


Add media to a gallery

Last Modified on 06/12/2024 12:39 pm IDT

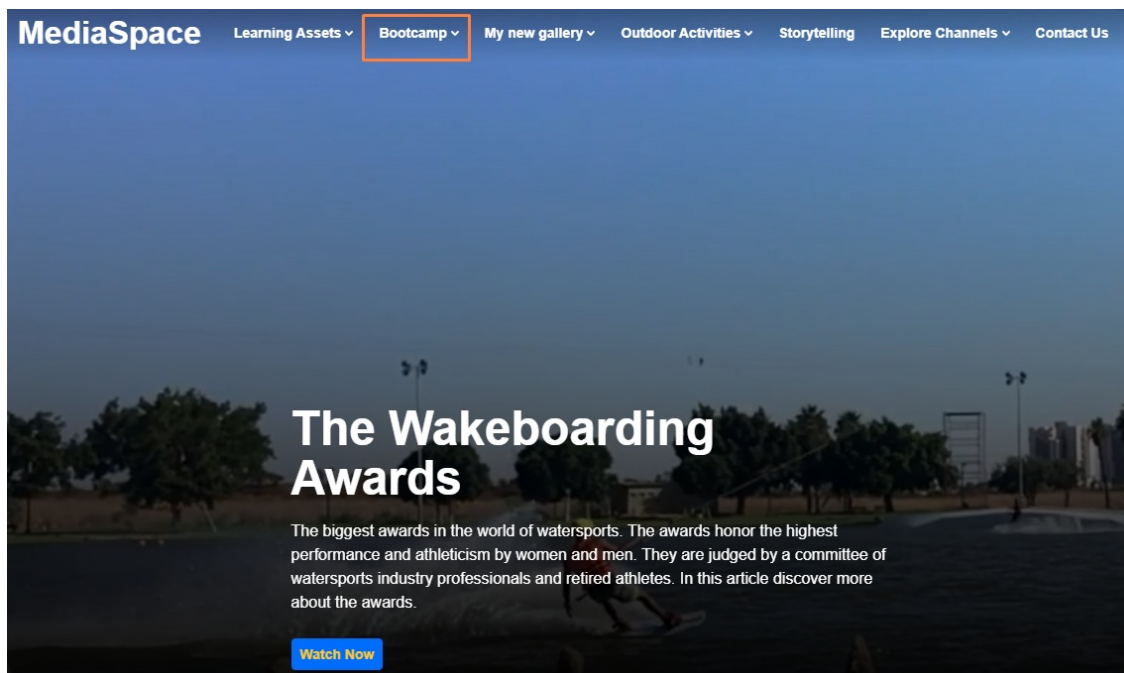
 This article is designated for all users.

About

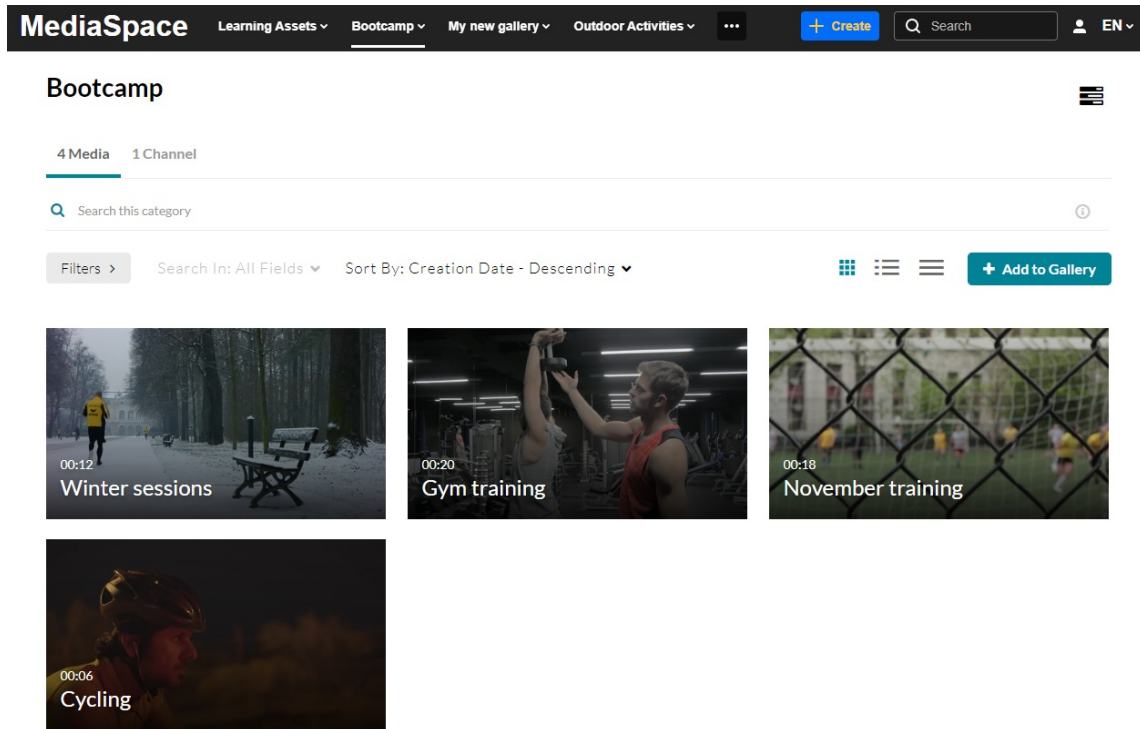
Galleries are a great way to organize related content. To learn more about creating galleries, check out our article [Create a MediaSpace gallery](#). Once a gallery has been created, it's very easy to add content to it. Here's how!

 Only users with the role of Contributor and up can add media to a gallery. For more information, visit [Galleries roles and permissions](#).

1. Log into your video portal.
2. On the top navigation bar, find the gallery you want to add media to and click on it.



The gallery page displays.



3. On the right side of the page, click **Add to Gallery**.



The **Add Media to Gallery** window displays.

Add Media To Gallery


Cancel Publish


Select one or more media items to add to the current category ×

My Media 1 Shared Repository ▼ ADD NEW ▼

ⓘ

Filters > Search In: All Fields ▼ Sort By: Creation Date - Descending ▼

 **skater stories**
skateboarding skater
April 19, 2023 ♥ 0 ▶ 2 💬 0

 **electric skateboard**
skateboarding skater

4. Select media from My Media / Shared Repository (if available), and check the boxes next to the media items you want to add to the gallery.

 **Tennis practice**
Freya and Coach Jim
March 19, 2023 ♥ 0 ▶ 3 💬 0

OR

Click **Add New** to upload new media. Visit our article [Upload Media](#) for instructions on uploading and adding media to MediaSpace.

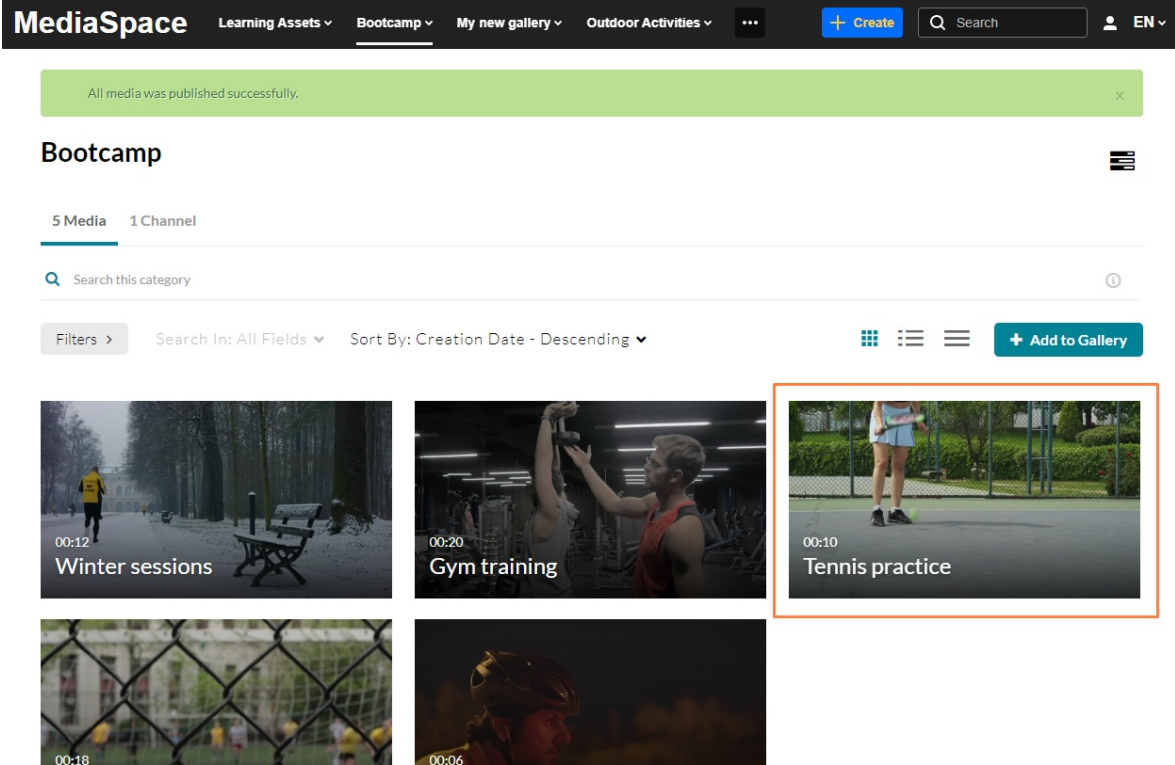
5. Scroll up and click **Publish** at the top right of the page.

Add Media To Gallery

Cancel Publish

Select one or more media items to add to the current category ×

The gallery page displays the media entry and a message: *All media was published successfully.*



MediaSpace Learning Assets ▾ Bootcamp ▾ My new gallery ▾ Outdoor Activities ▾ ... + Create Search EN ▾

All media was published successfully. ✕

Bootcamp

5 Media 1 Channel

Search this category ⓘ

Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾ + Add to Gallery

00:12 Winter sessions

00:20 Gym training

00:10 Tennis practice

00:18

00:06

💡 The process is the same for sub-galleries too!