kaltura

Publish media in video portal

👥 **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.

> ℹ️
>
> The instructions below are for non-Theming users. If you have Theming enabled, please refer to our article Publish media - Theming.
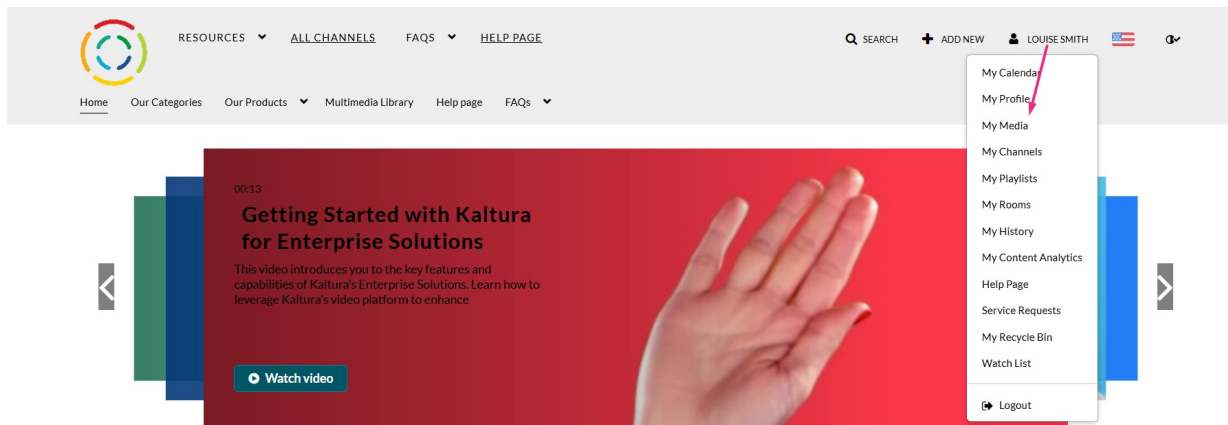
Publish media

> ✅
>
> 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
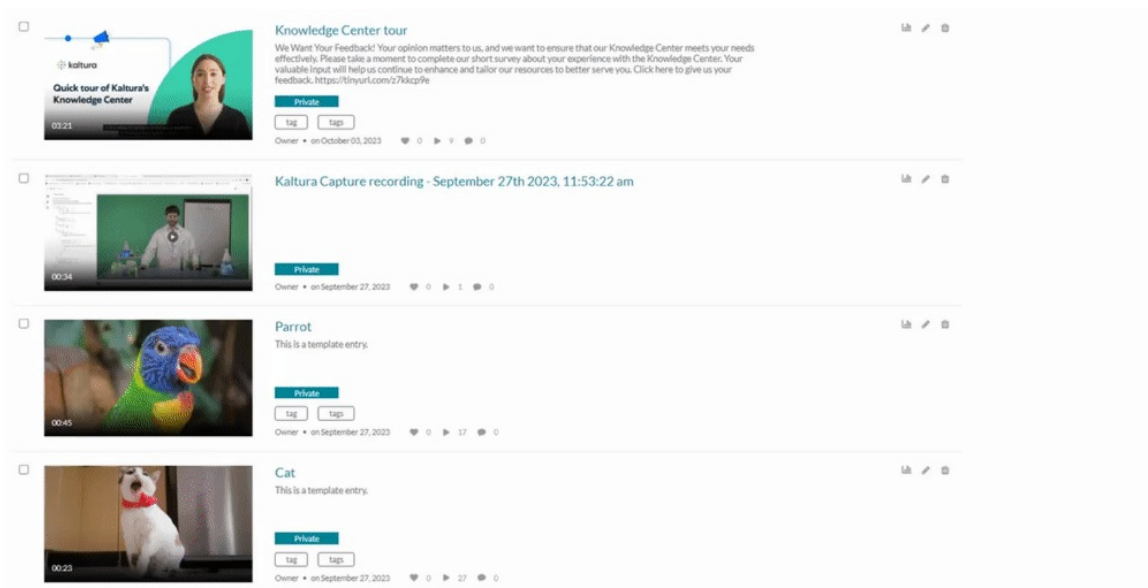
To publish one or more entries at a time:

1. Access My Media from the user menu.

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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

Q | Search Categories

- ☐ ⊕ ✳ 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.

☐   **Parrot**
This is a template entry.

Private

tag   tags

Owner • on September 27, 2023   ♥ 0   ▶ 17   💬 0

00:45

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.
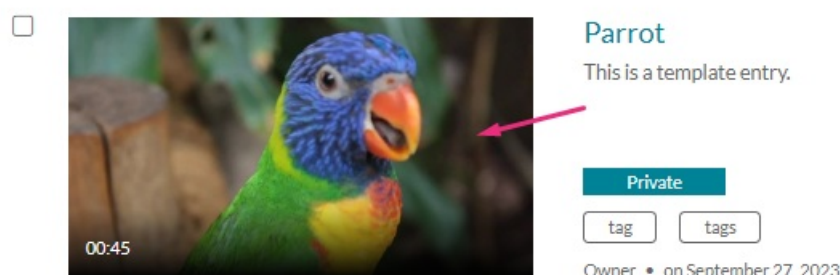
The media entry page displays.

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.