Introduction to My Media in Content Hubs

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This article is designated for all users.

About

My Media is your personal media library, where you can upload, manage, and organize your content.

Use My Media to:

- Upload media
- Find content using search and filters
- Edit media details
- Share and publish media
- Organize content into folders (if enabled)
- Perform actions on multiple media items at once

This feature requires the Theming module to be enabled with the 'mymedia' feature set to 'Yes'.

Watch the video tutorial or read the article below for an overview of the My Media page and its features.

Access My Media

Select **My Media** from the user menu or navigate to `[yourbaseurl]/my-media`.

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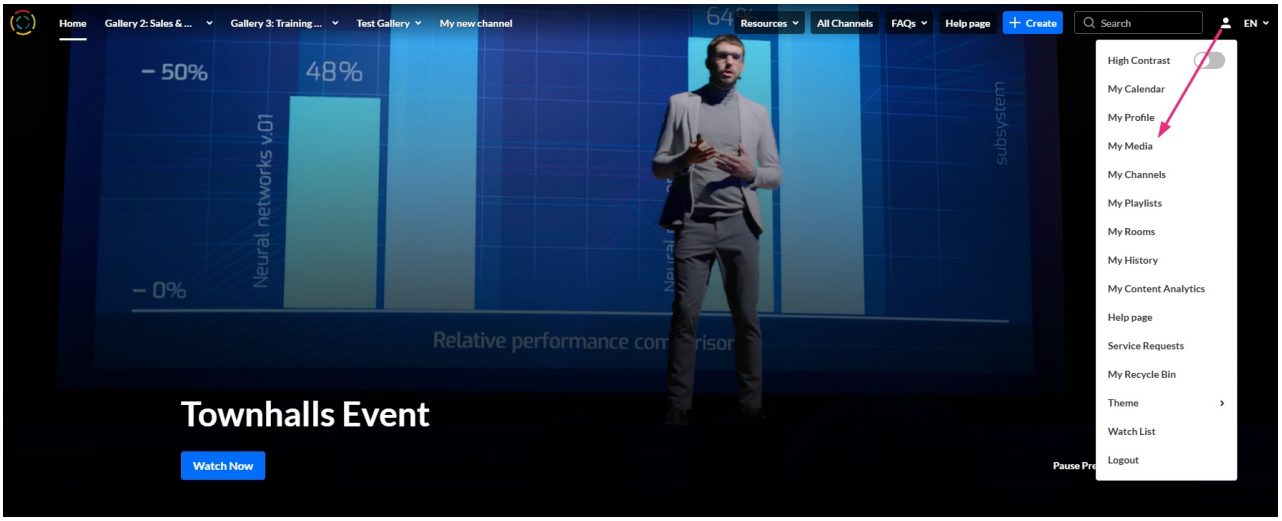
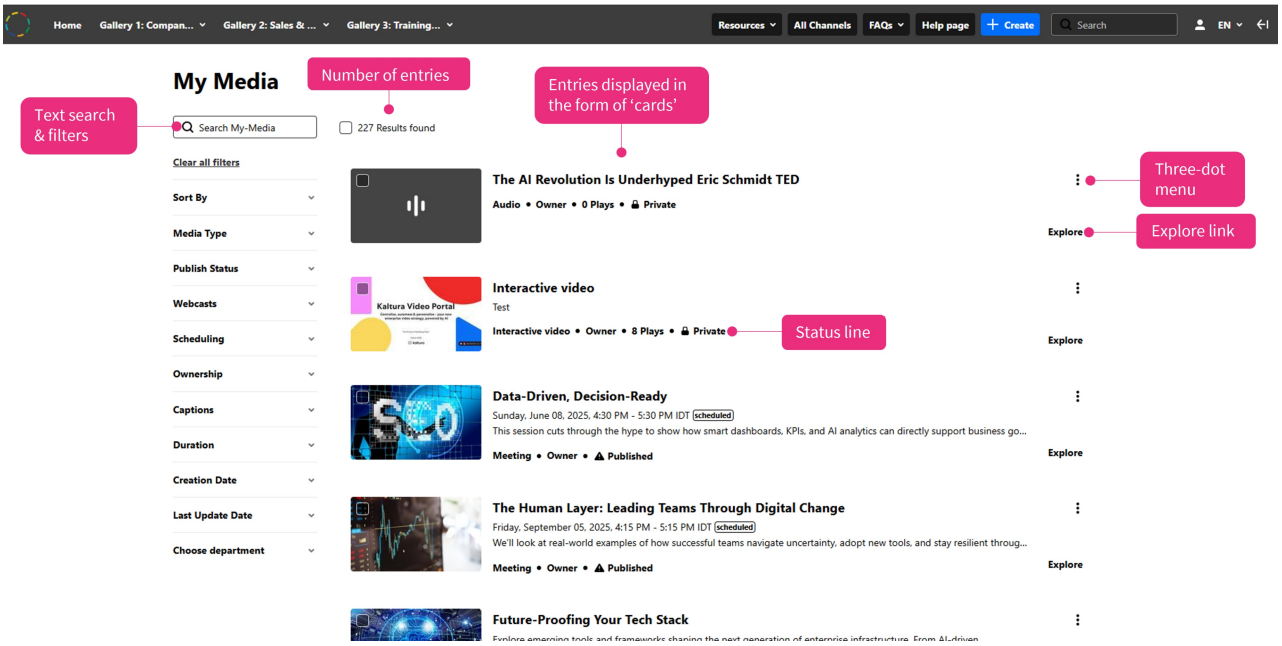


The **My Media** page displays.



If you can't access My Media content or actions, ask your administrator for the required permission.

The My Media page currently displays content in 'detailed' view. The option to switch to 'table' view will be available in an upcoming version.

My Media at a glance

Folders

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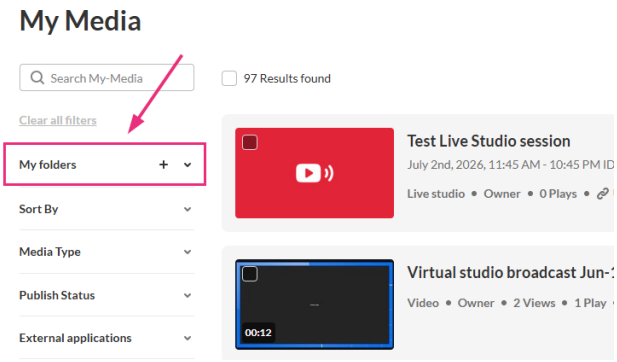
Depending on your site configuration, you may see a Folders option in My Media. When available, you can use folders to organize your content.



For more information, see Create and manage folders in Content Hubs.

Media cards

Each media item is displayed as a card showing key information, including:

- Thumbnail image
- Title and description
- Type of media (video, live, image, audio, meeting, and so on)
- Ownership (owner, co-publisher, and so on)
- Number of plays, and likes (if enabled)
- Publishing status

Click the media title to open the media page.

Explore

Click **Explore** to open a side panel that displays additional information and a media preview.

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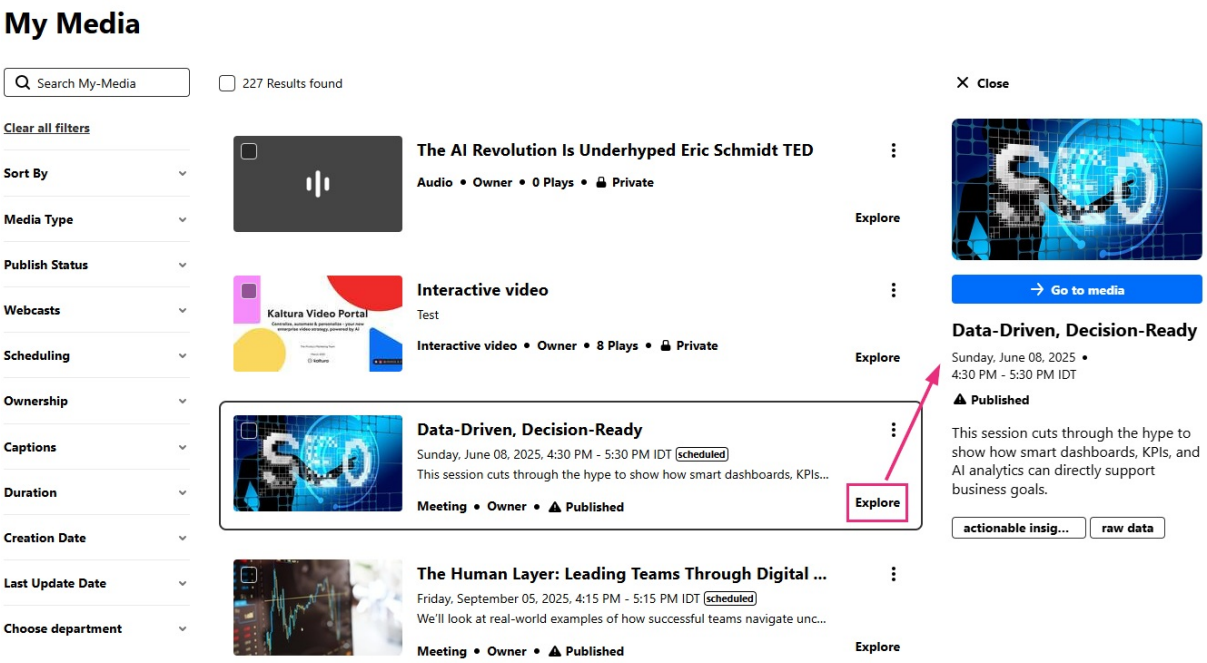

For more information, see Manage media in My Media.

More actions

Click the **three-dot menu** on a media card to access actions such as editing, publishing, viewing analytics, or deleting media.

For more information, see Manage media in My Media.

Search

To search for content, enter your keyword(s) in the search field. To learn more, read our article Search in My Media.

Bulk actions

Select one or more media items to display the bulk actions toolbar.

From there, you can publish, delete, add items to playlists, transfer ownership, and perform other actions on multiple media items at once.

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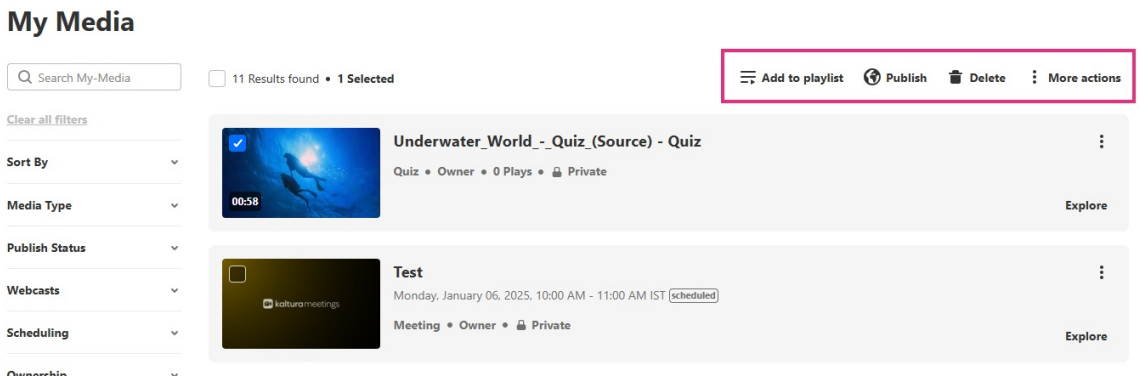

For more information, see Manage media in My Media.

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