

Import to channel in Video Portal

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 This article is designated for all users.

About

You can import content from one channel to another using the channel import feature. This helps streamline content management and organization by easily transferring media assets between channels.

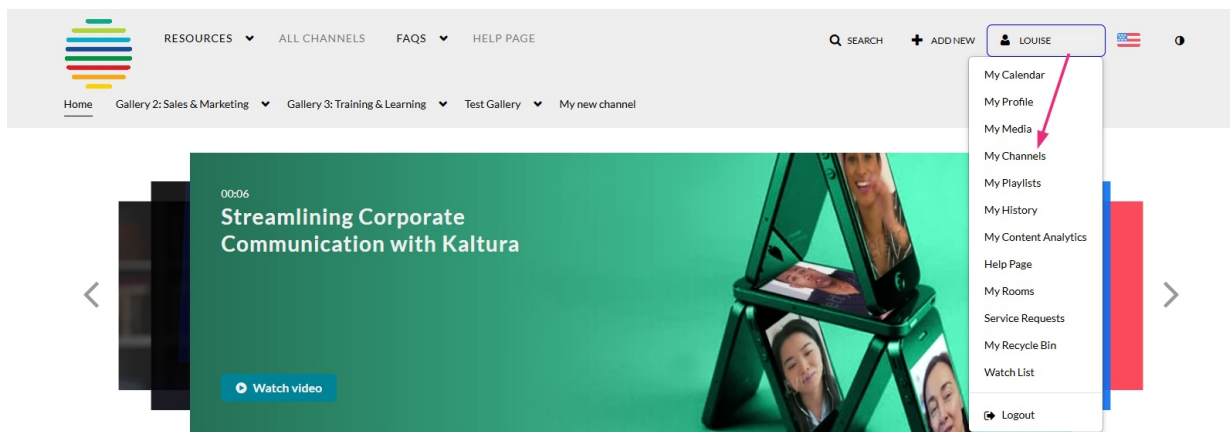
It's a convenient way to consolidate related media, simplify access for users, and ensure consistent categorization and presentation.

 This feature requires the [Importchannel](#) module to be enabled.

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 channel

1. Select **My Channels** from the user menu.



START HERE >

The My Channels page opens.

2. Click on the channel's thumbnail to access your channel.

My Channels

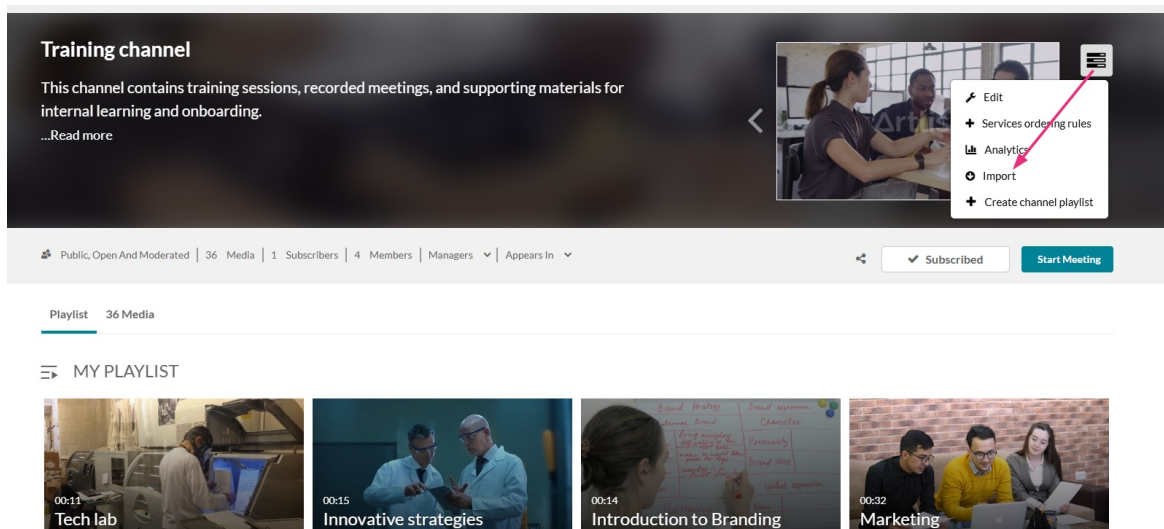
Search For Channels

Filters > Sort By: Media Count ▾



Import

1. From the **Actions** menu, choose **Import**.



You must have permissions for the channel you want to import.

A window opens with a list of channels.

Select the channel you want to import entries from ×

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[Cancel](#) [Import](#)

2. Select the channel you want to import.



Only channels that have content in them will appear in the list.

3. Click **Import**.

A success message displays: *Importing completed successfully. Please refresh the page for updated list.*

4. Refresh the page by clicking the refresh icon at the top of the page.