

Publish media

Last Modified on 03/31/2025 2:49 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

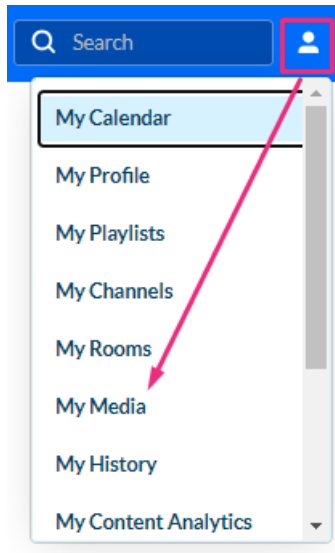


Don't see the **Publish** option? It may be because the [Publish module](#) hasn't been configured by your administrator. Reach out to your admin for help.

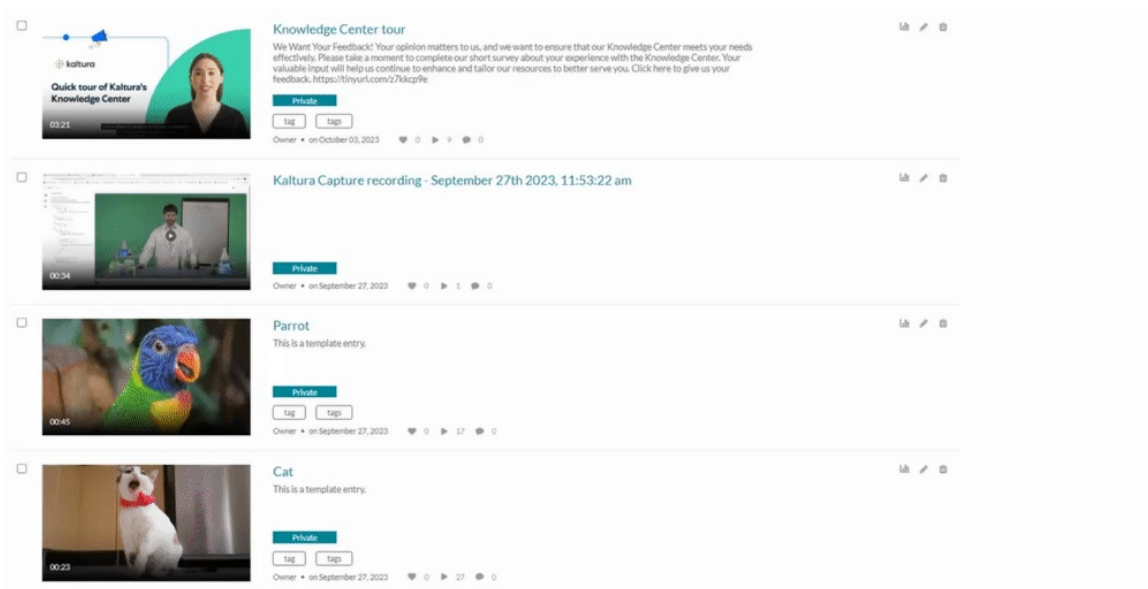
From My Media

To publish one or more entries at a time:

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



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**.

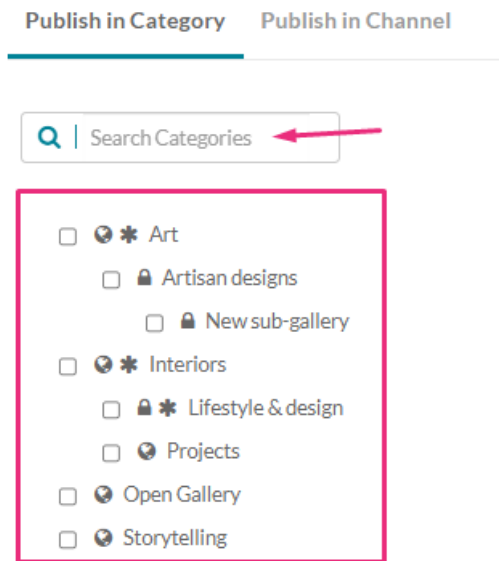
My Media



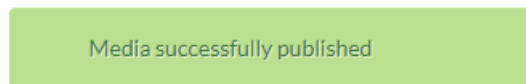
Publishing Status:

- 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.



6. Click Save.
7. A confirmation message displays: *Media successfully published.*



From the edit media page

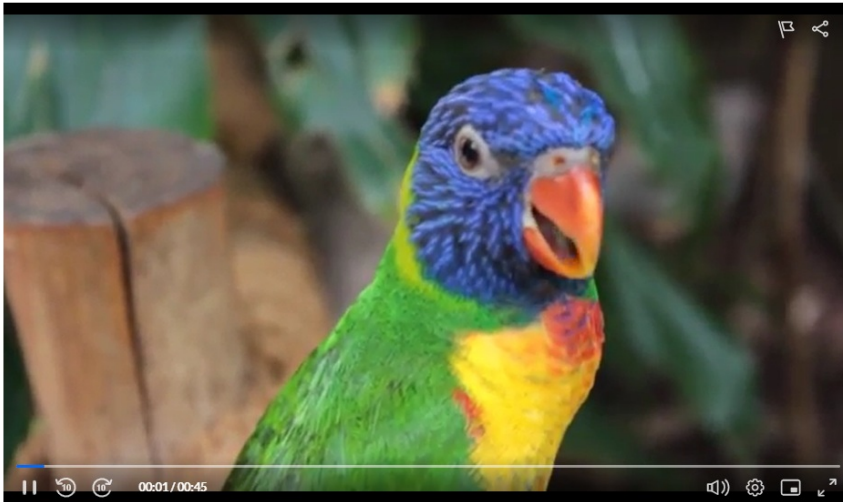
1. Click the pencil icon next to the media item you want to publish.



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

[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.



Parrot

This is a template entry.

[Private](#)

Owner • on September 27, 2023

The media entry page displays.

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



Parrot

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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.

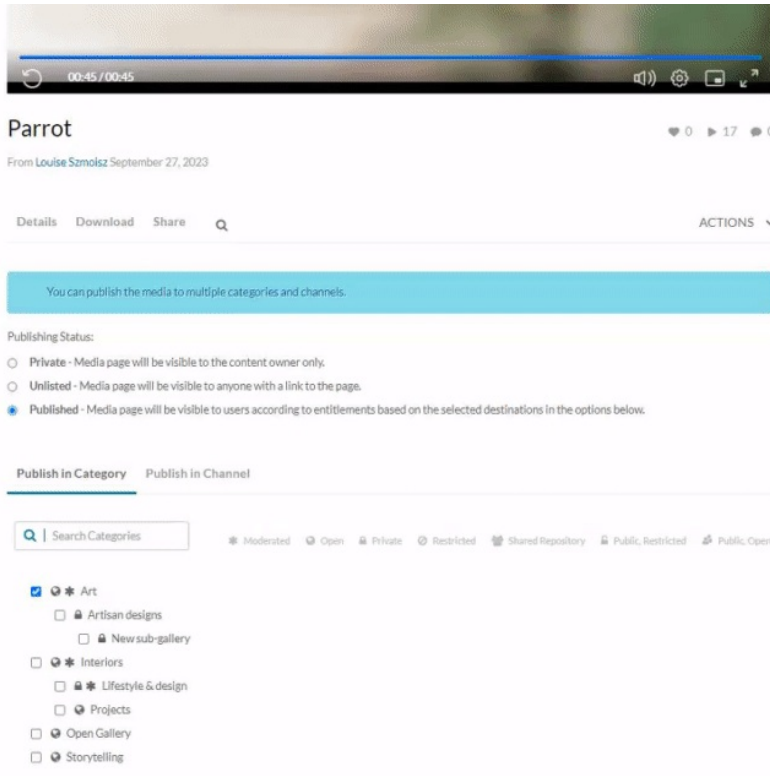
Click again to close the pop-up.

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 a video player interface for a video titled "Parrot". The video is from Louise Szmolsz, dated September 27, 2023. Below the video player, there are options for "Details", "Download", "Share", and "ACTIONS". A blue banner states: "You can publish the media to multiple categories and channels." Under "Publishing Status", three options are listed: "Private" (selected), "Unlisted", and "Published". Below this, there are tabs for "Publish in Category" and "Publish in Channel". A search bar for "Search Categories" is present, along with filters for "Moderated", "Open", "Private", "Restricted", "Shared Repository", "Public, Restricted", and "Public, Open". A list of categories is shown, including "Art", "Interiors", "Open Gallery", and "Storytelling".

