kaltura

Edit Playlist Details

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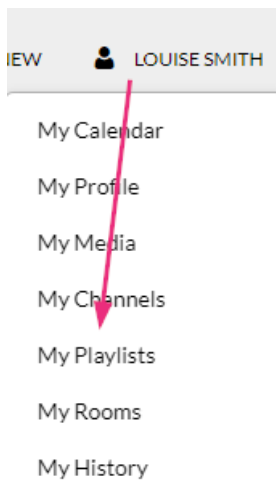
About

This article describes how to edit playlists in the video portal. After you have created a playlist, you can modify the playlist's details, content, and order from the edit playlist page.

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.

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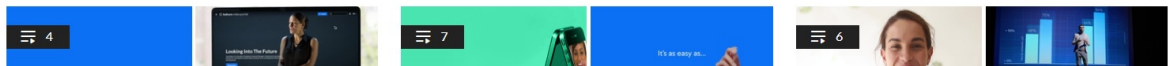
2. Locate the desired playlist and click the **pencil icon** on the bottom right.
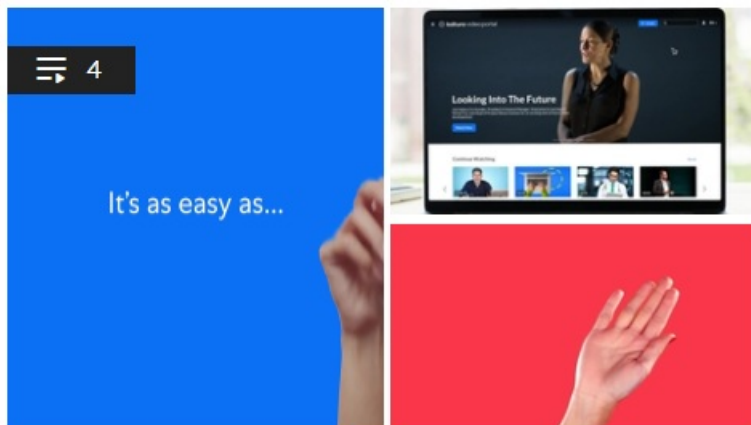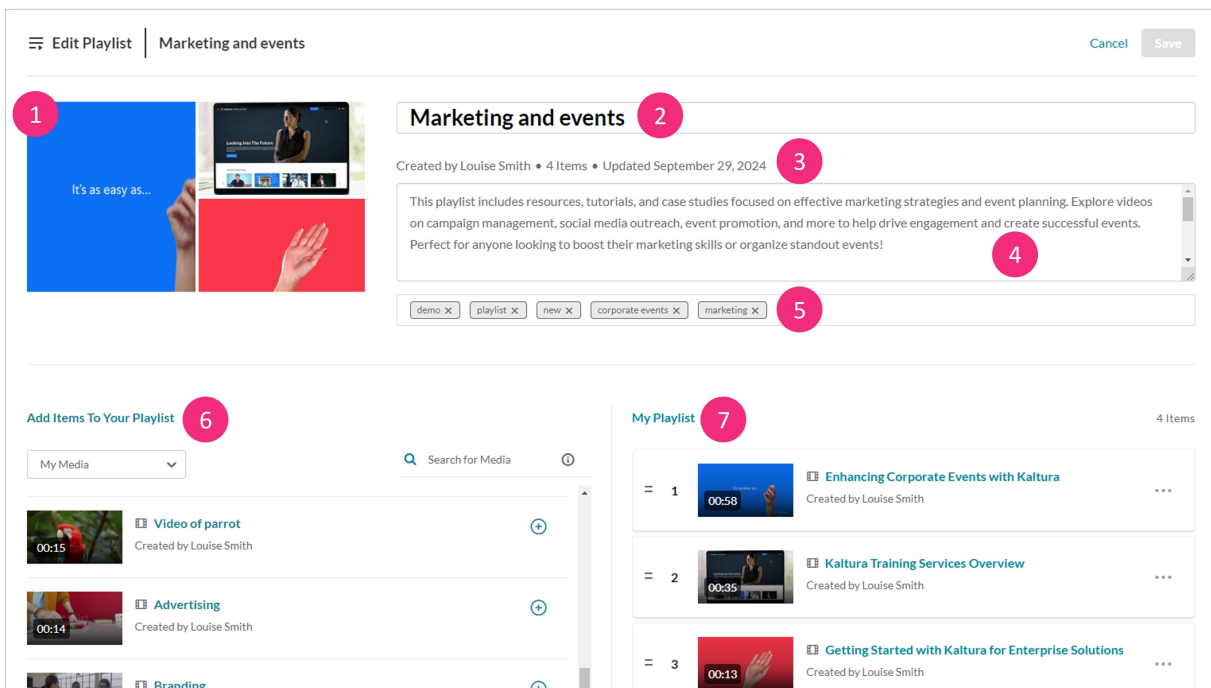

The **Edit Playlist** page displays.
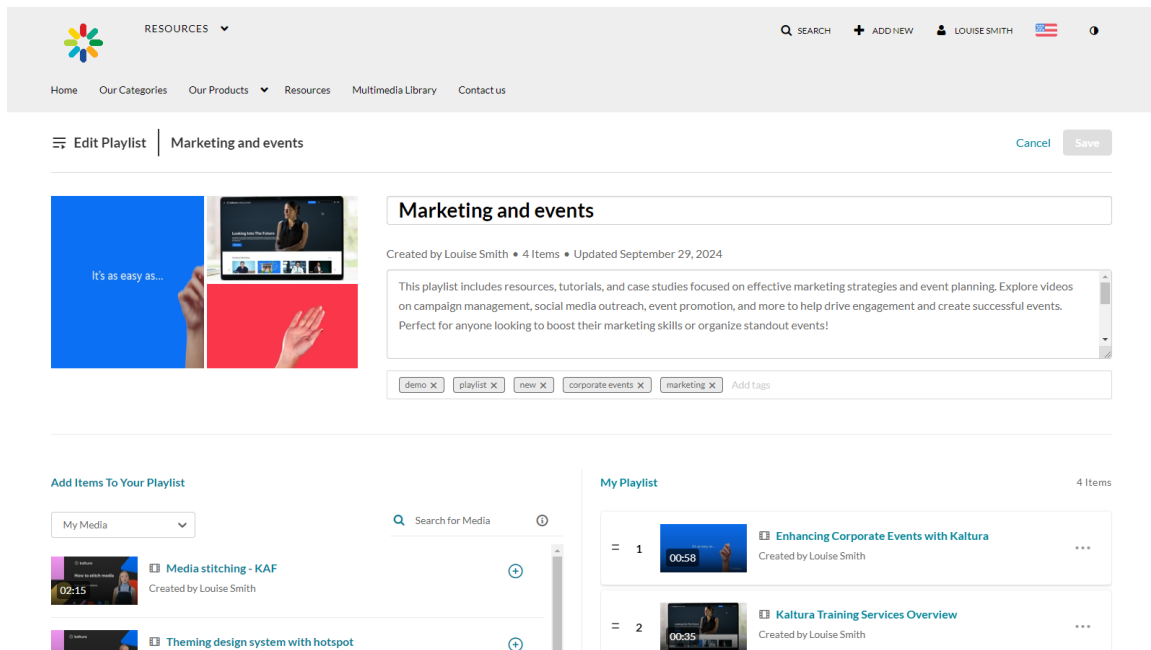
Features of the edit playlist page

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.