

Publish media


Last Modified on 08/15/2024 5:09 pm IDT


 This article is designated for all users.

About

By default, any media you upload is private. To share it with others, you'll need to publish it in a channel or gallery on your Video Portal. Read our [step-by-step instructions](#) or watch the video tutorial below.

 Publish your media only when file conversion is complete, and the media is not waiting for moderation.

 You must have permission to publish to Channels and/or Galleries (Categories). Ask your administrator to give you the required permission.

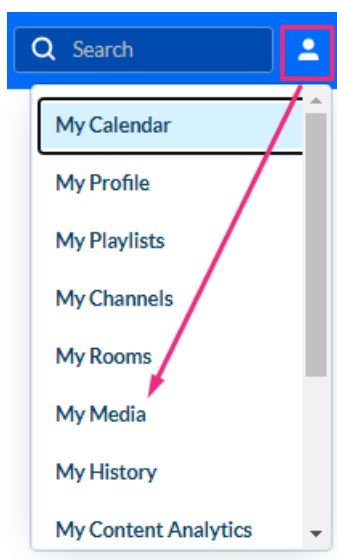
 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Publish media - Theming](#).

Publish media

From My Media

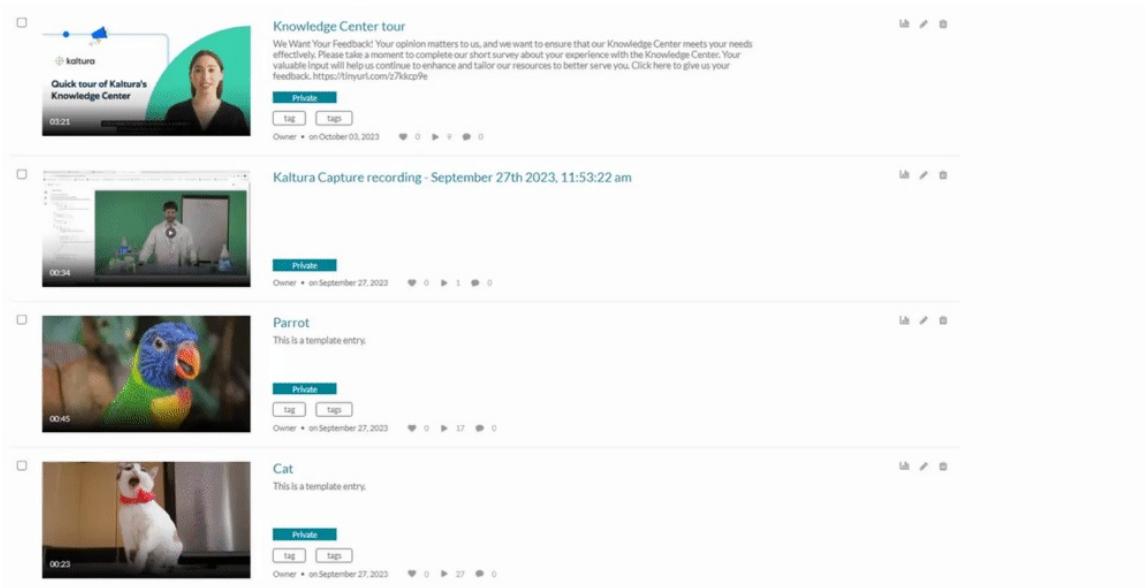
To publish one or more entries at a time:

1. Access [My Media](#) from the user menu .



2. Select a media item or multiple by checking the box next to the media item(s).

3. Select **Publish** from the **Actions** menu.



4. Set the **Publishing Status** to **Published**.

My Media











Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

5. Choose which channel(s) and/or category (gallery)(s) you want the media item published to. You can use the search box to find the desired category or channel.

Publish in Category Publish in Channel

-  Art
 -  Artisan designs
 -  New sub-gallery
-  Interiors
 -  Lifestyle & design
 -  Projects
-  Open Gallery
-  Storytelling

6. Click Save.

7. A confirmation message displays: *Media successfully published.*

Media successfully published

From the edit media page

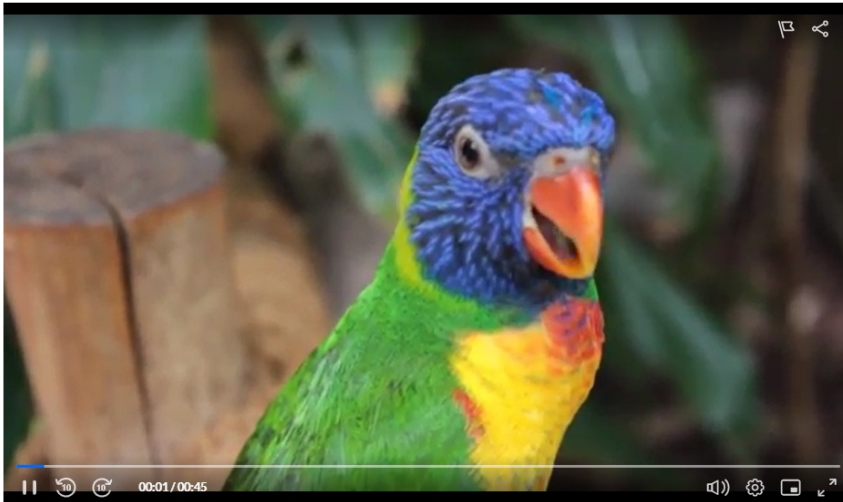
1. Click the pencil icon next to the media item you want to publish.



The edit media page displays.

2. Click on the **Publish** tab.

Parrot



Basic Info

Creator: Louise Szmoisz
 Owner: Louise Szmoisz
 Media Entry ID: 1_1lobtffe
 Media Type: Video
 Publish Status: Private
 Creation date:
 September 27, 2023 10:17 AM Asia/Jerusalem
 Update date:
 December 17, 2023 4:25 PM Asia/Jerusalem
 Media asset update date:
 September 27, 2023 10:18 AM Asia/Jerusalem

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[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Presenters](#)
[Downloads](#)
[Captions](#)
[Attachments](#)
[Timeline](#)
[Replace Media](#)
[Display](#)
[Registration](#)

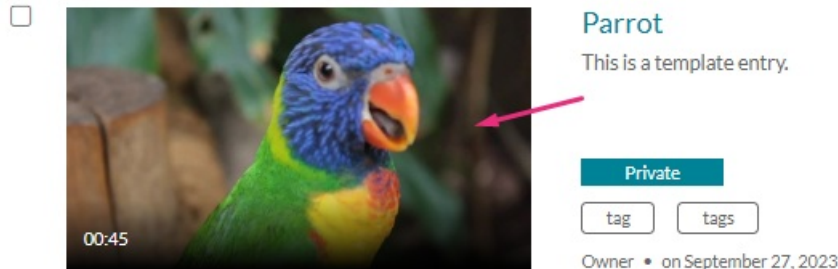
Name: (Required)

Description: Black Bold Italic Underline Text Color Background Color Link Image

3. Follow steps 4-6 above.

From the media entry page

1. Click on the thumbnail of the desired entry.



The media entry page displays.

2. Select **Publish** from the **Actions** menu.



Parrot

0 17 0

From Louise Szmoisz September 27, 2023

Details Download Share







This is a template entry.

tag tags



Louise Szmoisz
Technical Writer, Kaltura
[Show bio](#)

ACTIONS

-  Edit
-  Publish
-  Add to playlist
-  Analytics
-  Add to Watch List
-  Caption & Enrich

3. Follow steps 4-6 above.

See where media is published

From the **My Media** page, click the green Published button to see where the media is published.



Sailing - Quiz

See where the media is published

Published

Published in:

1 Channel:

Test & Quizzes

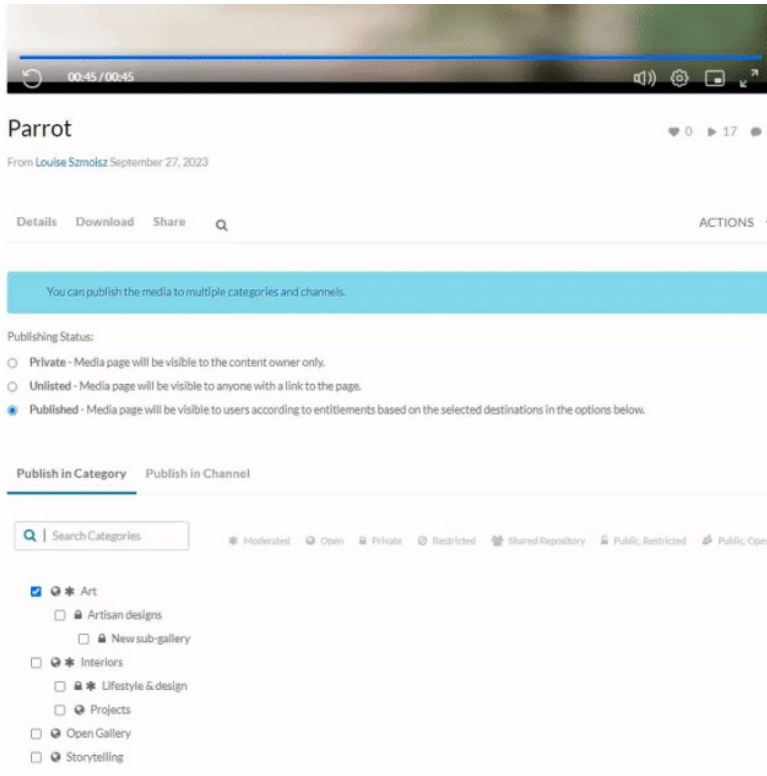
Click again to close the pop-up.

Unpublish media

1. Follow any of the steps above until step 4.
2. Under **Publishing Status**, select **Private**.
3. Click **Save**.

A warning message displays: *You are about to unpublish the media from all categories/channels. Are you sure you want to continue?*

4. Click **OK** to unpublish the media from all categories/channels.



The screenshot shows the Kaltura media player interface for a video titled "Parrot". The video is from Louise Szmolsz, dated September 27, 2023. The interface includes a video player with a progress bar at 00:45 / 00:45, and a list of actions: Details, Download, Share, and a search icon. Below the video, there is a blue notification bar that says "You can publish the media to multiple categories and channels." The "Publishing Status" section shows three options: "Private" (selected), "Unlisted", and "Published". The "Publish in Category" section shows a search bar and a list of categories: Art (selected), Artisan designs, News-sub-gallery, Interiors, Lifestyle & design, Projects, Open Gallery, and Storytelling.

