

## Edit a playlist


Last Modified on 09/29/2024 5:51 pm IDT

 This article is designated for all users.

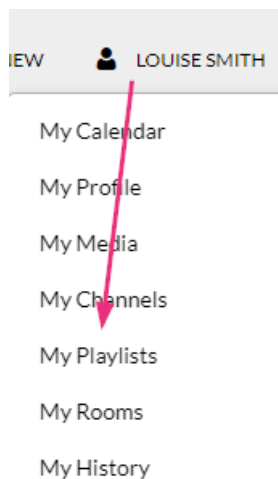
### About

This article describes how to edit playlists in the video portal. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

### Access the edit playlist page

 If you can't access the edit playlist page, ask your administrator to give you the required permission.

1. From the user menu, select [My Playlists](#).



The **My Playlists** page displays.

## My Playlists

Search My Playlists

Filters > Sort By: Update Date - Descending ▾

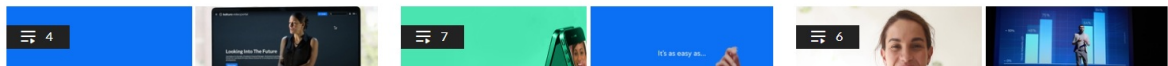
  [+ Create Playlist](#)



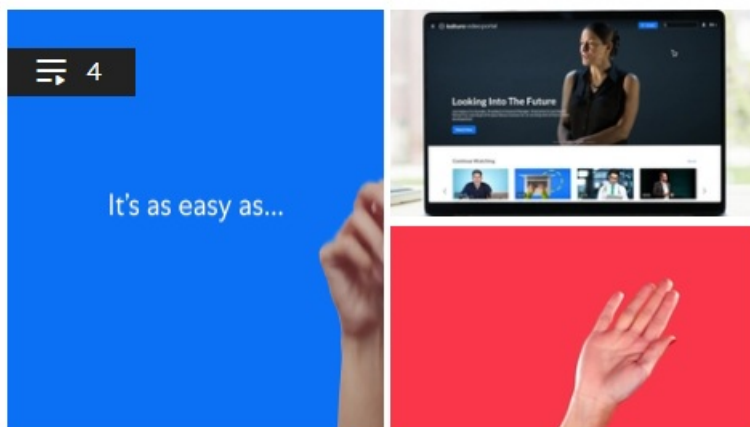
### Watch List

Updated September 29, 2024

[Playlist Details](#)



2. Locate the desired playlist and click the **pencil icon** on the bottom right.



### Marketing and events

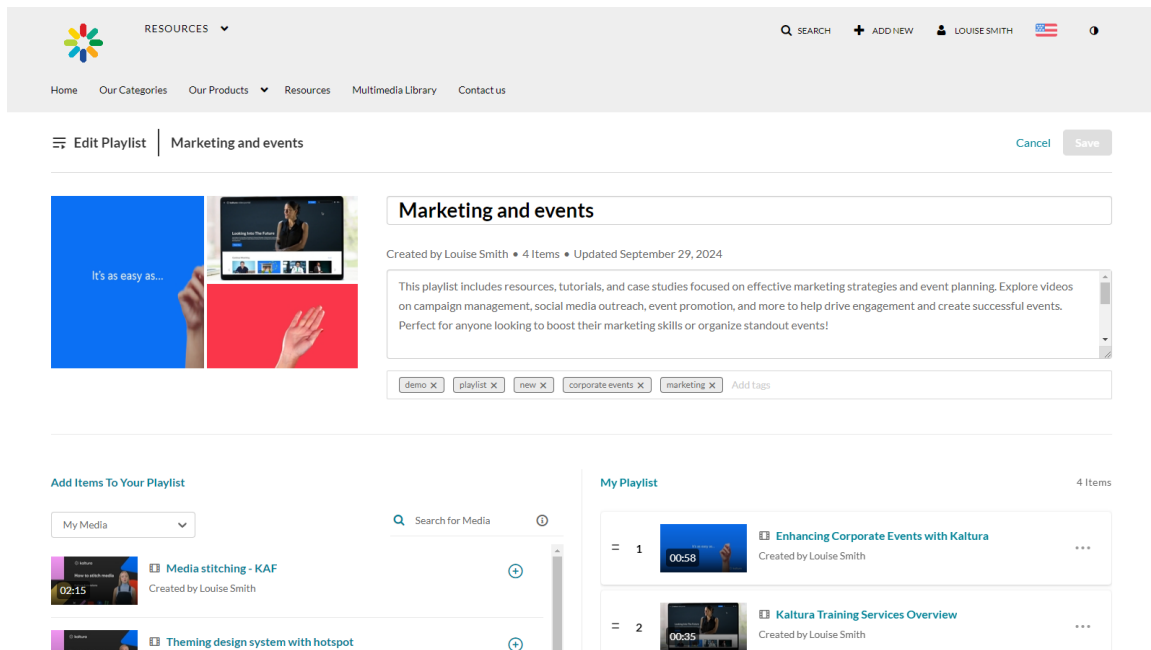
Updated September 29, 2024

[Playlist Details](#)

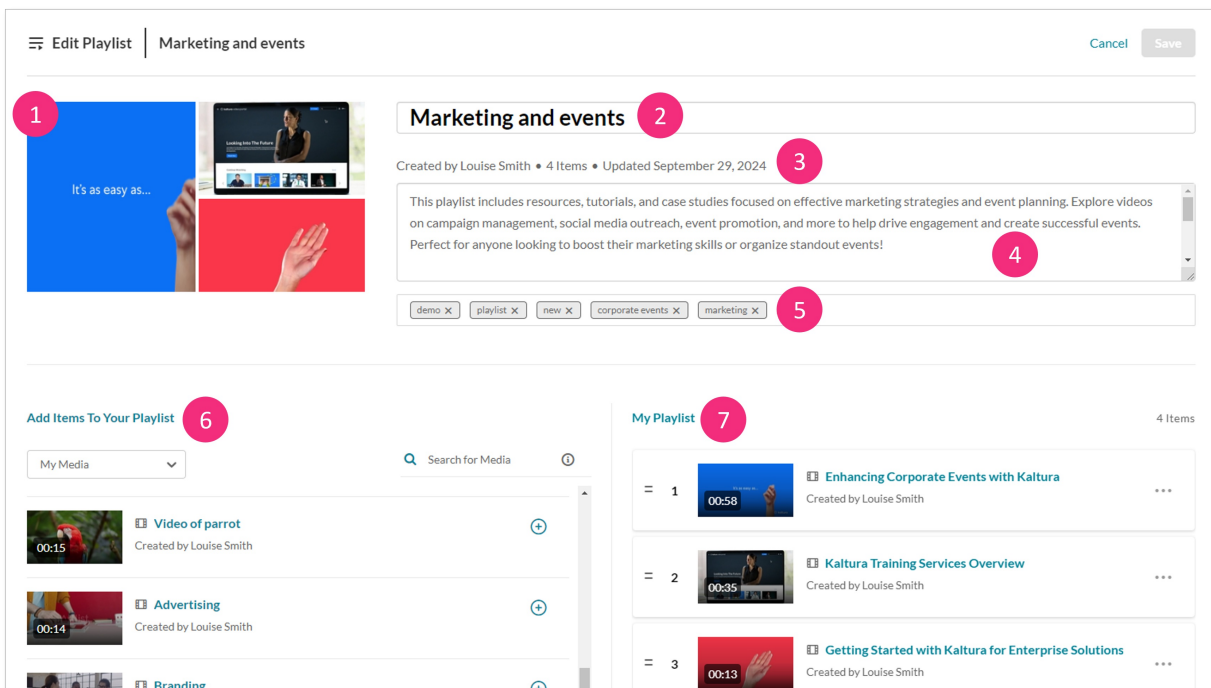
Edit Playlist



The **Edit Playlist** page displays.



## Features of the edit playlist page



The edit playlist page includes the following information:

- Media thumbnails (1)
- Playlist name (2) - Click in the field to edit the name.
- Creator, number of items in the playlist, and when it was last updated (3)
- Description (4) - Click in the description field to edit the text. Use the scroll bar on the right if there's a lot of text.
- Tags (5) - Click on the 'x' to the right of the tag name to delete it. Click in the tag

field to type in new tags.

- 'Add items to your playlist' column (**6**) - Add media to your playlist. See [Create a playlist](#) for further information.
- 'My Playlist' column (**7**) -This section displays all items currently in the playlist. You can remove items or change their order as needed. For more details, see [Create a playlist](#).

After you have finished editing the playlist, click **Save** at the top right.

---