

Publish media in Video Portal

Last Modified on 08/05/2025 10:55 am 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.

If enabled by your administrator, your institution may also require captions before media can be published. This feature supports compliance with accessibility regulations in the EU and US by ensuring all published media includes captions.

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

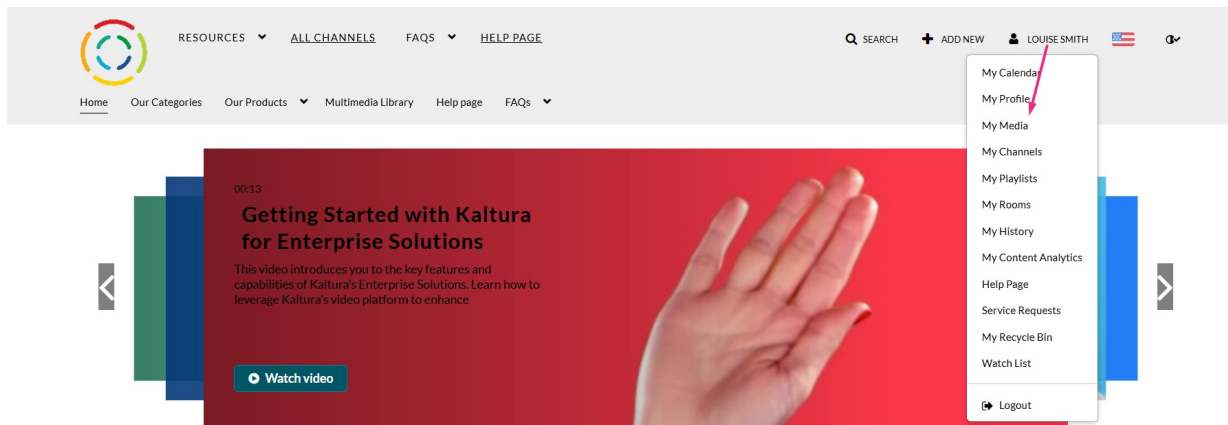


Don't see the **Publish** option? It may be because the [Publish module](#) hasn't been configured by your administrator. Reach out to your admin for help.

From My Media

To publish one or more entries at a time:

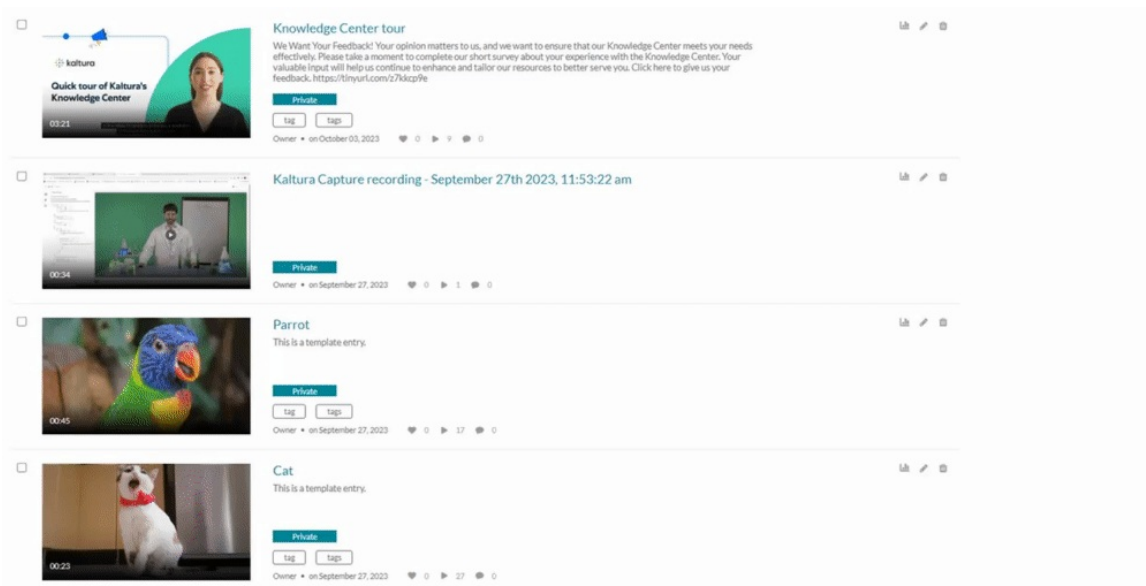
1. Access [My Media](#) from the user menu.



[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.

If your administrator has enabled mandatory captions (via the [Captions module](#)), you won't be able to publish media until captions are added. If captions are missing, you'll see a warning message: *Media cannot be published without captions*. For step-by-step instructions on ordering captions, see [Order captions](#).

Media cannot be published without captions. ×

Complete all the required fields and save the entry before you can select to publish it to shared repositories. [Edit](#) ×

Publishing Status:

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- 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

Q | Search Categories ←

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

- Click **Save**.

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

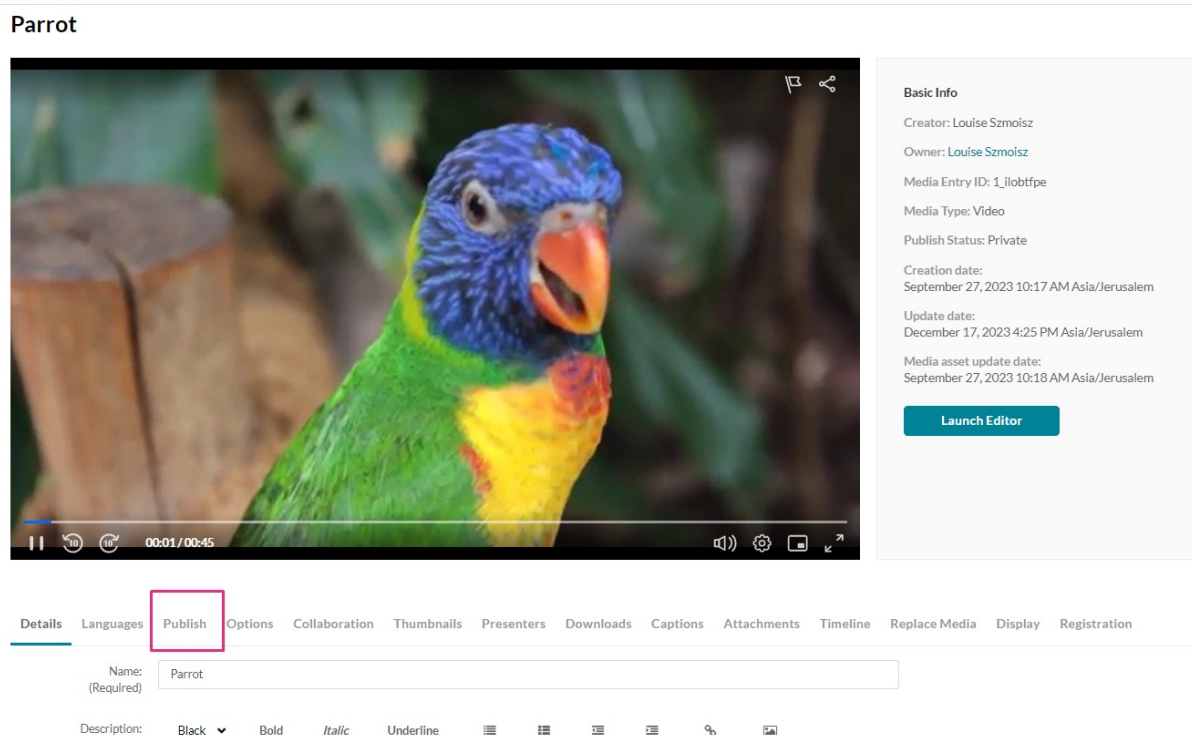
From the edit media page

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.



3. Follow steps 4-6 above.

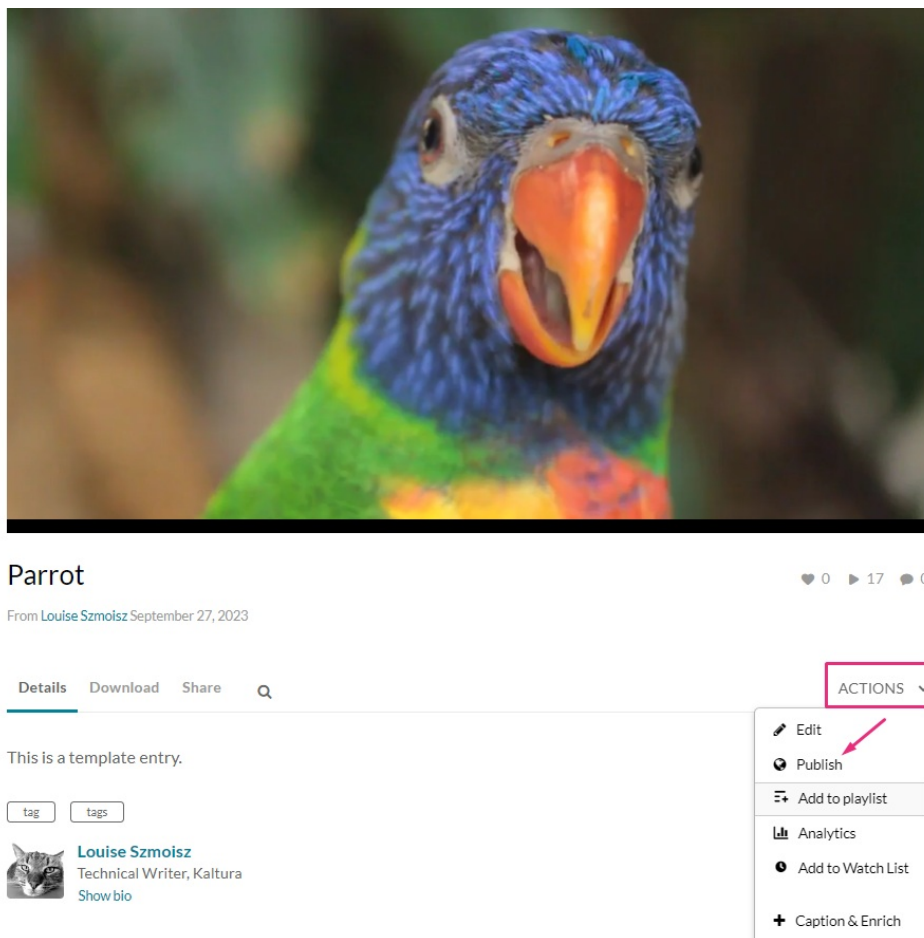
From the media entry page

1. Click on the thumbnail of the desired entry.



The media entry page displays.

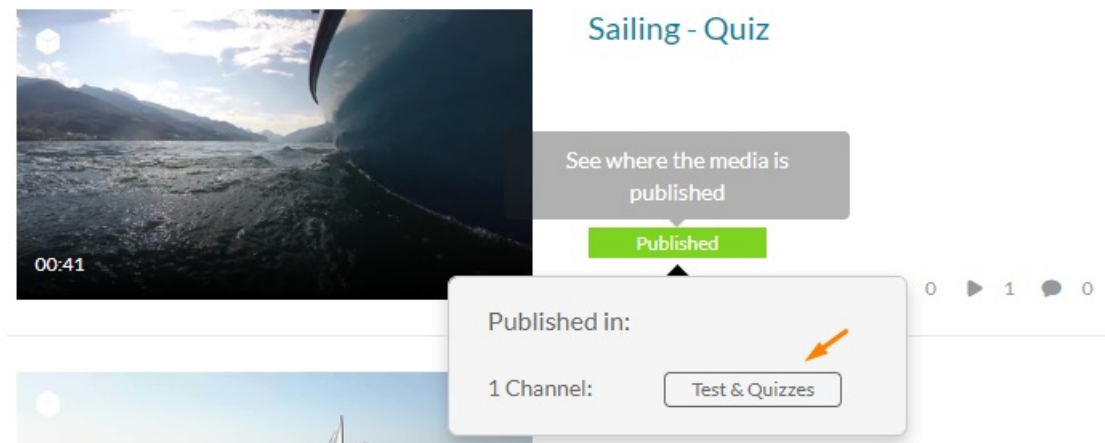
2. Select **Publish** from the **Actions** menu.



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.

