


Add media to a channel

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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.

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.

The **My Media** publish page displays.

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

An additional menu opens.

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

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

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](#).

[template("cat-subscribe")]
