Upload media

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👥 **This article is designated for all users.**

About

Uploading media from your desktop to your video portal is quick and easy. Simply follow the steps below to share your videos, audio files, and images. You can upload single or multiple files at once, edit metadata, and publish them in bulk - all during the upload process.

ℹ️ The instructions below are for non-Theming users. If you have Theming enabled, please refer to our article Upload media - Theming.
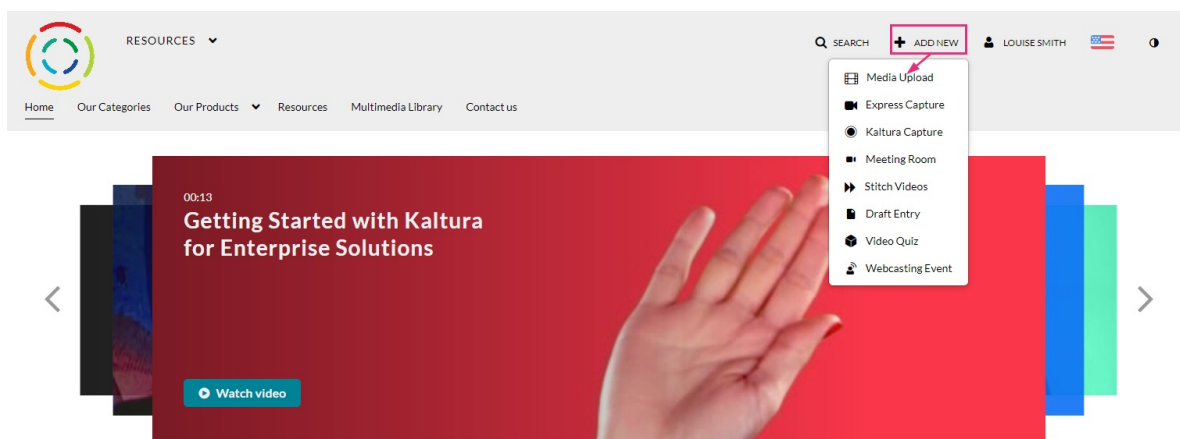
ℹ️ A user with an application role of privateOnlyRole and higher (adminRole, unmoderatedAdminRole) can upload content to Video Portal aka MediaSpace.
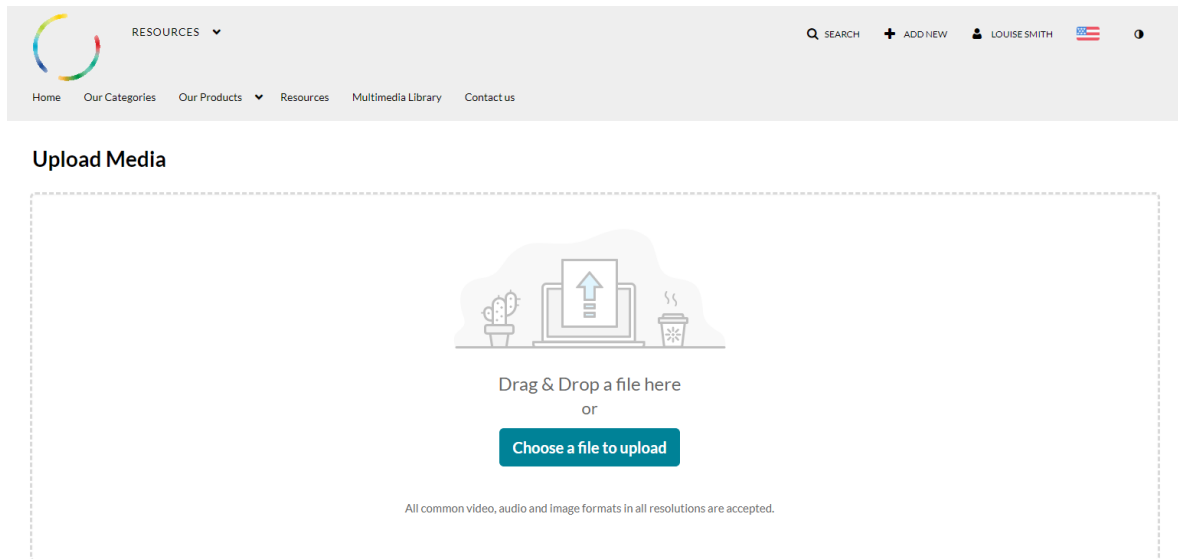
Upload media

✅ To upload a YouTube video, please see our article Add a YouTube video.

1. At the top right of your video portal, click **Add New** and select **Media Upload** from the drop-down menu.
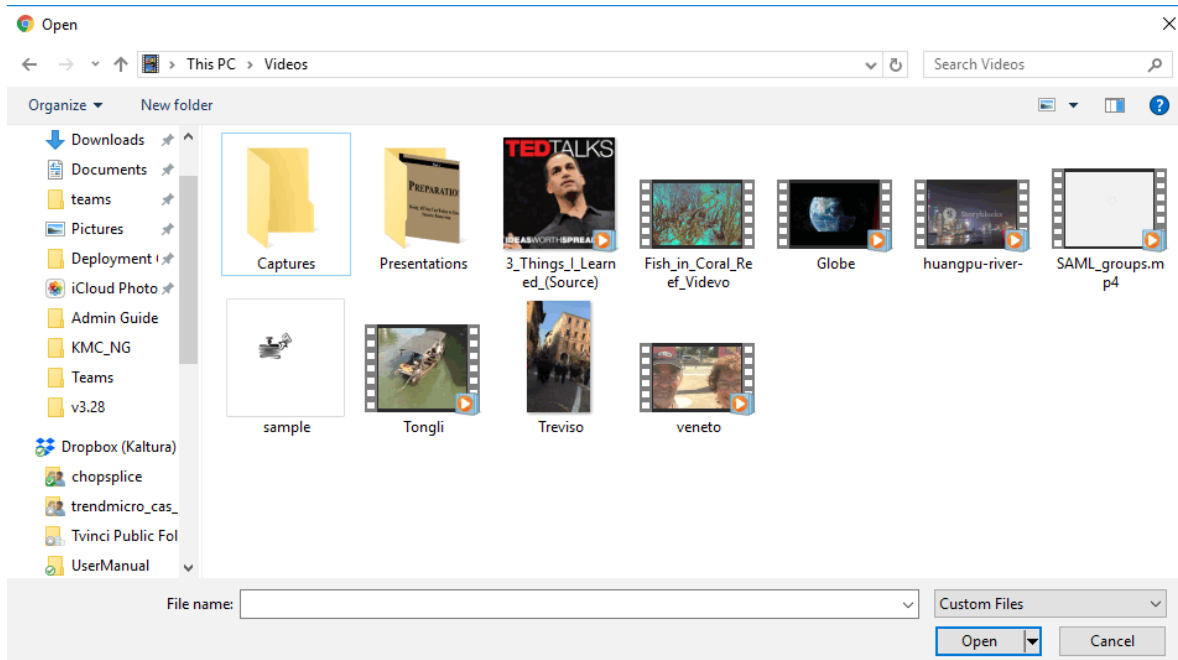
![Kaltura logo]

The Upload Media page displays.

Drag and drop your file.

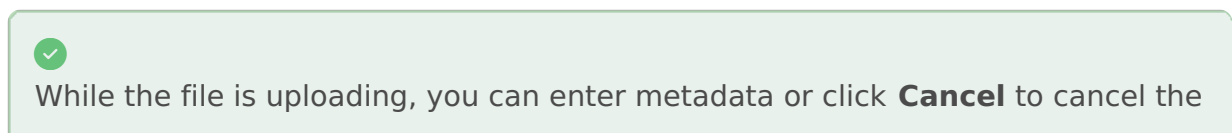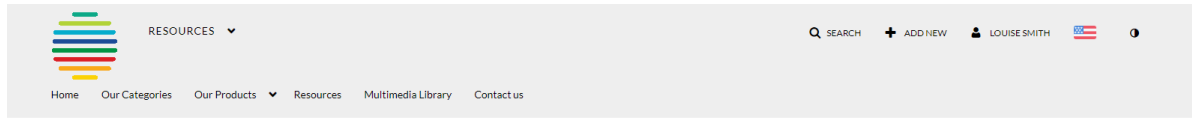OR

2. Select **Choose a file to upload**.

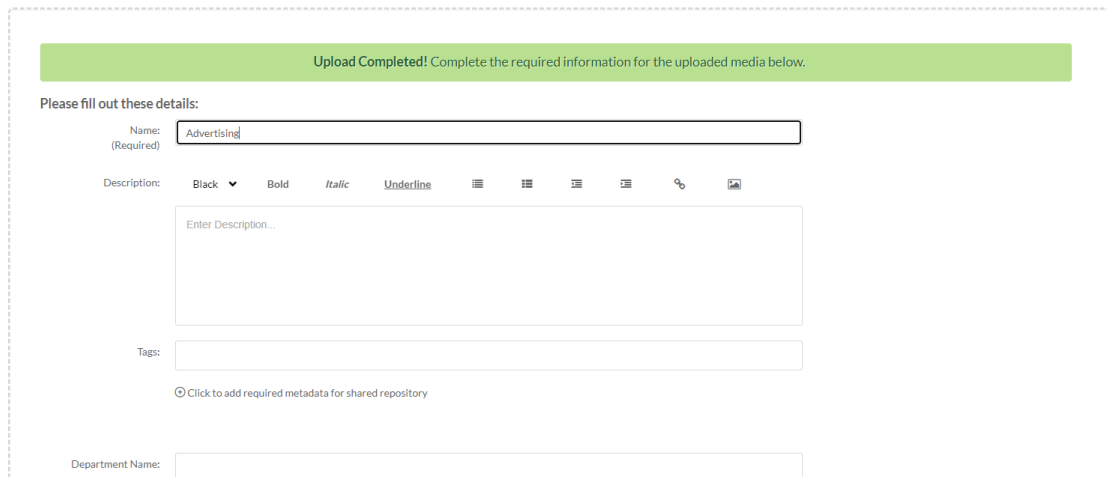3. Select a media file to upload and click **Open**.

The file uploads.

✓ While the file is uploading, you can enter metadata or click **Cancel** to cancel the

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upload.

Once the file has uploaded, a success message displays: *Upload completed.*
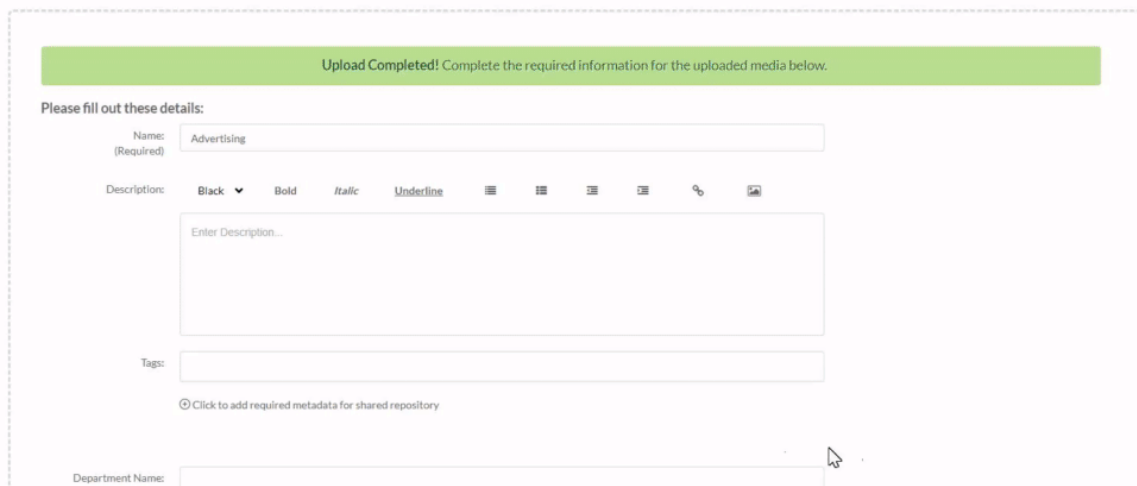
4. Complete the fields as desired, then scroll down and click **Save**.

You can click **Go to Media** to navigate to the media page or click **Go to My Media** to navigate to your My Media library.
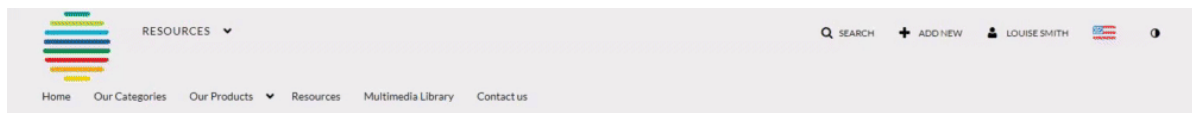
To upload another file, scroll down and click **Choose another file** and repeat the steps above.

✅ After a video or audio is uploaded, it is converted for optimal playback. (Note you cannot preview or publish a video during conversion.)

ℹ️ If an error occurs while uploading, please check your network connection.

Publish your media

You can publish your media directly from the upload page.

1. Click the **Published** option (you must first click **Save**).

Publishing Schedule: ● Always ○ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: ● **Private** - Media page will be visible to the content owner only.
○ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Save   Go To Media   Go To My Media

An additional section displays.

2. Choose from the options available where you want to publish the media.

3. After choosing an option, click **Save**.

   You can immediately see where the media was published.

For more information about publishing media, visit our article Publish media.