

Media manager

Last Modified on 01/08/2025 10:27 am IST

 This article is designated for moderators and hosts

About

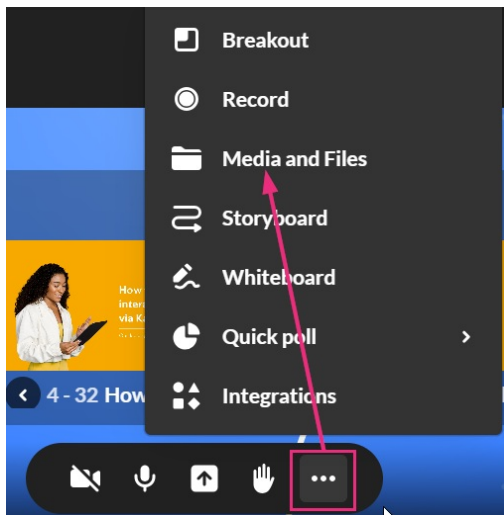
The media manager streamlines adding and managing media for a seamless session experience. It consolidates all file types in one place, allowing you to browse, upload media, and import YouTube videos with ease.

The media manager is configured according to the Kaltura Management Console (KMC) protocols, which means each room is represented as a category in the KMC, and each media item is treated as a Kaltura entry. See our articles [Managing categories](#) and [The KMC entries tab](#) for more information.

By aligning with Kaltura's entitlement protocols and treating all media as entries or categories, the media manager prioritizes security and privacy to prevent any potential issues.


Access the media manager

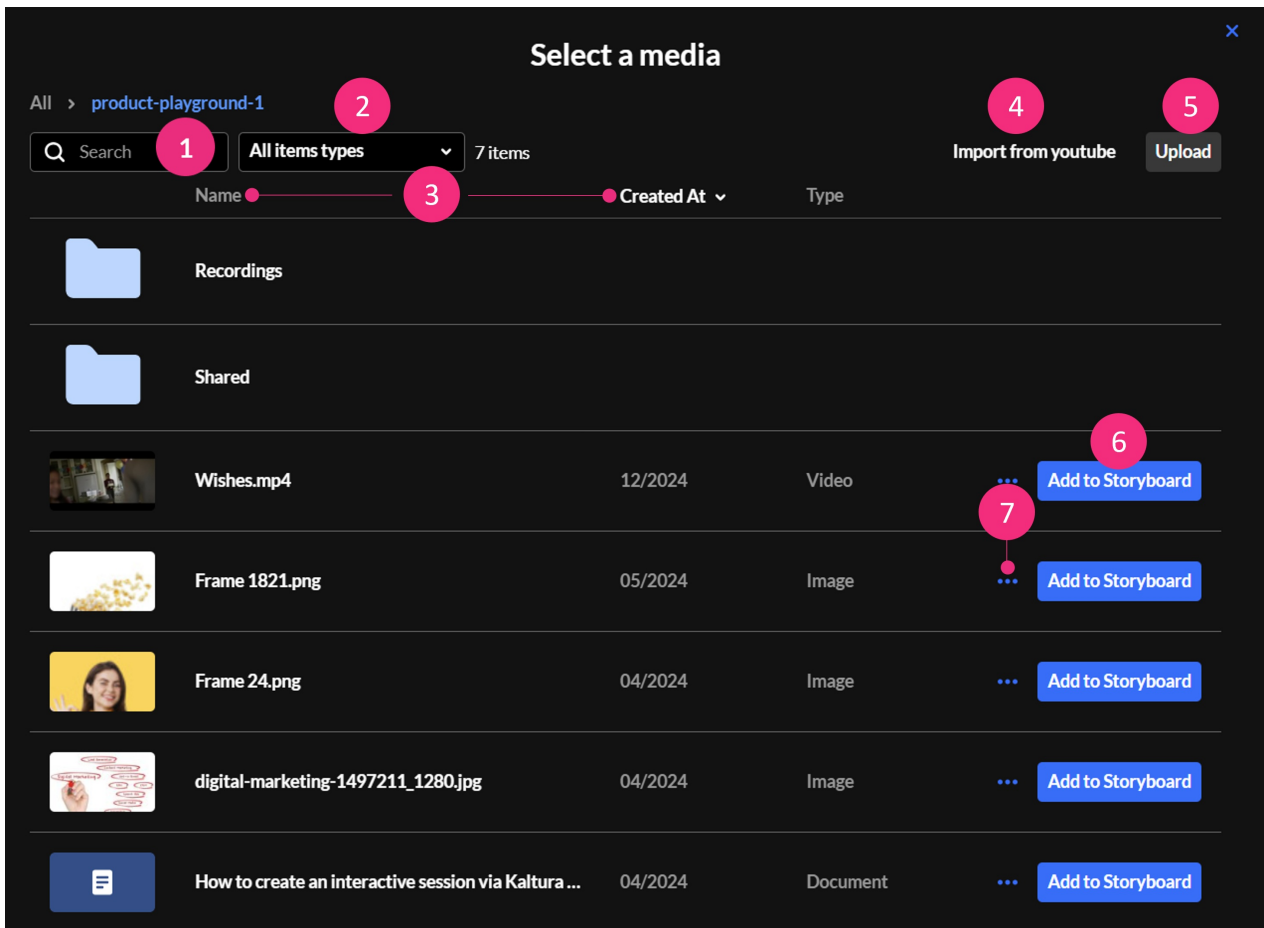
1. Click the **three dots** to open the menu.
2. Click **Media and Files**.



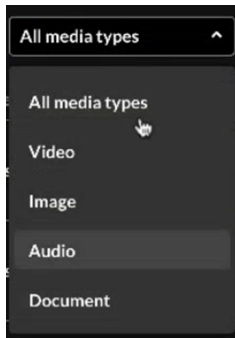
The **Select a media** window opens.

Explore the media manager

 The media manager supports the following media types: Image, Video, Audio, PPT, PDF




- You can use the search field (1) to search for media.
- Use the media filter (2) to search for media by type from the drop-down options:



- You can also sort media according to name or date they were created by clicking on **Name** or **Creation date** (3).
- To import a YouTube video, click Import from YouTube (4)
- To upload a video from your computer, click **Upload** (5).
- Once you have located the desired media, simply click **Add to Storyboard** (6) and it will be added to the storyboard (it will not start playing automatically).
- To delete a media item, click the **three dots** and select **Delete** (7).

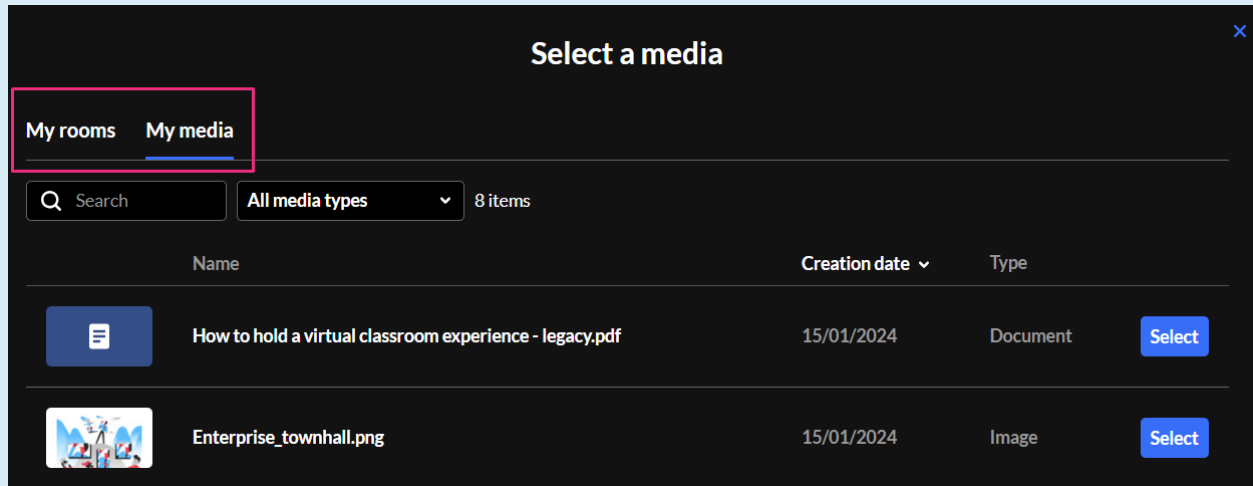
⚠ When deleting uploaded files from the Media Manager, files are only permanently removed if they are not associated with any other category or content. Files with no associations can be deleted completely. If a file is

still associated with a category or other content, it will not be deleted.

 If you access the media manager from your Video Portal or Events platform, the **Select a media** window displays two extra tabs:

My rooms - This displays the media for the rooms you have access to.

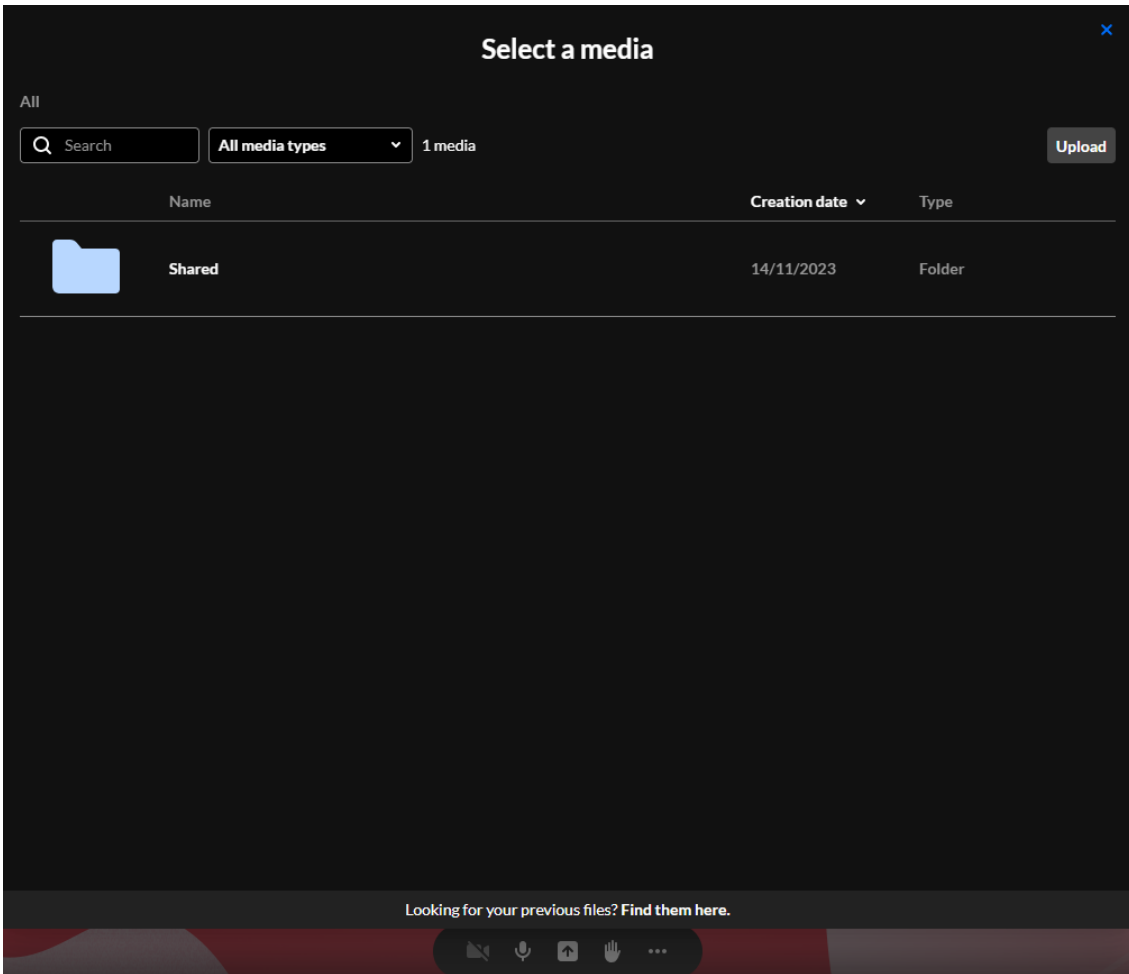
My media - This displays all the media that you are the 'owner' of (same as **My Media** in Video Portal).



Breakout rooms shared folder

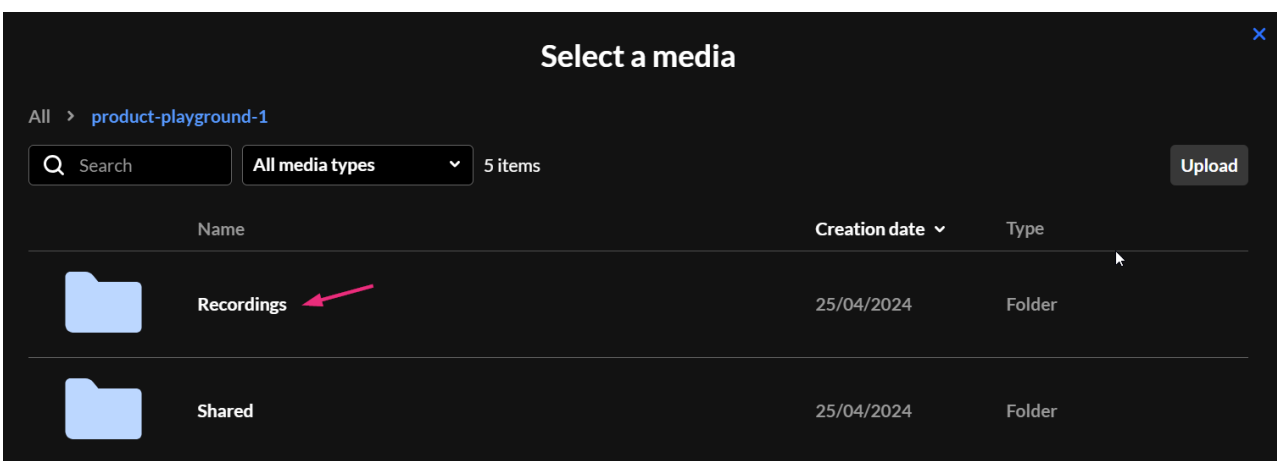
You can upload to and access the breakout rooms shared folder from any room you're in. Uploading files can be done ahead of time when preparing breakout sessions, or during the live breakout session. The content in the shared folder will be available for all users who have access to the media manager.


Check out our article [Create and launch breakout rooms](#) for more information.



Recordings folder

Completed recordings are automatically added to the **Recordings** folder in your room's Media manager. See our article [Record your live session](#) for more information.



 Please note there is no option to rename, download media from the media manager at this time. These options will be available in the near future.