Add media to a playlist in Content Hubs

Content updated: 06/23/2024

This article is designated for all users.

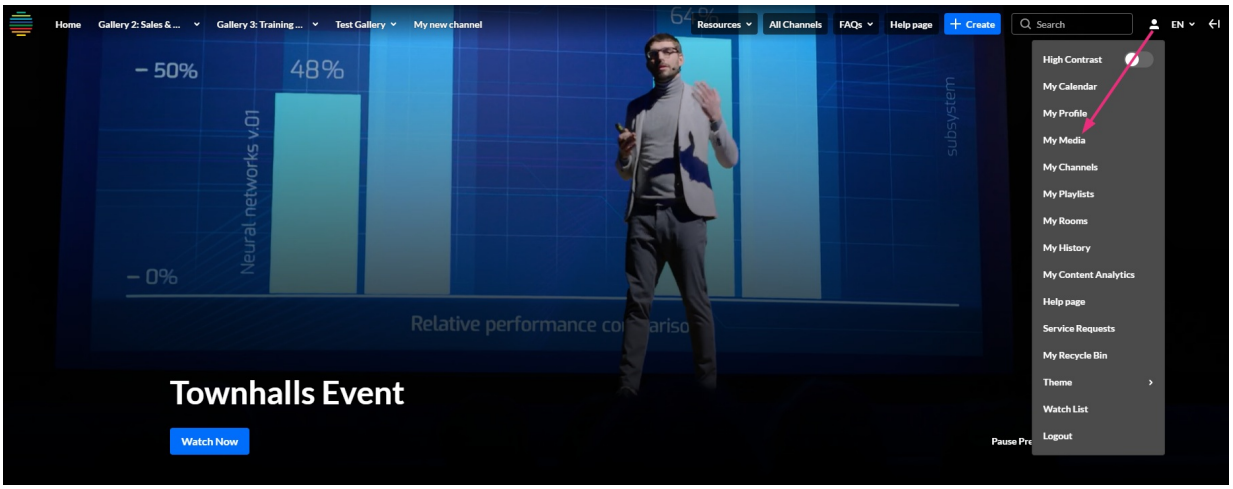
About

Add media to one or more playlists directly from the My Media page or from an entry's media page. You can select existing playlists or create a new one as you add your media.

New entries can be added to the **top** or **bottom** of a playlist, depending on how your administrator has configured the Add to Playlist module. By default, new entries are added to the bottom.

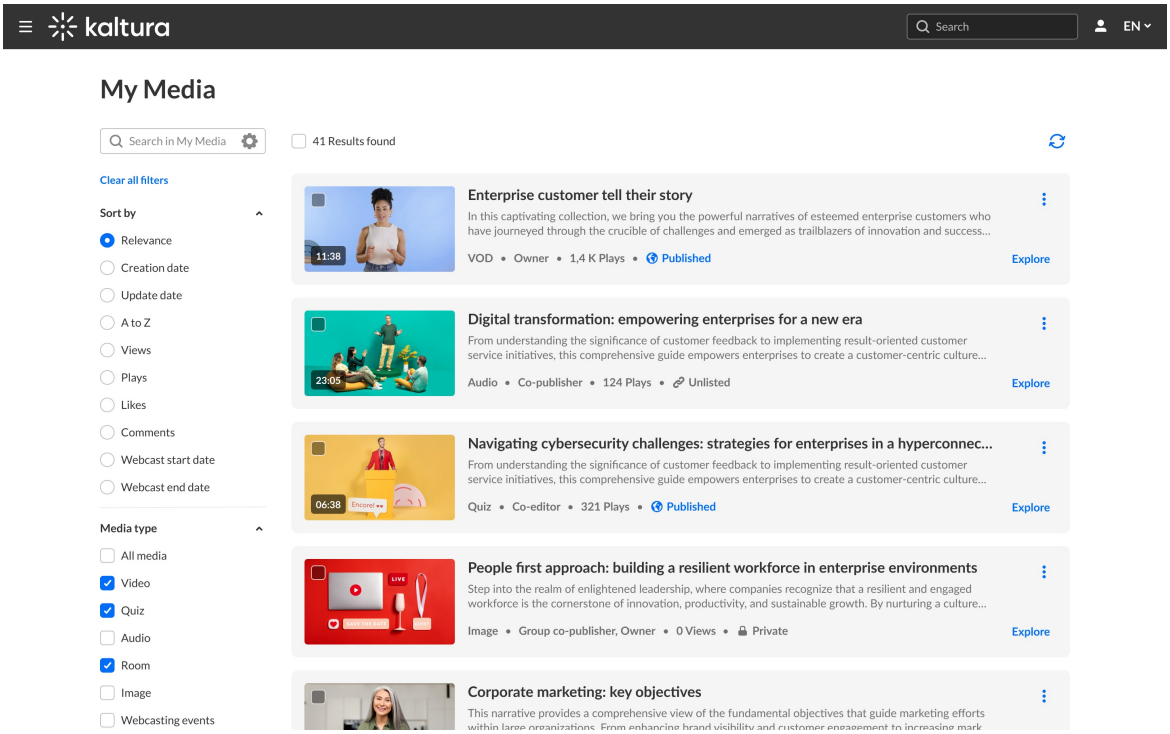
Add media from My Media

1. Select **My Media** from the user menu.

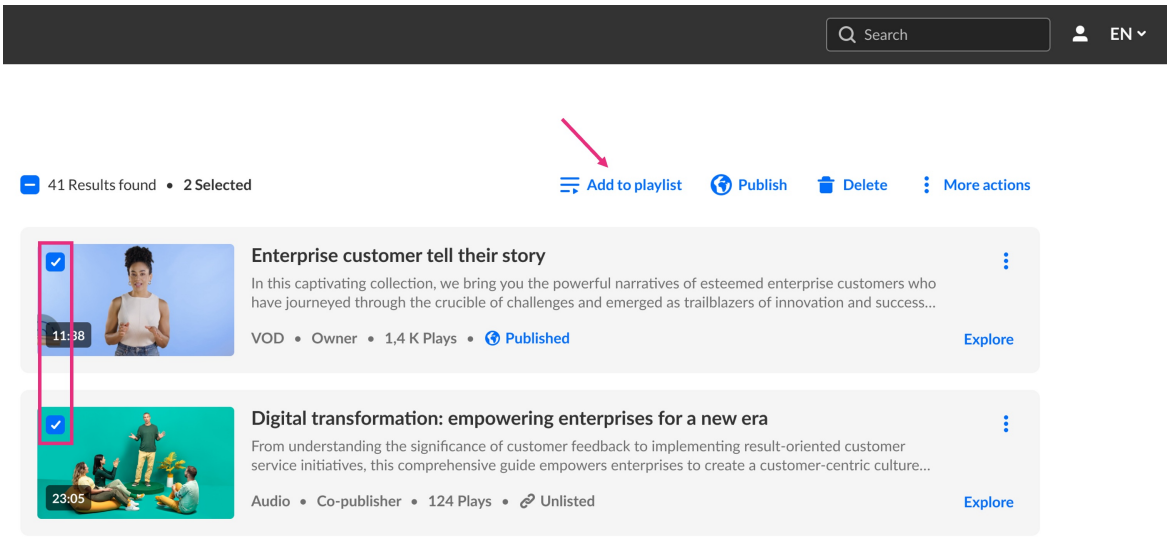


The **My Media** page displays.

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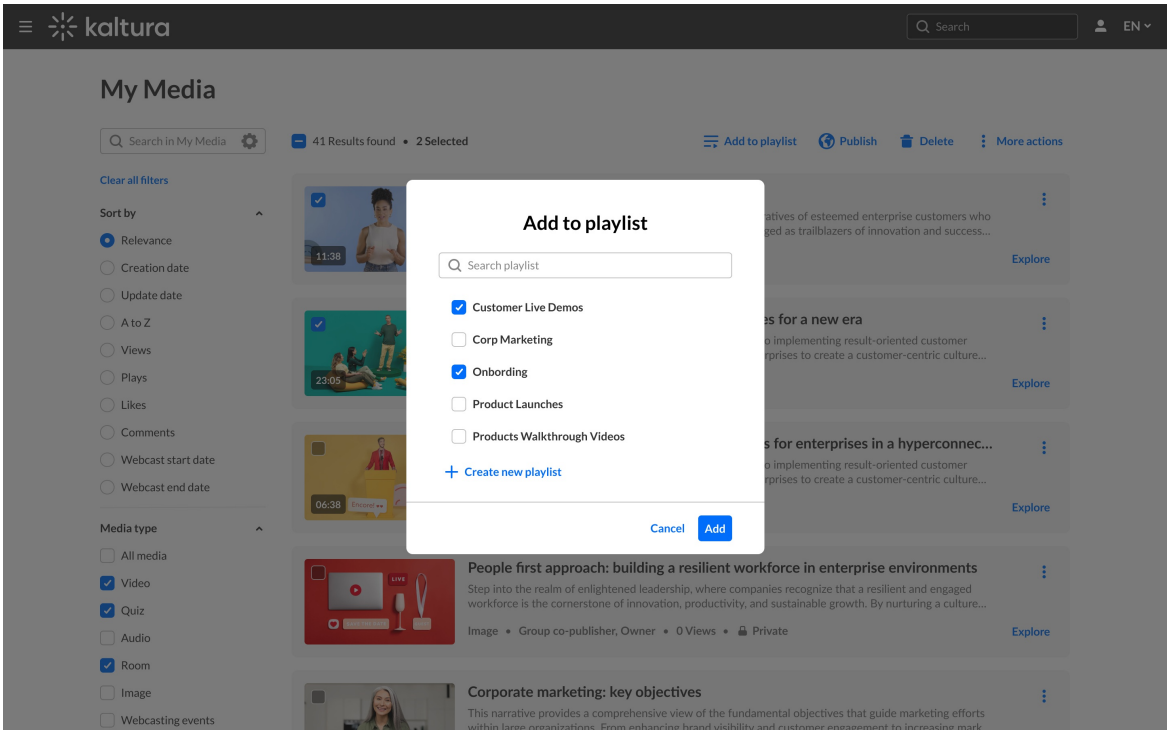
2. Select the checkbox for each media entry you want to add to a playlist.
3. Click **Add to playlist** at the top of the page.



The **Add to playlist** window opens.

4. Select one or more playlists.
   You can also create a new playlist. See Create a new playlist below for instructions.

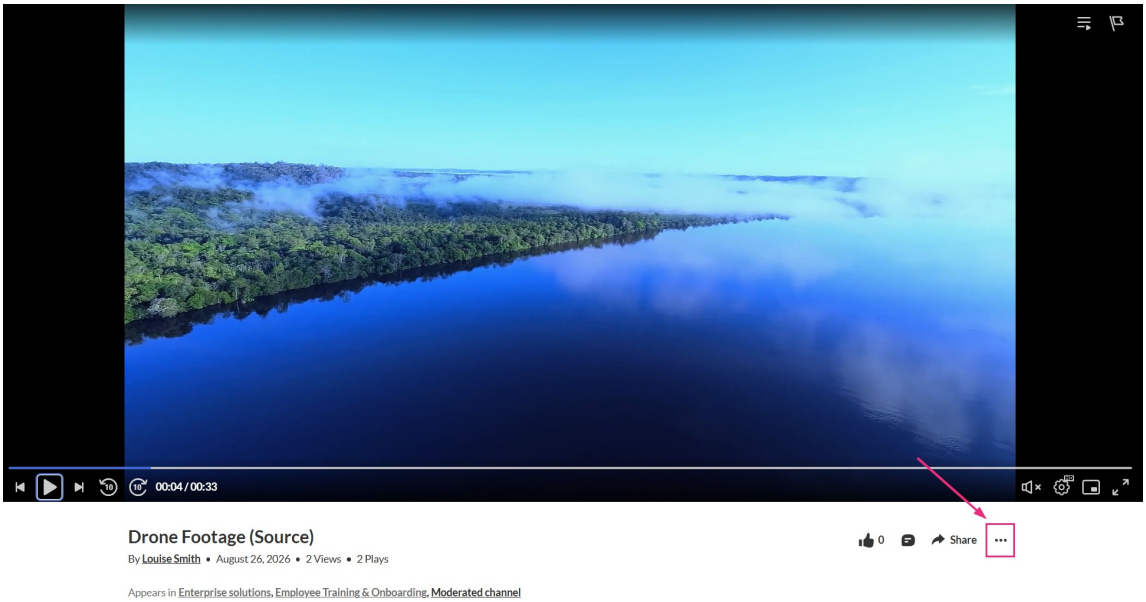
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5. After you have made your selection, click **Add.**
   A success message displays.

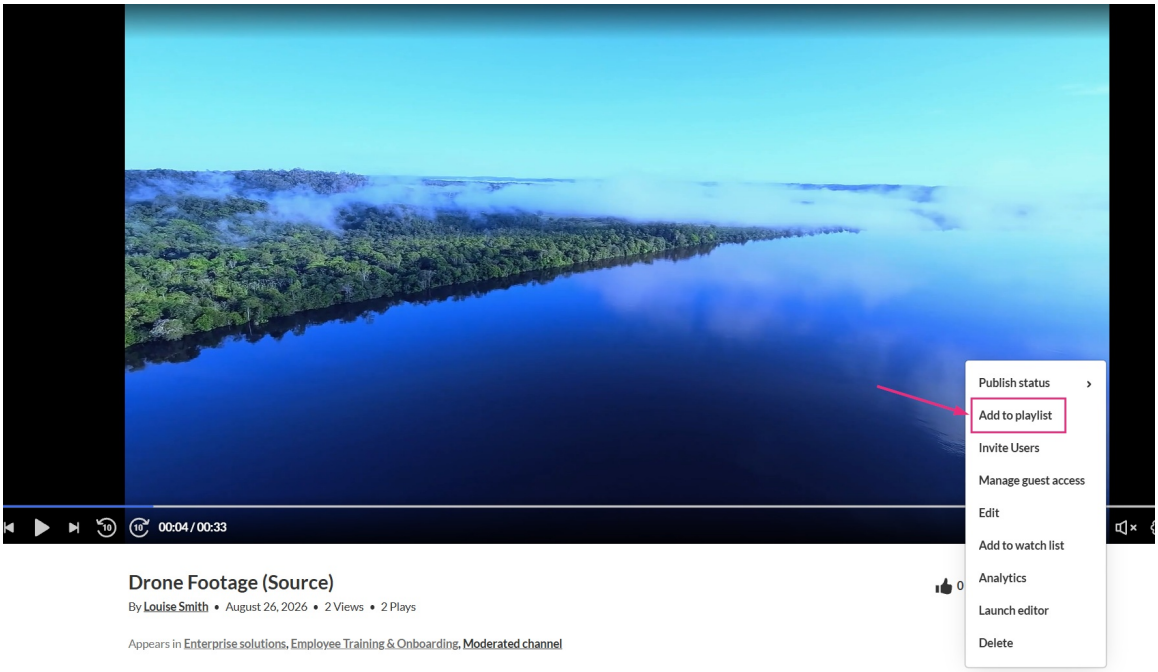
Add media from the media page

1. Go to the media page for the entry you want to add.
2. Click the **three dots** below the player.

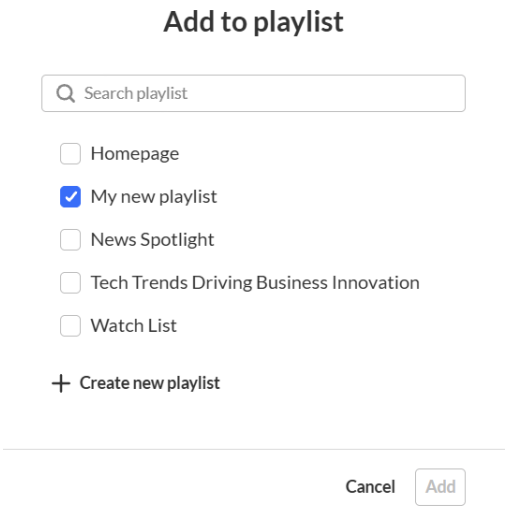


3. From the **three-dot menu**, select **Add to playlist**.

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The **Add to playlist** window opens.

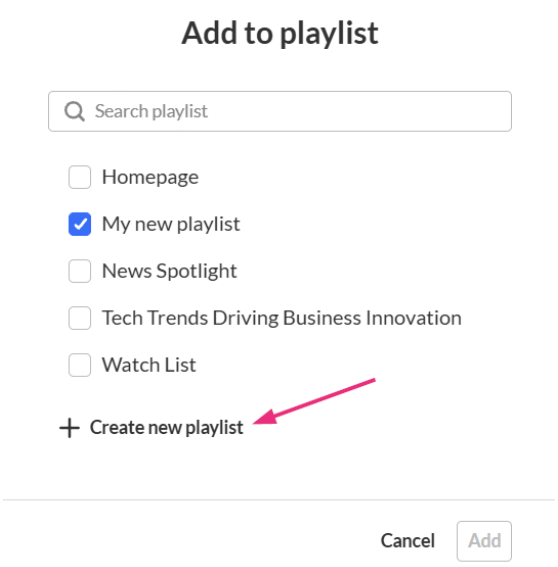


4. Select one or more playlists.
   You can also create a new playlist. See Create a new playlist below for instructions.
5. After you have made your selection, click **Add.**
   A success message displays.

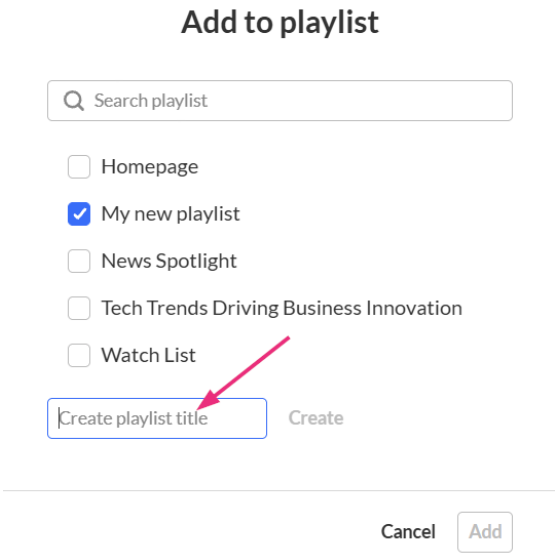
Create a new playlist

1. In the **Add to playlist** window, click **+ Create new playlist**.

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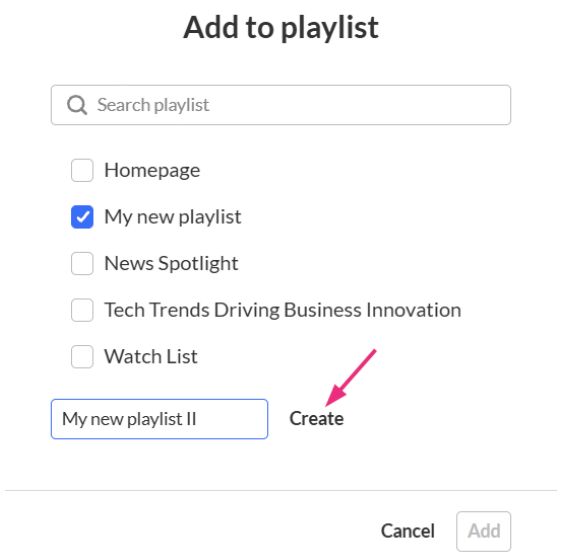


2. Enter a name for your new playlist in the empty field that appears.



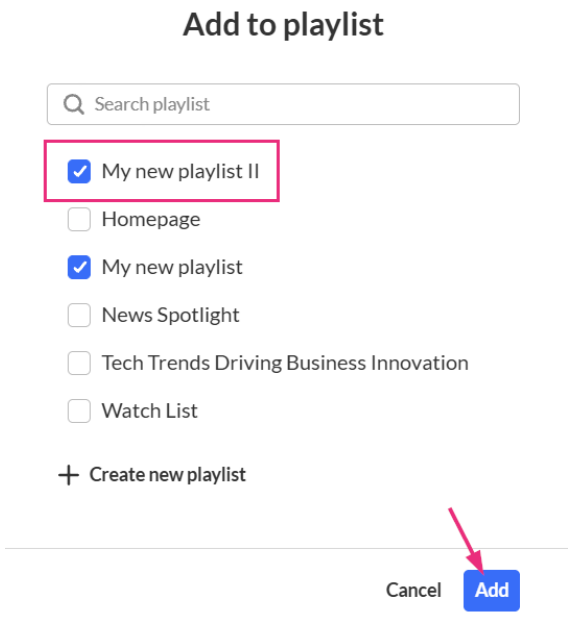
3. Click **Create**.

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The new playlist is created and automatically selected.

4. Click **Add**.



A success message displays.

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