# Publish Media in KAF

Last Modified on 04/12/2022 5:32 pm IDT

👥 **This article is designated for all users.**

## About

When you upload media, it's private by default and accessible only through My Media. From there, you can either grab the embed code for private media or choose to publish it, making it public in your Media Gallery.

Publishing media allows it to be publicly accessible to users. You can publish media:

- in any Media Galleries you are allowed to publish to.
- only after file conversion is complete and the media has passed moderation (if required).

💡 The content in My Media is consistent across all Kaltura applications, and can be published and shared based on your permissions. If you can't publish media, contact your administrator for access.

## Publish from My Media
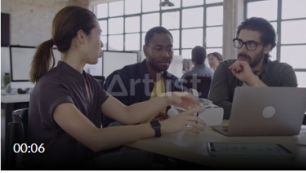
### Publish one item

1. Access your My Media page.

# My Media

My Calendar  My Dashboard  My recycle bin

Search My Media

Filters >   Search In: All Fields   Sort By: Creation Date - Descending   Add New   ACTIONS
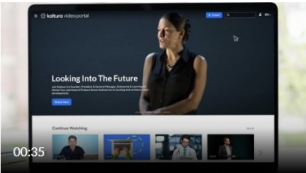
### Branding

This is a decription

**Private**

branding

Owner • on August 19, 2024     ♡ 0   💬 0

### Clip of Kaltura Training Services Overview

Description

**Published**

tags

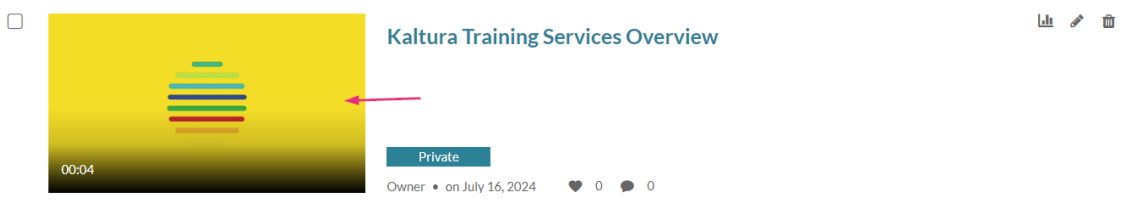Owner • on August 16, 2024     ♡ 0   💬 0

### Kaltura Training Services Overview

**Private**

Owner • on July 16, 2024     ♡ 0   💬 0

2. Click the thumbnail or title of the media you want to publish.



### Kaltura Training Services Overview

**Private**

Owner • on July 16, 2024     ♡ 0   💬 0

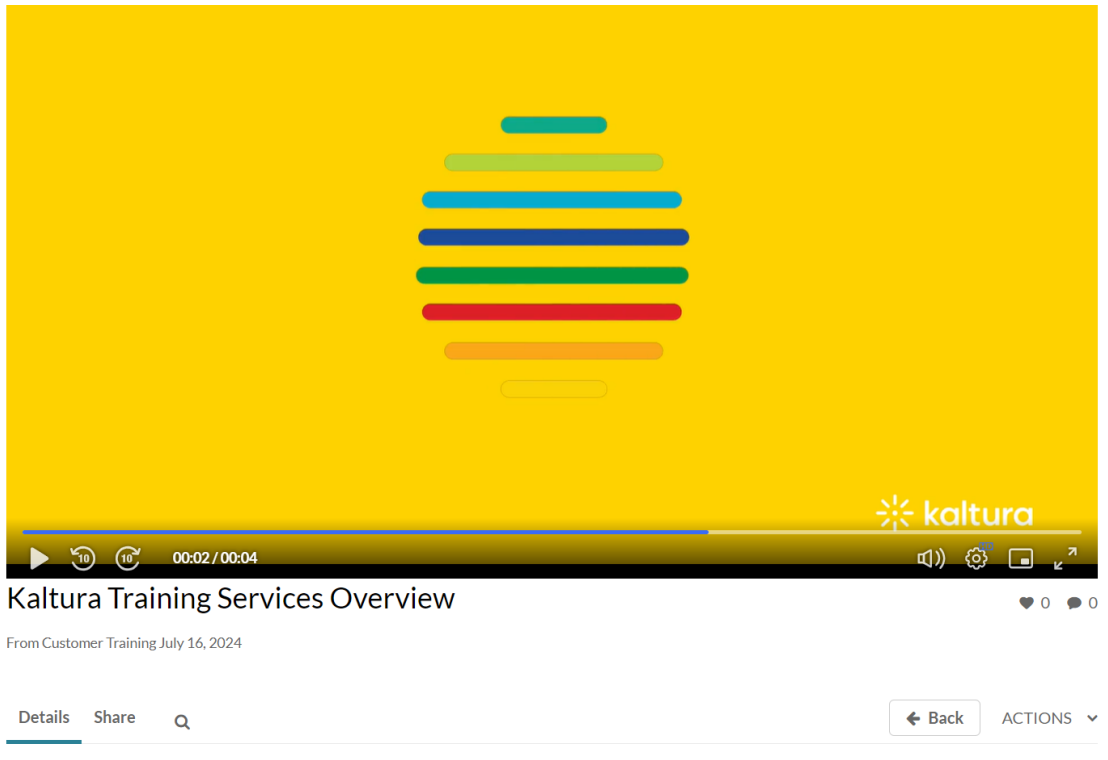✓ You can search for media using the search and filters function:



## My Media

Search My Media
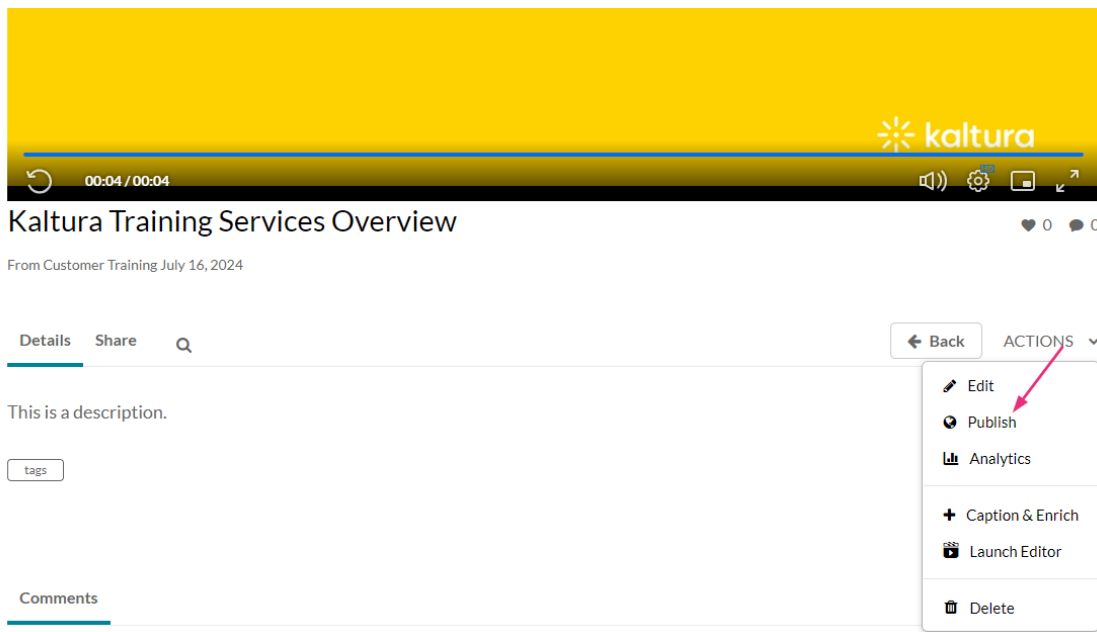
Filters >

Search In: All Fields   Sort By: Creation Date - Descending

The media page displays.

3. Click the **ACTIONS** menu and select **Publish.**



The **Publishing Status** section displays.



Publishing Status:

○ **Private** - Media page will be visible to the content owner only.

○ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

4. Click the button next to **Published**.

5. Select the gallery(ies) you want to publish the media to.

> ✅ Note to **Canvas** users! The first **200** active courses are displayed for easy selection.

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Details    Share    🔍                                          ← Back    ACTIONS ▾

> ⚠ Complete all the required fields and save the entry before you can select to publish it to shared repositories. Edit                    ✕

Publishing Status:

○ **Private** - Media page will be visible to the content owner only.

◉ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

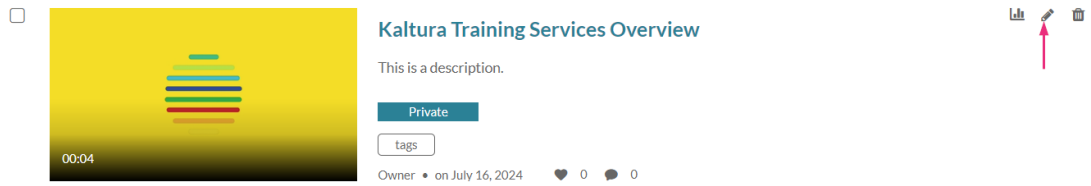☐ Shared Repository          ☐ Kaltura Certification Program      ☑ Kaltura Training Course          ☐ LS

[ Save ]    [ Cancel ]

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> 💡 If you want to publish to a Shared Repository, you must complete all the required fields and save the entry first. See the **Edit** button in the pop-up above **Publishing Status**.  To learn more about adding content to Shared Repositories, check out our article Shared Repository in video portal.

6. Click **Save**.

A success message displays: *Media successfully published.*

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> Media successfully published

Publishing Status:

○ **Private** - Media page will be visible to the content owner only.

◉ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

**Publish in Gallery**

☐ Shared Repository          ☐ Kaltura Certification Program      ☑ Kaltura Training Course          ☐ LS

Published in Kaltura Training:

1 Media Gallery:    [ Kaltura Training Course ]

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The media will be visible to individuals according to entitlements on published destinations.
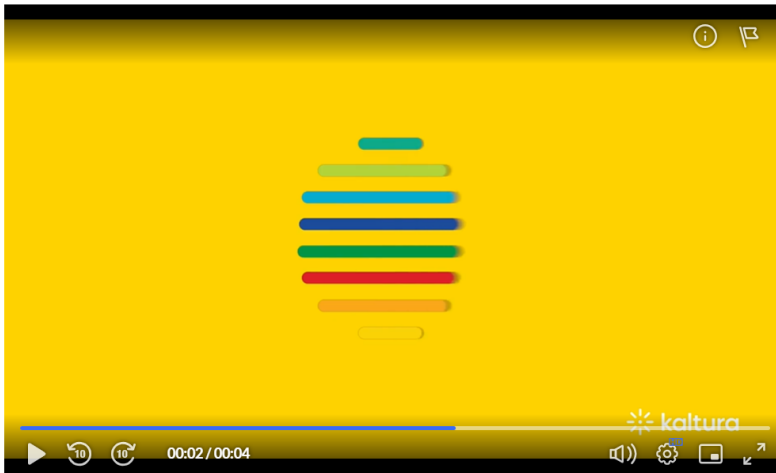
**OR**

1. Click the **pencil icon** to the right of the media.

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☐ **Kaltura Training Services Overview**

This is a description.

Private

tags

Owner • on July 16, 2024    ♥ 0    💬 0

The edit page displays.

‹ Back to Media Page

## Kaltura Training Services Overview

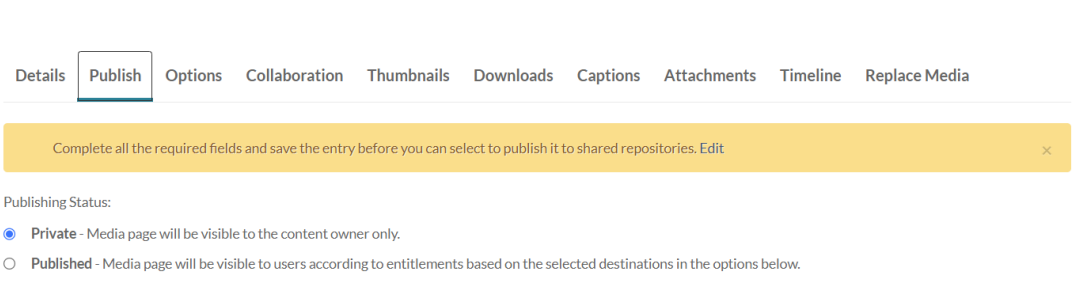| | |
|---|---|
| (video player) | **Basic Info** |
| | **Creator:** Customer Training |
| | **Owner:** Customer Training |
| | **Media Entry ID:** 1_ogntubb1 |
| | **Media Type:** Video |
| | **Publish Status:** Private |
| | **Creation date:** July 16, 2024 2:14 PM GMT |
| | **Update date:** August 19, 2024 9:52 AM GMT |
| | **Media asset update date:** July 16, 2024 2:15 PM GMT |
| | **Launch Editor** |

00:02 / 00:04

**Details**  Publish  Options  Collaboration  Thumbnails  Downloads  Captions  Attachments  Timeline  Replace Media

Name: (Required)    Kaltura Training Services Overview

Description:    Black ▾    **Bold**    *Italic*    <u>Underline</u>    ☰ ☰ ☰ ☰    🔗    🖼

This is a description.

2. Click the **Publish** tab.

Details  **Publish**  Options  Collaboration  Thumbnails  Downloads  Captions  Attachments  Timeline  Replace Media

⚠ Complete all the required fields and save the entry before you can select to publish it to shared repositories. Edit    ✕

Publishing Status:

🔘 **Private** - Media page will be visible to the content owner only.

⭕ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.
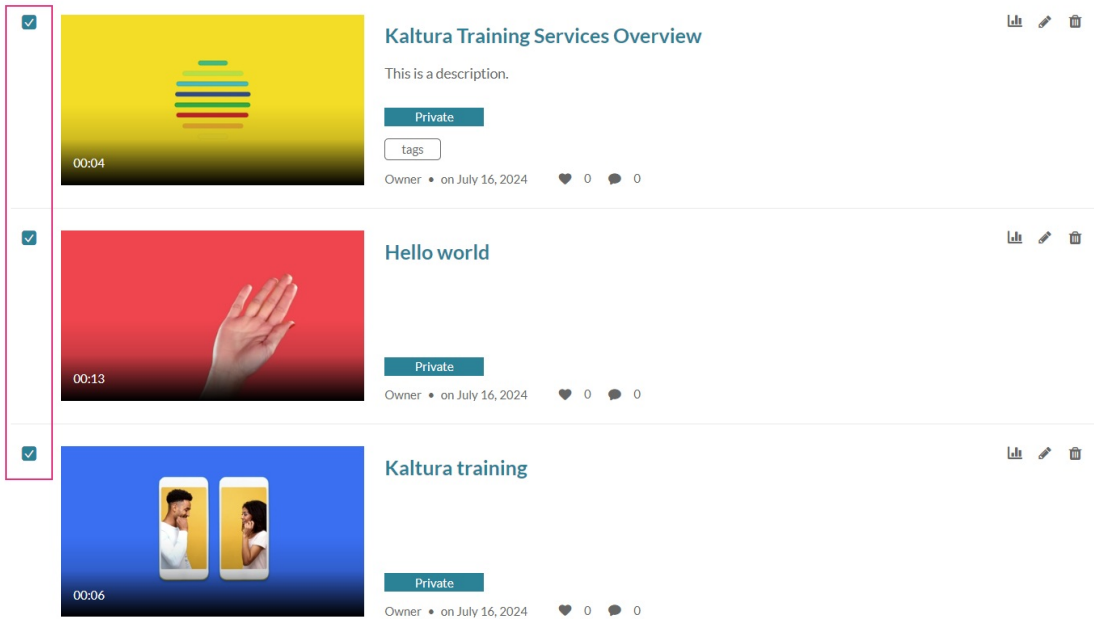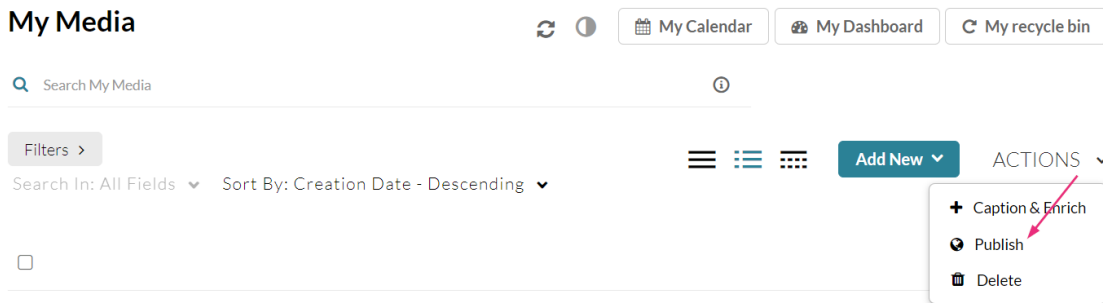
3. Follow steps **4-6** above.

## Publish multiple items

1. Check the boxes to the left of the desired items.

2. Scroll to the top of the page, click the **ACTIONS** menu and select **Publish**.



The **Publishing Status** section displays.

3. Follow steps **4-6** above.

## Publish from Media Gallery

1. Access the Media Gallery.
2. Under the **Media** tab, click **+Add Media**.
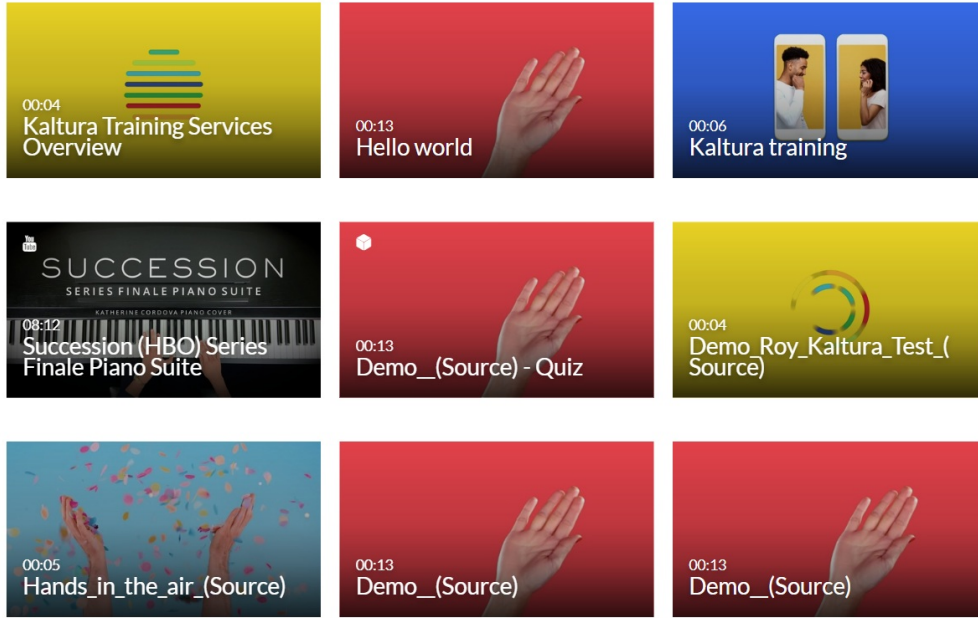
The **Add Media** page displays.
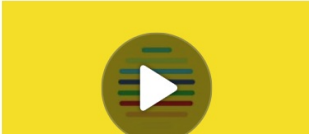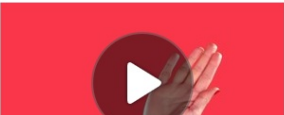
3. Check the box(es) next to the media item(s) you want to publish.



✅ You can also search for media using the search and filters function:
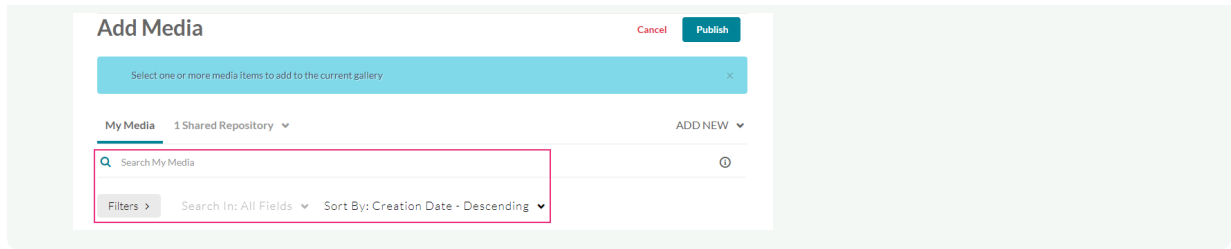
4. Scroll to the top of the page and click **Publish**.
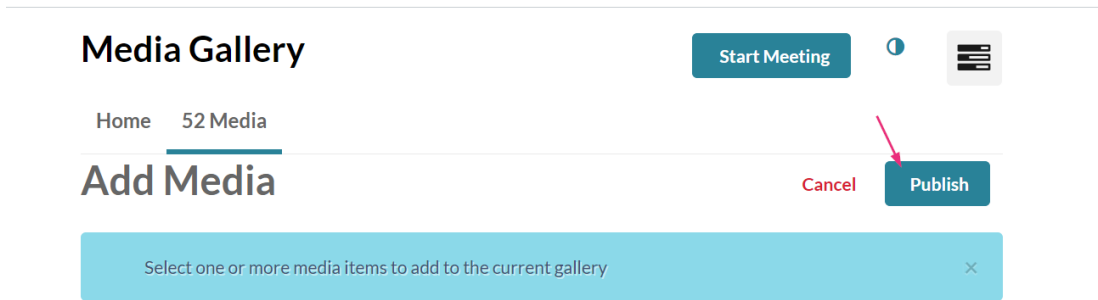


A success message displays: *All media was successfully published.*