

# Edit a playlist in Video Portal

Last Modified on 04/14/2026 7:06 pm IDT

 This article is designated for all users.

## About

After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

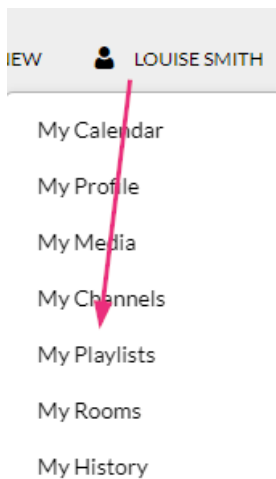
These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

## 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 ▾

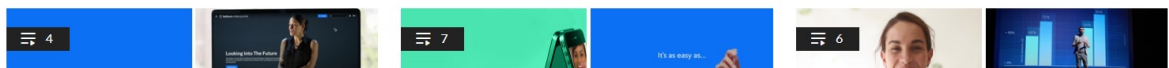
  [+ Create Playlist](#)



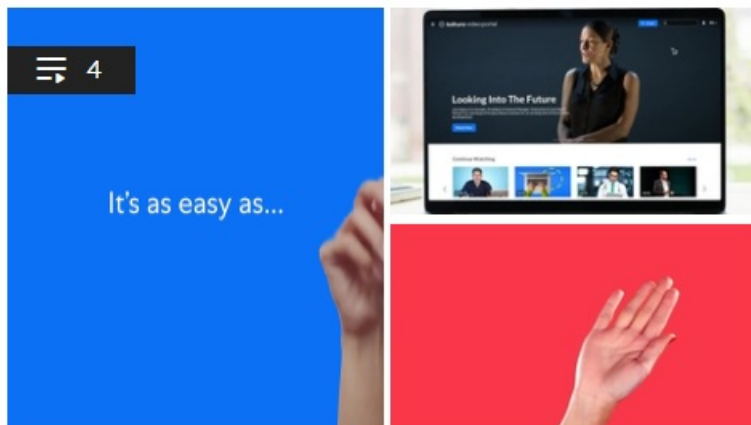
### Watch List

Updated September 29, 2024

[Playlist Details](#)



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



### Marketing and events

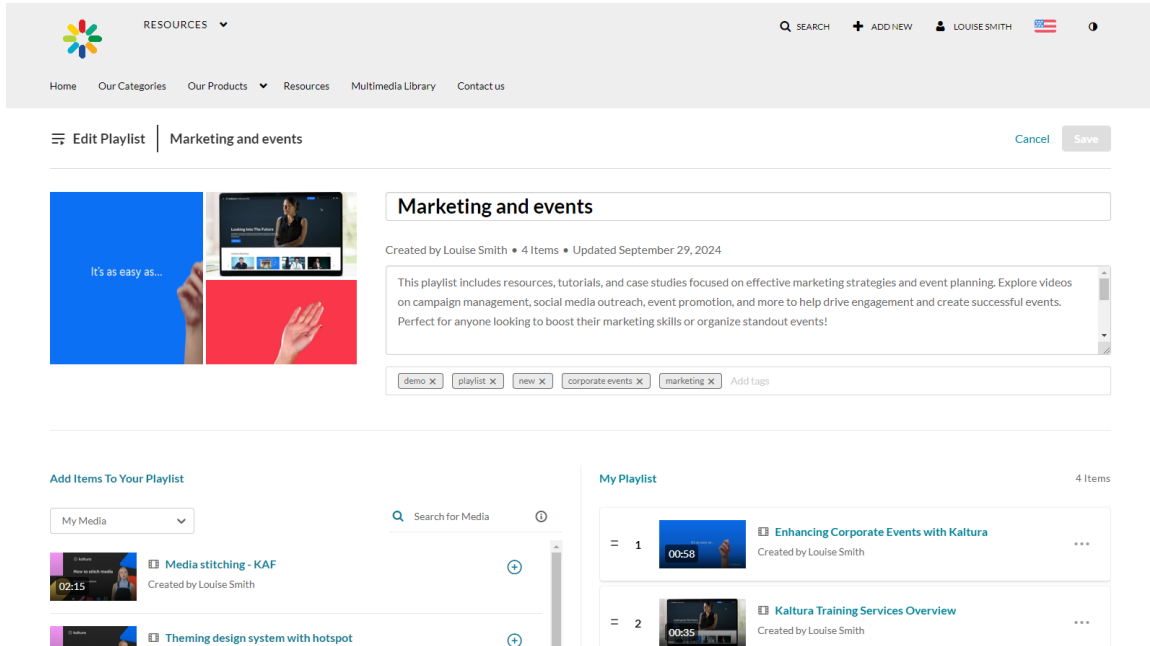
Updated September 29, 2024

[Playlist Details](#)

**Edit Playlist**

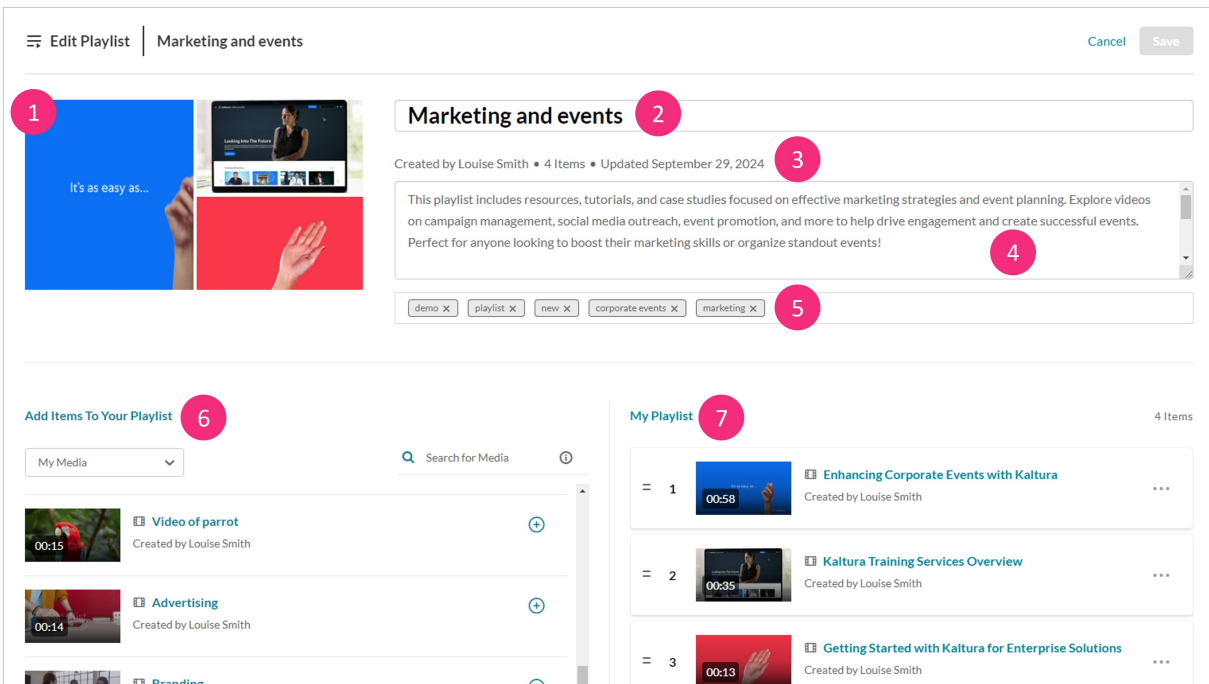


The **Edit Playlist** page displays.



The screenshot shows the 'Edit Playlist' interface for a playlist titled 'Marketing and events'. At the top, there is a navigation bar with 'RESOURCES' and a search bar. Below the navigation, the playlist title 'Marketing and events' is displayed in a large text field. Underneath, it shows 'Created by Louise Smith • 4 Items • Updated September 29, 2024'. A description box contains text about the playlist's focus on marketing strategies and event planning. Below the description are several tags: 'demo', 'playlist', 'new', 'corporate events', and 'marketing'. On the left, there is a section 'Add Items To Your Playlist' with a search bar and a list of media items. On the right, there is a 'My Playlist' section showing a list of 4 items with their titles and durations.

## Features of the edit playlist page



This annotated screenshot highlights seven key features of the 'Edit Playlist' page:

- 1**: Media thumbnails displayed on the left side of the playlist.
- 2**: The playlist name field, which is clickable for editing.
- 3**: The creator's name, item count, and last updated date.
- 4**: The description text area, which is scrollable on the right side.
- 5**: The tags section at the bottom of the description area.
- 6**: The 'Add Items To Your Playlist' section on the left, including a search bar and a list of media items.
- 7**: The 'My Playlist' section on the right, showing a list of items with their titles and durations.

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.

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