Kaltura

Organize & Find Your Files

Last Modified on 03/27/2025 8:30 am IST

> **ℹ Legacy notice**
> This article documents the **legacy KME Room**. For information on the new room, please visit the **new Kaltura Room documentation**.

Create folders to keep your uploaded files or content organized. Then simply do a search to access those various files.

Create Folders

1. Go to **Files**

2. Click the *Add Folder* button.

3. Enter in a folder name.

4. Click **Save** to create the folder.

5. Upload files to the folder by clicking the *Add Files* button.
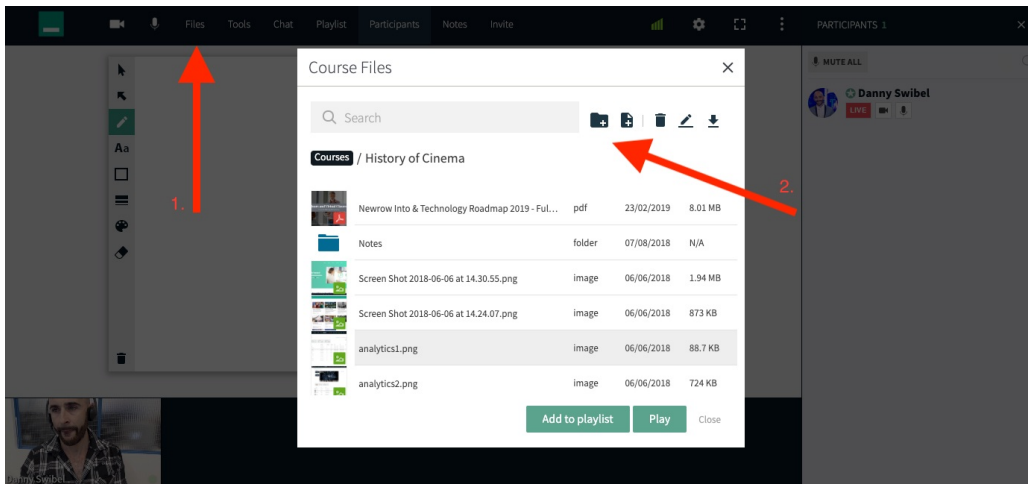
Local Search

Search for files in the current folder.

1. Go to **Files**

2. Click the *Search Field.*

3. Enter in the name of the file or folder you are looking for.

4. Select the result.

Global Search

Search for files throughout your entire Virtual Classroom.

1. Go to **Files**
2. Click the *Search Field.*
3. Select the checkbox corresponding to **Global Search.**
4. Enter in the name of the file or folder.
5. Select the result.