

## Edit a playlist in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT


 This article is designated for all users.

### About

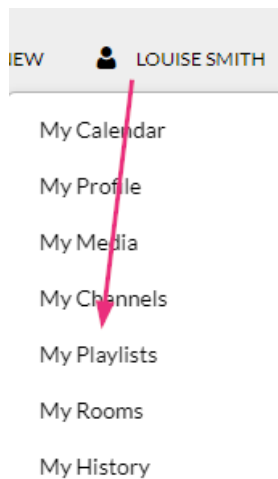
After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to 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 ▾

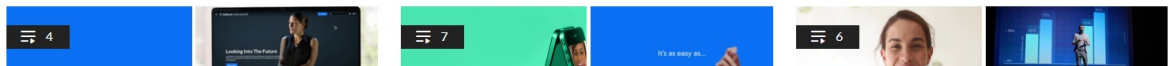
  [+ Create Playlist](#)



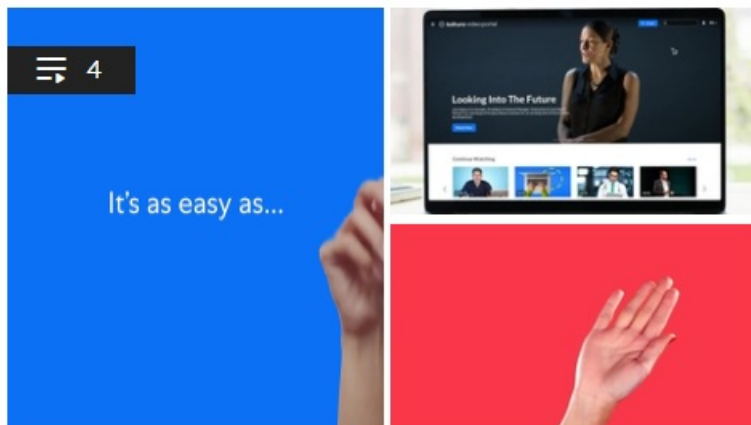
### Watch List

Updated September 29, 2024

[Playlist Details](#)



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



### Marketing and events

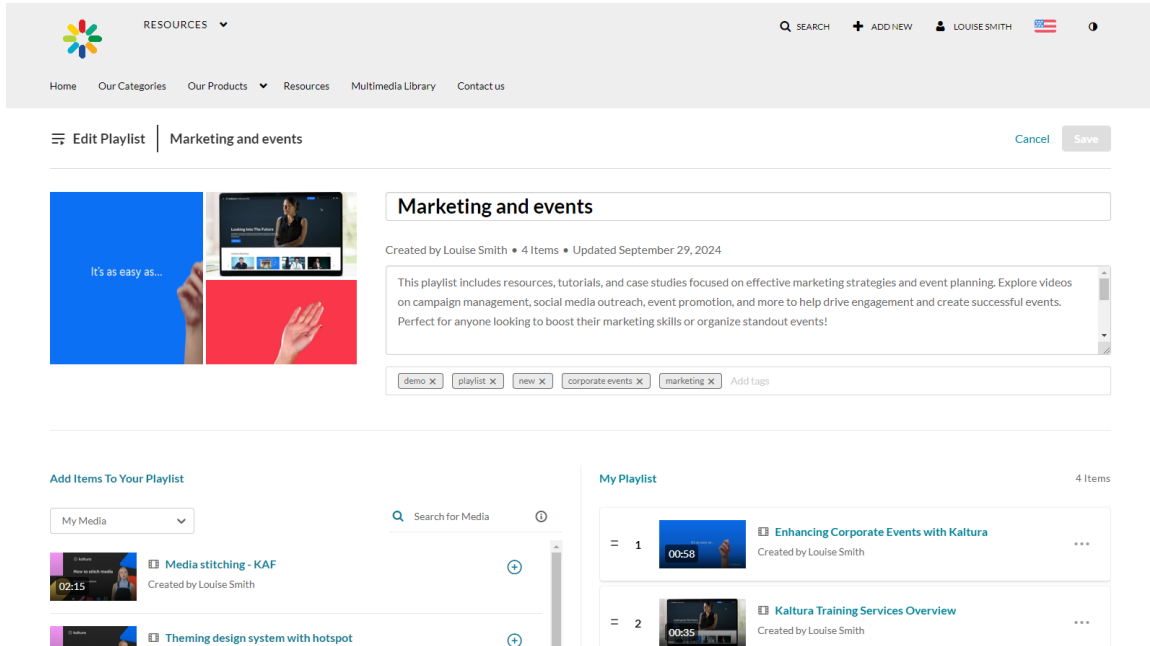
Updated September 29, 2024

[Playlist Details](#)

**Edit Playlist**

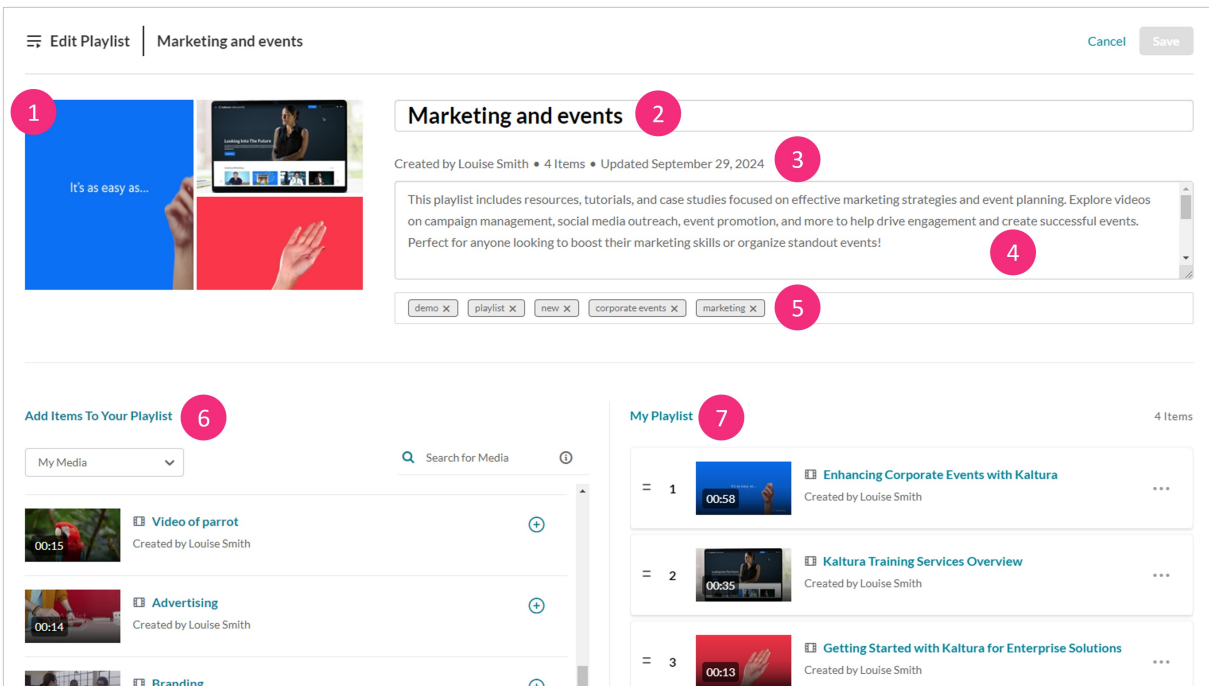


The **Edit Playlist** page displays.



The screenshot shows the 'Edit Playlist' interface for a playlist titled 'Marketing and events'. At the top, there are navigation links for Home, Our Categories, Our Products, Resources, Multimedia Library, and Contact us. The playlist title 'Marketing and events' is displayed in a large field. Below the title, it shows 'Created by Louise Smith • 4 Items • Updated September 29, 2024'. A description field contains text about marketing strategies and event planning. Below the description are 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 like 'Media stitching - KAF' and 'Theming design system with hotspot'. On the right, the 'My Playlist' section shows a list of 4 items, including 'Enhancing Corporate Events with Kaltura' and 'Kaltura Training Services Overview'.

## 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, number of items, and the last update date.
- 4**: The description field, which is scrollable to accommodate long text.
- 5**: The tag field containing various categories like 'demo', 'playlist', 'new', 'corporate events', and 'marketing'.
- 6**: The 'Add Items To Your Playlist' section, which includes a search bar and a list of available media items.
- 7**: The 'My Playlist' section, which displays the current items in the playlist in a numbered list.

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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