


Upload Media From Your Desktop


This article is designated for all users.

This article describes uploading media from your desktop in My Media (V2UI), Media Gallery, and Browse Search and Embed components.

 To learn about the upload media flow in My Media, please visit [Upload Media From Your Desktop in My Media](#).

Add New Menu

1. Click the **Add New** button to see the list of options for adding media.

 Depending on what is enabled in your environment, your + Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it in your environment.

2. Click Media Upload. The Upload Media page displays.
3. Drag and drop your file or select Choose a file to upload.
4. Select a media file to upload and click Open.

While the file is uploading, on the Upload Media page you can:

- a. Enter metadata information about the media.
- b. Click Cancel to cancel the upload.

5. Click **Choose another file** to upload additional files.

To view the media page when uploading is complete, select My Media from the User drop-down menu or access the My Media tab on your application. After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If an error occurs while uploading, please check your network connection.

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