

Kaltura Media Gallery - Add Media Window

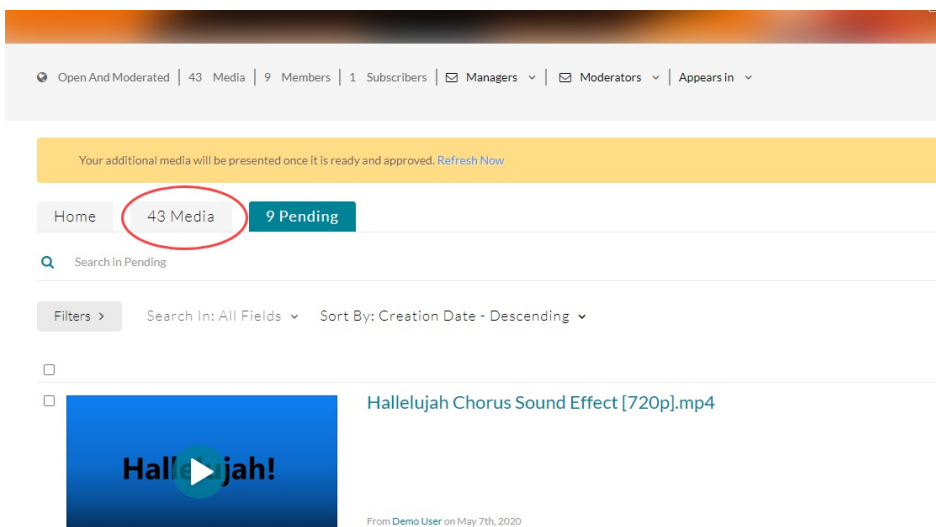
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This article describes how to work in the Add Media window of the Kaltura Media Gallery.

☰ To add media to your Media Gallery

1. Navigate to the [Media Gallery](#).

- If no media exists, click **Add Media**.
- If media has been added, click on the Media tab (circled in red below), then click **Add Media** to open the Add Media window.



The Add Media Window

Add Media

Cancel **Publish**

Select one or more media items to add to the current gallery

My Media











ADD NEW ▾

Search My Media

Filters >

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾

<input checked="" type="checkbox"/>		Sample Webcast A day ago 
<input type="checkbox"/>		Types of People.flv A day ago 
<input type="checkbox"/>		Techpubs Webcast <input type="text" value="twins"/> 3 Days ago 
<input checked="" type="checkbox"/>		3 Things I Learned_(Source) <input type="text" value="twins"/> 3 Days ago 
<input checked="" type="checkbox"/>		Globe Kaltura Educational Video <input type="text" value="twins"/> <input type="text" value="corporate education"/> 3 Days ago 

Use the Add Media window to:

- [Upload/Add Media](#)
- [KAF Search Functionality](#)
- [Publish Media](#)
- [Create Playlists](#)
- [Edit Entries](#)
- [View Analytics](#)