

Publish media in video portal

Last Modified on 07/05/2025 1:18 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.



You must have permission to publish to channels and/or galleries. 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

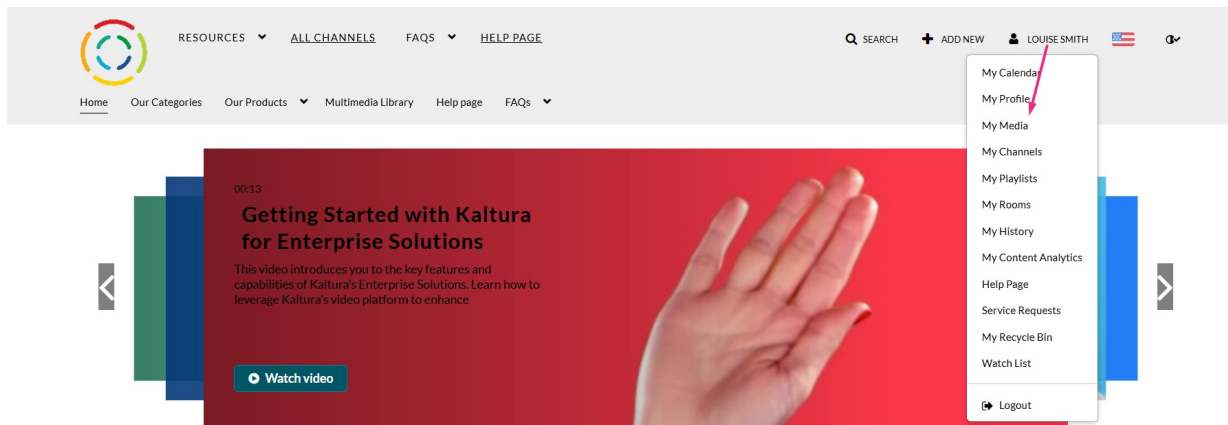


Don't see the **Publish** option? It may be because the [Publish module](#) hasn't been configured by your administrator. Reach out to your admin for help.

From My Media

To publish one or more entries at a time:

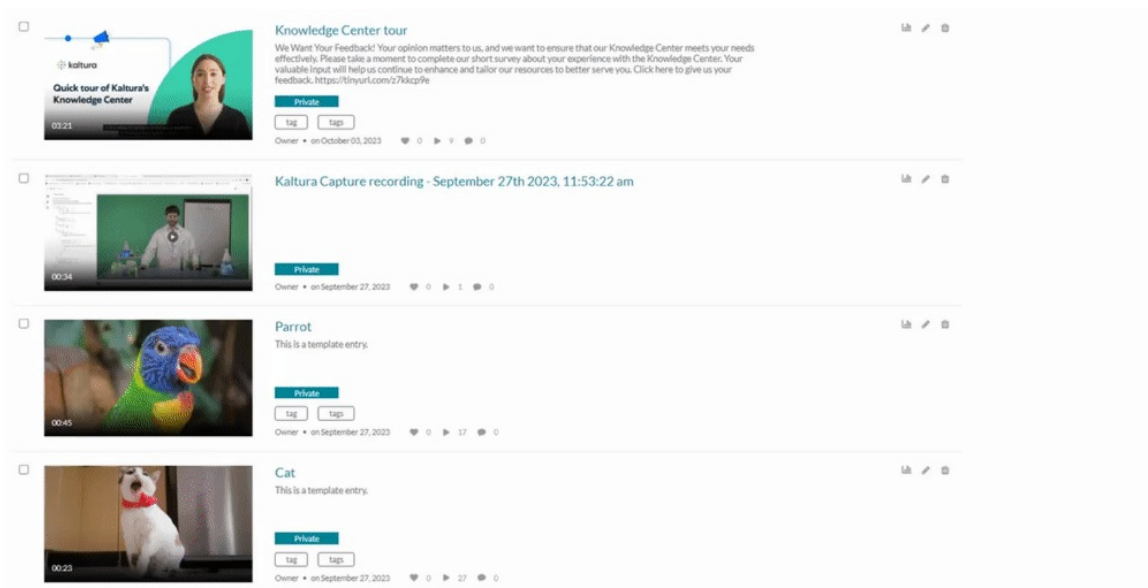
1. Access [My Media](#) from the user menu.



[START HERE](#)



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.



- 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

- Click Save.

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

Media successfully published

From the edit media page

- 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_jlobtpe
 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

[Launch Editor](#)

Details Languages **Publish** Options Collaboration Thumbnails Presenters Downloads Captions Attachments Timeline Replace Media Display Registration

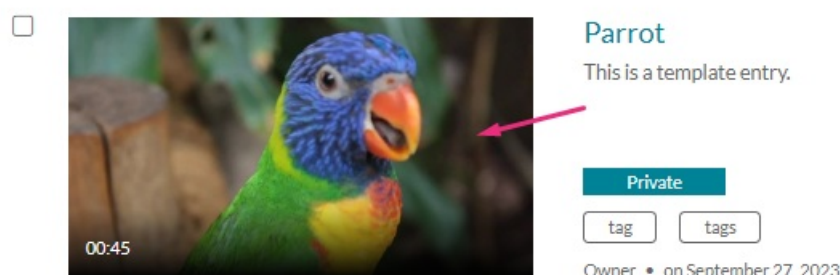
Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

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.

