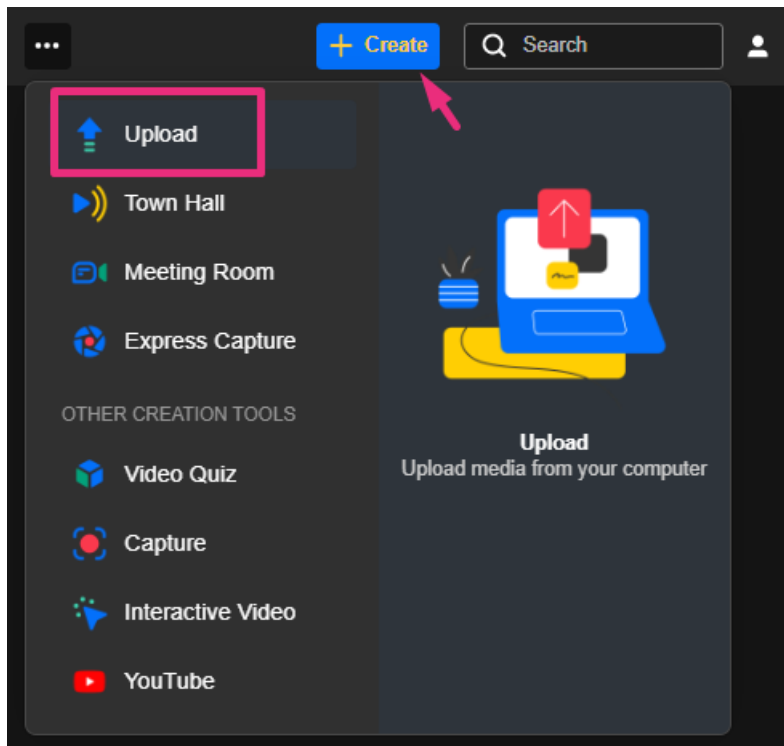# Upload media from your desktop - Theming and UploadMedia modules enabled

👥 **This article is designated for all users.**

Getting started

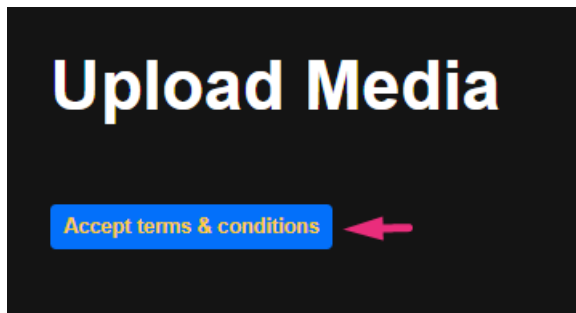Click the **+ Create** button and select **Upload**.

⚠️ Depending on what is enabled in your environment, your **+ Create** menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it in your environment.

Disclaimer feature

If your admin set a disclaimer on your site for users to accept before uploading content, the following screen displays.
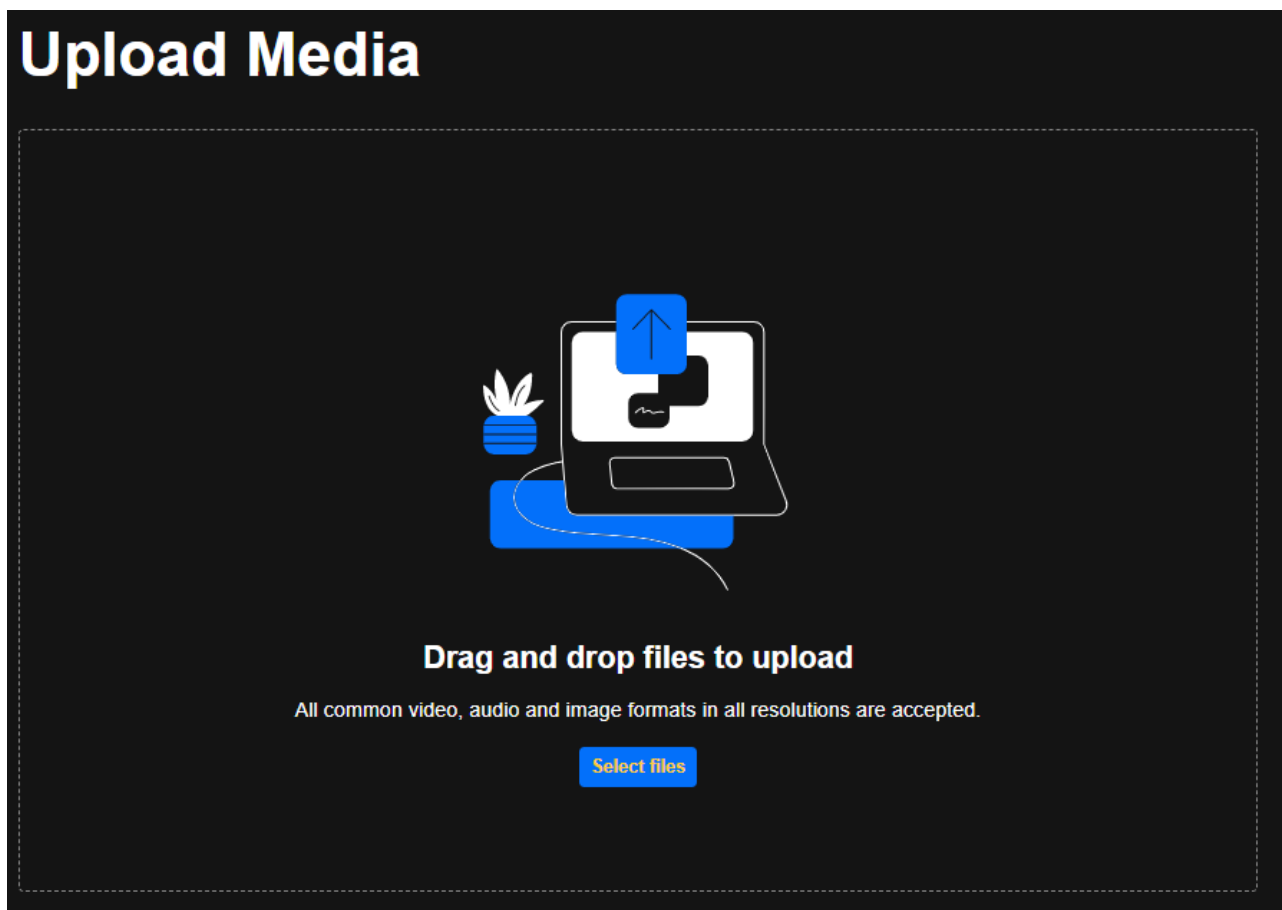
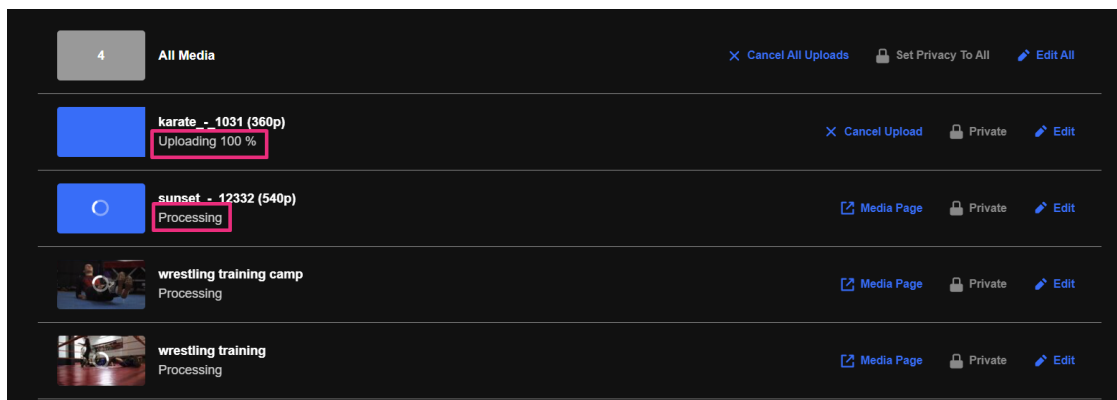1. Click the disclaimer button to accept.

The Upload Media page displays.

2. Click **Select Files** and choose one or multiple files or drag and drop files inside the dotted area. Different types of files may be uploaded at the same time.
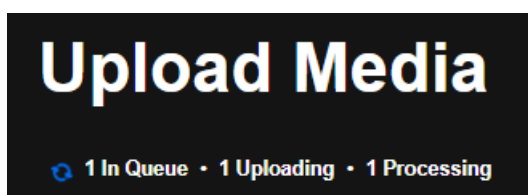
> 💡 Kaltura MediaSpace supports uploading files of any size in all major browsers - Chrome, Safari, Firefox and IE 10+.

The upload process begins. If multiple files were selected, one file starts the upload process, and the rest of the files are then added to the queue. The queue continues to upload content from bottom to top, skipping any canceled or errored-out media.

The status of the upload is indicated on the right of each item as well as the top left of the Upload Media window:

Upload statuses

- **In Queue -** When uploading multiple files, only one is uploaded at a time. While waiting, the other files are In Queue. Items in this status may be canceled and are then moved to the cancelled status.

- **Uploading -** Files in Uploading status display the percentage completed next to the status. The thumbnail display changes according to the percentage passed. Items in this status may be canceled and are then moved to Cancelled status.

- **Processing -** This status indicates that the video is converting and, when ready, the thumbnail is displayed.
  The Cancel Upload button is no longer available and is replaced with a link to the media page.

- **Ready -** This status indicates that the file has completed uploading and displays the thumbnail.
  The Cancel Upload button is no longer available and is replaced with a link to the media page.

- **Failed -** This status indicates an upload failure which may occur for many reasons. You may not cancel or edit media in Failed status.

- **Cancelled -** Once this status is displayed, only the 'Remove' button is available to remove the media line from the list.
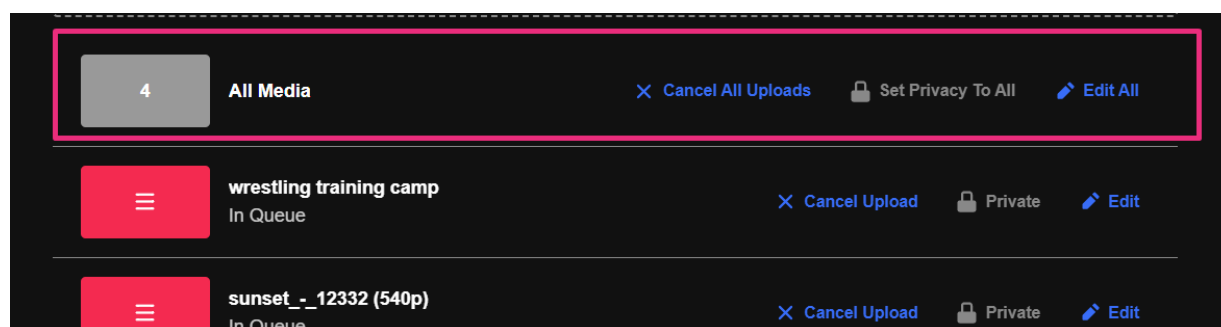
As long as there is at least one file that has the status "In Queue" or "Uploading", the blue moving circle is displayed.

⚠ Make sure not to close or navigate away from the browser tab. This cancels all media pending in the queue and any file currently in the Uploading status.

Bulk actions

The bulk actions (All Media) row is displayed at the top of the upload list.

- The gray box displays how many files are in the upload list. Entries with the status 'Canceled' or 'Failed' are not counted here.
- **Cancel All Uploads** displays as uploads are taking place. Clicking this button cancels any currently Uploading and In Queue entries. Entries that are Processing (converting) or Ready are not affected. After all uploads are moved out of the Uploading and In Queue statuses, the Cancel All Uploads button changes to the My Media link, which opens in a new tab.
- **Set Privacy to All** will be available in future releases.
- **Edit All** allows you to edit multiple media.

Editing media

Editing single media

Click **Edit** to access the Edit Entry page.

You can edit the title, description, tags, and custom metadata for each uploaded file.

Editing multiple media

You can add tags and custom metadata for multiple media at once (don't forget to scroll down).

Publishing media

Publishing single media

You may publish single media from the My Media page while the media is in the process of uploading. In future releases, users will be able to publish directly from the Upload Media page.

Publishing multiple media

Setting privacy permissions and publishing media in bulk will be added in future releases.

View media

To view the media page when uploading is complete, select Media Page or access My Media from the user menu 👤 .

For uploading media in KAF applications, see Upload Media From Your Desktop in My Media.

[template("cat-subscribe")]