


## Add media to a channel

Last Modified on 09/13/2024 1:50 pm IDT

 This article is designated for all users.

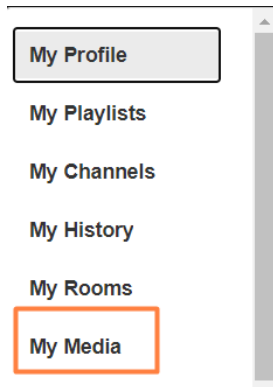
### About

In this guide, you'll learn how to add media to your channel in your video portal, whether you're adding a single media item or several at once. Follow these simple steps to ensure your content is properly published and accessible within your chosen channels. Whether you're a new user or an experienced manager, this guide will help you efficiently manage your media content.

 The [Theming](#) demonstrated in this guide is lacking the "Add to Channel" button. While we work on adding this feature, please follow the steps below. Additionally, we welcome you to subscribe to the release notes for getting new version updates directly to your mailbox. See [KMS & KAF release notes](#).

### Add a single media

1. Choose **My Media** from the user drop-down menu.





The **My Media** page displays.


## My Media

Search My Media

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

- 
-  **Stunt bikes event** Private Owner • on May 22, 2023 0 0 0
-  **skateboard event.mp4** Published Owner • on May 21, 2023 0 1 0

2. Click on the media's thumbnail. The media details page displays.

 For instructions on how to upload media, visit our article [Upload media](#).




3. Choose **Publish** from the Actions menu.

MediaSpace Learning Assets ▾ Bootcamp ▾ My new gallery ▾ Outdoor Activities ▾ Storytelling ... [+ Create](#) Search Search EN ▾

## My Media

Search My Media

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- 
-  **Stunt bikes event** Private Owner • on May 22, 2023 0 0 0
-  **skateboard event.mp4** Published Owner • on May 21, 2023 0 1 0
-  **Surfing**

The **My Media** publish page displays.

4. In the Publishing Status section, select **Published**.

## My Media

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

An additional menu opens.

**Publish in Category**
**Publish in Channel**

Open Private Restricted Shared Repository Public, Restricted Public, Open

- 🔒 🌐 **Bootcamp**
  - 🌐 demo sub-gallery
- 🌐 **My new gallery**
  - 🌐 Another new sub-gallery
  - 🔒 Demo gallery
  - 🔒 New Gallery - May 15\_2023 10:33 GMT
  - 🔒 New Gallery - May 17\_2023 11:46 GMT
  - 🌐 New sub-gallery
- 🌐 **Outdoor Activities**

Save
Cancel

5. Select the **Publish in Channel** tab.

Publish in Category
**Publish in Channel**

\* Moderated Open Private Restricted Shared Repository Public, Restricted Public, Open

**Top Channels I Manage**








- 🌐 My new channel
- 🔒 🌐 More Marketing
- 🌐 My other new channel
- 🌐 Sailing School
- 🌐 Action Channel
- 🌐 Test & Quizzes

**More Channels**

- 🌐 Education
- 🌐 Enterprise
- 🌐 Channel with old KME UI
- 👤 Channel with new KME UI
- 🌐 Marketing
- 🌐 Tamar practice- is old ui
- 🌐 Channel Name

6. Choose the channel(s) you want to add the media to.

## Top Channels I Manage

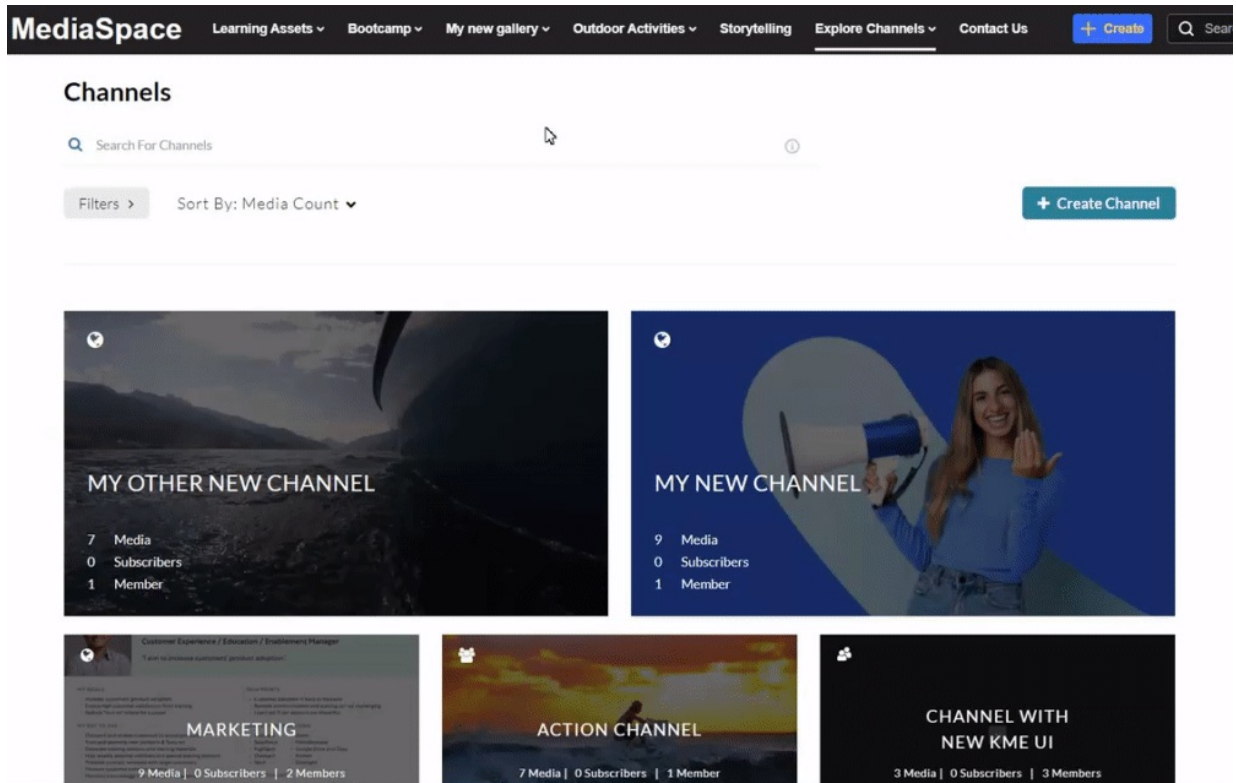
-  My new channel
-   More Marketing
-  My other new channel
-  Sailing School
-  Action Channel
-  Test & Quizzes

7. Click **Save**.

A success message displays: Media successfully published.

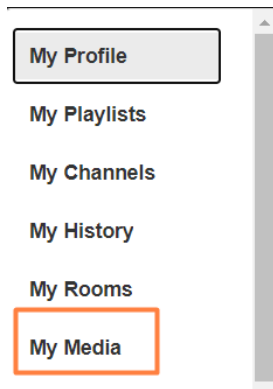


If you navigate to the channel, you will see your media has been published.

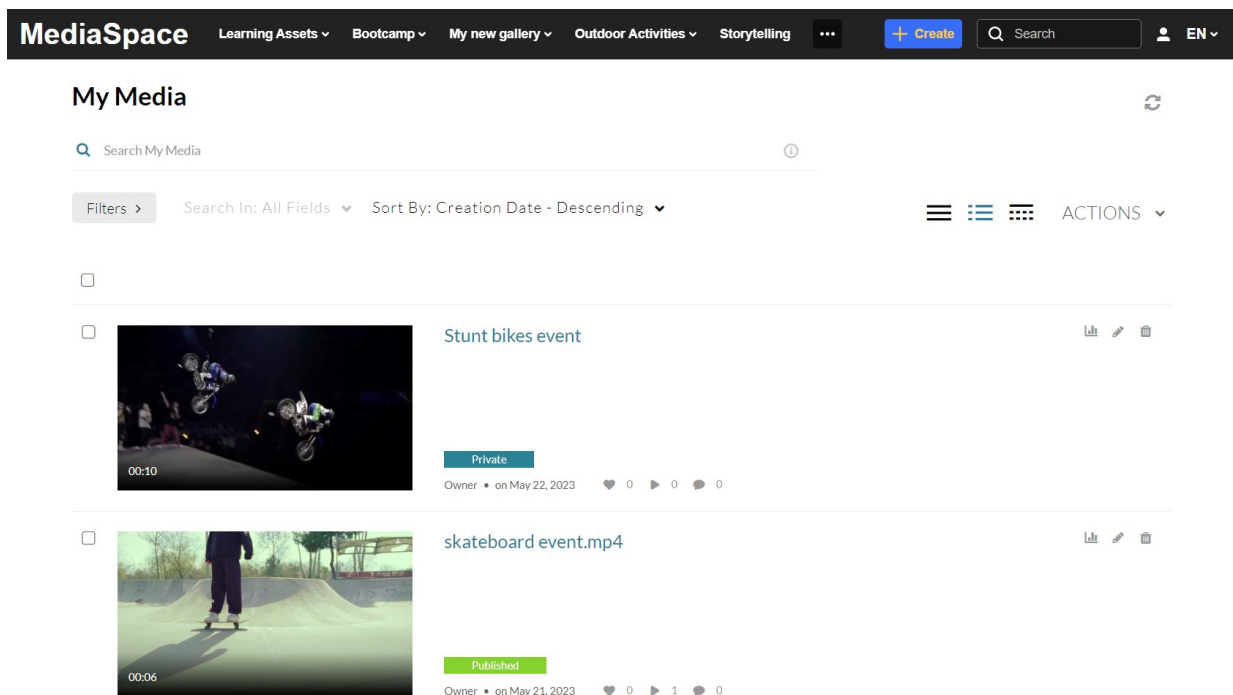


## Add several media items

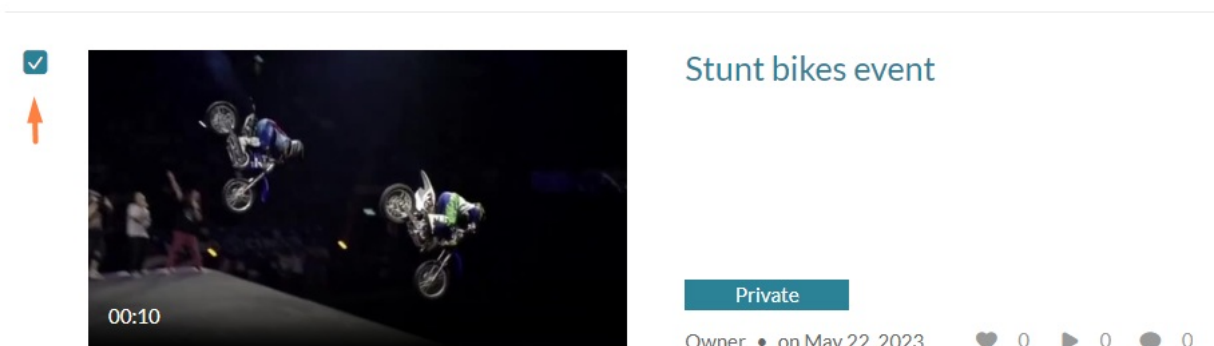
1. Choose **My Media** from the user drop-down menu.



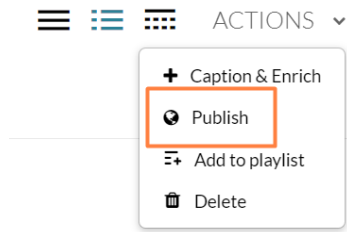
The **My Media** page displays.



2. Choose the entries you want to add to a channel by clicking the boxes to the left.



3. From the Actions menu at the top right of the page, choose **Publish**.



4. Follow steps 4-7 above to complete the process.

For information on viewing your channels, check out [My Channels](#).

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