

My Media in Video Portal - Theming


Last Modified on 09/25/2025 7:16 pm IDT

 This article is designated for all users.

About

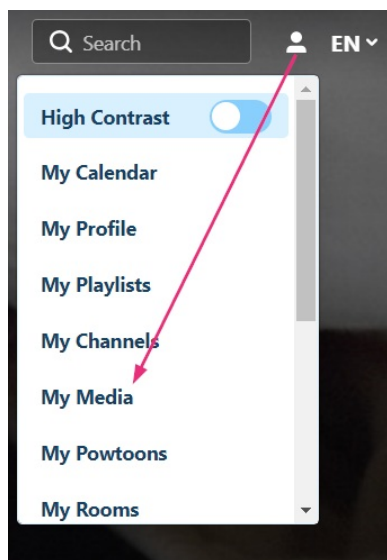
My Media offers an intuitive way to manage your personal media files, with card-based organization, quick actions, and powerful search and filter options for easy sharing, editing, and publishing.

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


 These instructions are for [Theming](#) users. For non-Theming users, please see our article [My Media](#).

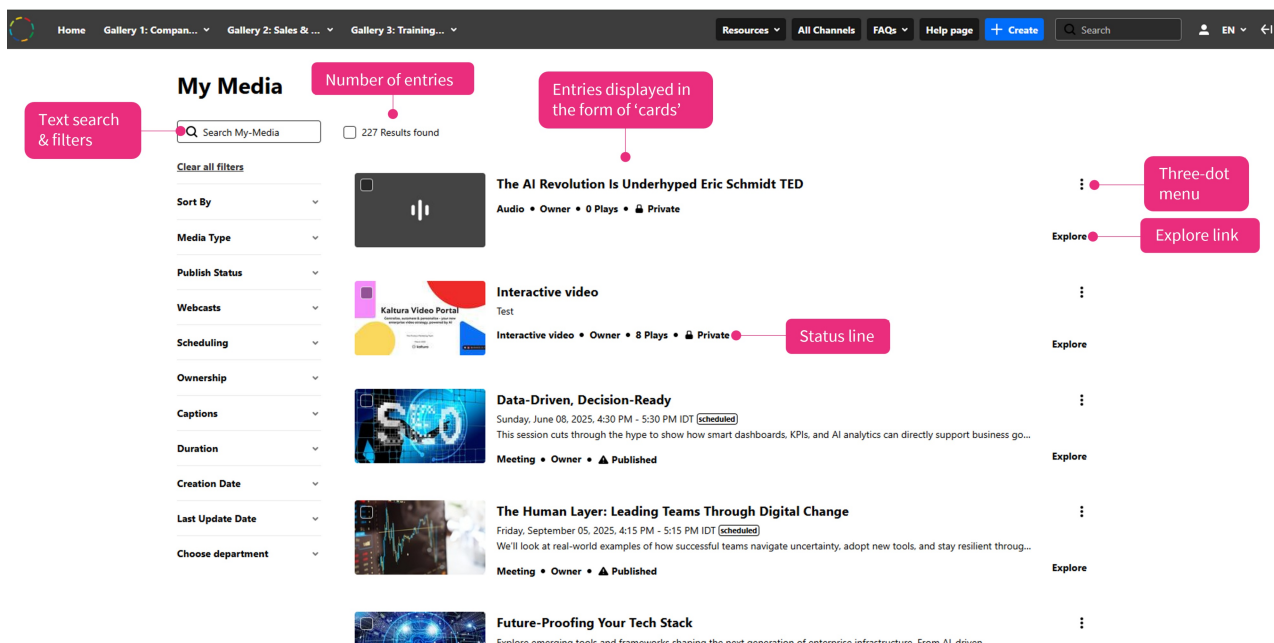
Access My Media

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



The **My Media** page displays.

 To view the Theming-based My Media page, the [Theming module](#), including the [My Media feature](#), must be enabled.



My Media

Number of entries: 227 Results found

Entries displayed in the form of 'cards'

Text search & filters: Search My-Media

Three-dot menu

Explore link

Status line

Media items shown:

- The AI Revolution Is Underhyped** Eric Schmidt TED
Audio • Owner • 0 Plays • Private
- Interactive video**
Test
Interactive video • Owner • 8 Plays • Private
- Data-Driven, Decision-Ready**
Sunday, June 08, 2025, 4:30 PM - 5:30 PM IDT (scheduled)
This session cuts through the hype to show how smart dashboards, KPIs, and AI analytics can directly support business go...
Meeting • Owner • Published
- The Human Layer: Leading Teams Through Digital Change**
Friday, September 05, 2025, 4:15 PM - 5:15 PM IDT (scheduled)
We'll look at real-world examples of how successful teams navigate uncertainty, adopt new tools, and stay resilient throug...
Meeting • Owner • Published
- Future-Proofing Your Tech Stack**
Evolve emerging tools and frameworks shaping the next generation of enterprise infrastructure. Enm & Lillian



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 page features

Media cards

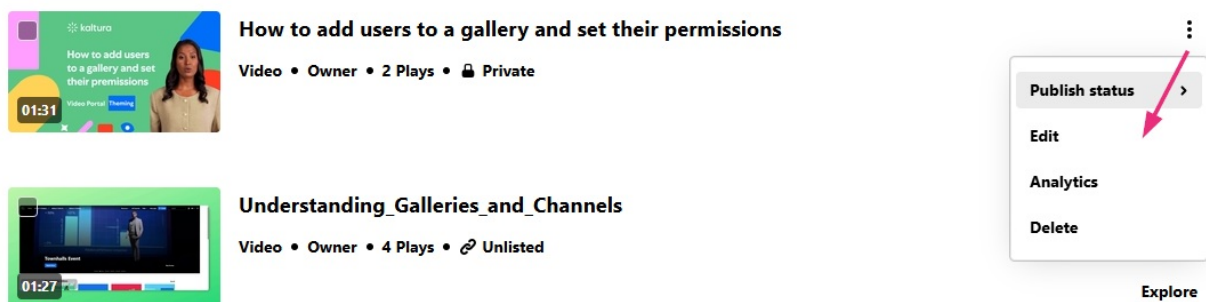
Media items are displayed on the page in the form of 'cards'. Each card features the following:

- Thumbnail image
- Checkbox (clickable)
- Duration (for video only)
- Red LIVE indicator for scheduled sessions (during scheduled time only)
- Name of media - clicking will take you to the media page
- Description - up to two lines of text display
- Three dots menu ([learn more below](#))
- 'Explore' link ([learn more below](#))

- Status line - this displays the following:
 - Type of media (video, live, image, audio, meeting, and so on)
 - Ownership (owner, co-publisher, and so on)
 - Number of plays
 - Number of likes (this will only display if enabled in the [Application module](#))
 - Publishing indicator - clicking will display information about the media's publishing status.

Three dots menu

Click the **three dots** at the far right of a media to open the menu.



The three dots menu gives you the following options:



The options in your menu may look slightly different depending on what has been enabled in your account. If something is missing, please contact your account administrator to have it enabled.

- **Publish** - Click to view the Publish status menu, and publish the item. See our article [Publish media -Theming](#) for more information.
- **Edit** - Clicking will redirect you to the edit media page.
- **Analytics** - Click to access the VOD analytics dashboard and get an overview of the media. See our article [VOD Analytics](#) for more information.
- **Delete** - Click to delete the media or move it to the Recycle Bin if this feature has been enabled. Check out our article [Restore deleted items from the Recycle Bin](#) for more information.



Other options such as **Add to Playlist**, **Captions** and more will be added in upcoming versions.

Explore


Click **Explore** to open a sidebar that displays additional information about the media.

My Media

227 Results found


[Clear all filters](#)

Sort By
Media Type
Publish Status
Webcasts
Scheduling
Ownership
Captions
Duration
Creation Date
Last Update Date
Choose department



The AI Revolution Is Underhyped Eric Schmidt TED


Audio • Owner • 0 Plays • Private



Interactive video

Test

Interactive video • Owner • 8 Plays • Private




Data-Driven, Decision-Ready

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[actionable insig...](#) [raw data](#)

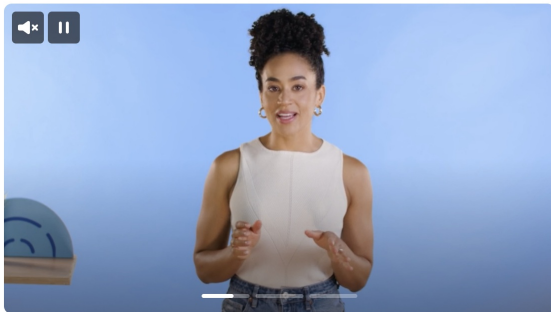
The sidebar displays the following information:

- Media thumbnail
- Video preview, mute / unmute, and play / pause functions (for VOD entries)
- "Go to media" button - this will navigate the user to the media page
- Media name
- Name of publisher
- Creation date
- Media type
- Number of plays (or 'views' for images)
- Media description
- Tags - clicking a tag will navigate the user to the relevant category / channel
- Scheduled sessions - schedule is shown

The information in the **Explore** section will look different if you entered a search term beforehand. The Explore section will highlight related results, for example, if you searched for 'customers,' the term will appear in captions, tags, and more. See the image below for an example.

My Media

[X Close](#)



[→ Go to media](#)

Enterprise customer tell their story

By [Eric Grant](#) • September 12, 2022 • 1,4 K Plays • 24 Likes • [Published](#)

- ☒ 01:45 Enterprise customers who have more then you think of giving time and more...
- ☒ 02:13 Enterprise customer navigated the complex landscape of consumer trends...
- ☐ 02:48 This enterprise customer comprehensive understanding of how to leverage...
- ☒ 03:45 Prominent enterprise customer is big data and human psychology to the fine...
- ☐ 04:35 Engaging customer experiences offers the compass you need to navigate the...
- ☐ Community, employees, and customers...
- ☐ create a seamless customer journey...

Click **X Close** to dismiss the panel.

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

When you click the checkbox of one or more entries, the bulk actions header appears at the top of the page with the following options:

- Add to playlist
- Publish
- Delete
- More actions

These actions are hidden until at least one media item is selected.

My Media

☐ 11 Results found • 1 Selected

Add to playlist
Publish
Delete
More actions

Clear all filters

Sort By

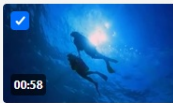
Media Type

Publish Status

Webcasts

Scheduling

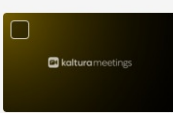
Ownership

☒


Underwater_World_-_Quiz_(Source) - Quiz

Quiz • Owner • 0 Plays • Private

Explore

☐


Test

Monday, January 06, 2025, 10:00 AM - 11:00 AM IST scheduled

Meeting • Owner • Private

Explore

Add to playlist

Select multiple media items and click **Add to playlist** in the bulk actions menu to add selected media to a playlist. For more information, see our article [Add media to a playlist](#).

Publish

Select multiple media items and click **Publish** in the bulk actions menu to publish your media. For more information, see our article [Publish media](#).

Delete

Select multiple media items and click **Delete**. A confirmation message will appear which will vary based on whether the recycle bin feature is enabled. To learn more, read our article [Recycle bin](#).

More actions menu

The **More actions** menu has options that can be applied as bulk actions.

☐ 227 Results found • 2 Selected

Add to playlist
Publish
Delete
More actions

Clear all filters

Sort By


Media Type

Publish Status

Webcasts

Scheduling


Ownership

☒


The AI Revolution Is Underhyped Eric Schmidt TED

Audio • Owner • 0 Plays • Private

Explore

☒


Interactive video

Test

Interactive video • Owner • 8 Plays • Private

Explore

Add/Remove collaborators >

Transfer ownership

- **Add / Remove collaborators** - Add co-editors, co-publishers, co-viewers, and Webcasting moderators to your media.

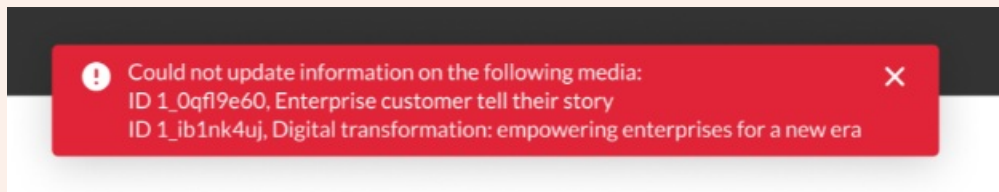
- **Transfer ownership** - Allow someone else to take ownership of your media.



The **Reach captions & enrich**, **Set metadata**, and **Add / Remove tags** features are not currently available, but will be very soon.



Some content might not update due to permissions or missing information, resulting in a failure message: *Could not update information on the following media: [media ID]*.



If your admin has enabled the 'Captions Required' setting, media without captions (including video, audio, and quizzes) cannot be published. For single items, you'll see a message guiding you to upload or order captions. In bulk actions, items without captions will fail to publish. You'll see a message like: *Could not publish the following media due to missing captions*.