

My Playlists page in Video Portal

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 This article is designated for all users.

About

The **My Playlists page** in your Video Portal allows you to view, create, and manage all your playlists in one place. From here, you can create new playlists, see details for existing ones, and even use filters to find specific playlists quickly.

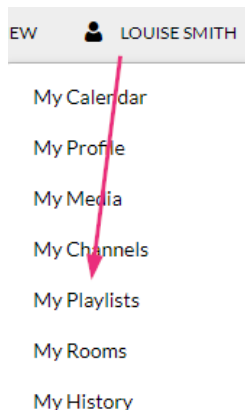
These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Access the My Playlists page



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

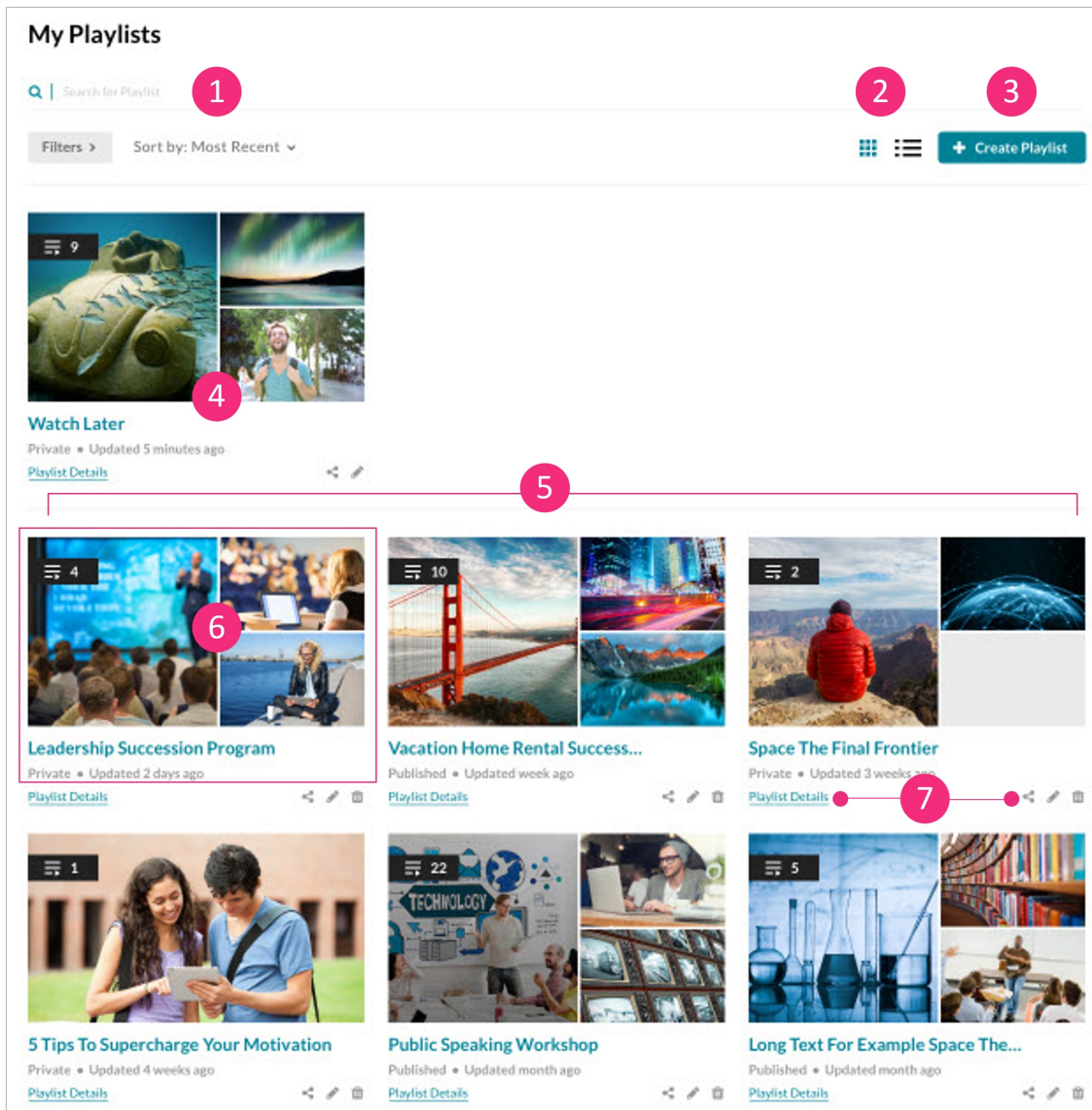
From the user menu, select **My Playlists**.



The **My Playlists** page displays.

Key features

The My Playlists page allows you to view a graphical representation of all your available playlists.



The page offers the following functions:

Search and filters (1) - Use detailed filters to search for specific playlists and manage them as needed, including the option to delete playlists.

Display options (2) - Switch between grid or list view by using the icons in the upper-right corner.

Create new playlists (3) - Click the **+ Create Playlist** button to quickly and easily make a new playlist. For more details, see [Create a playlist](#).

Watch List (4) - The Watch List is where you save videos to watch later and is synced with the KMS Go app. Please note that the Watch List cannot be deleted or published.

Your playlists (5) - View all the playlists you've created, displayed in the order they were most recently updated.



Playlist information (6) - View media thumbnails, the number of items, playlist name, status, and the date the playlist was last updated.

Quick links (7) - Access the [playlist details](#) page, [share and embed](#) function, and [edit playlist](#) page, as well as the delete function for each playlist.
