


## Add media to a playlist - Theming

Last Modified on 09/27/2024 6:16 pm IDT

 This article is designated for all users.

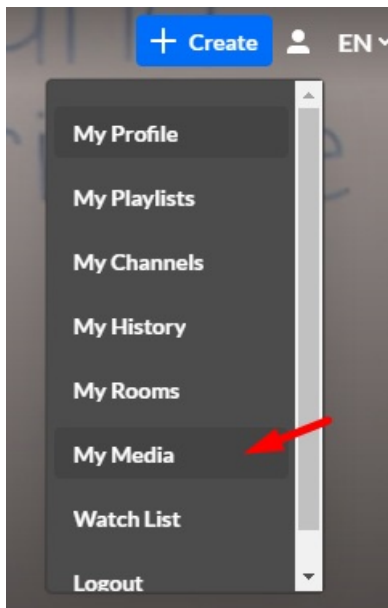
### About

Playlists are a great way to organize and showcase your media content. In your video portal, you can easily add media to playlists, making your content more accessible and engaging. There are several ways to add media items to a playlist. See below for steps.

 These instructions are for [Theming](#) users. For non-Theming users, please see our article [Add media to playlist](#).

### Via My Media

1. From the user menu, select **My Media**.



The **My Media** page displays.

## My Media

41 Results found
↻

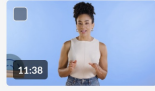
**Clear all filters**

**Sort by**

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

**Media type**


- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



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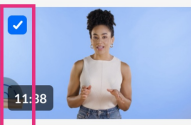
This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts within large organizations. From enhancing brand visibility and customer engagement to increasing mark...

2. To add one or more entries to a playlist, check the box(es) on the upper left of the desired media.
3. Scroll to the top of the page, and click **Add to playlist**.

EN

41 Results found • 2 Selected


☰ Add to playlist
📄 Publish
🗑 Delete
⋮ More actions



**Enterprise customer tell their story**

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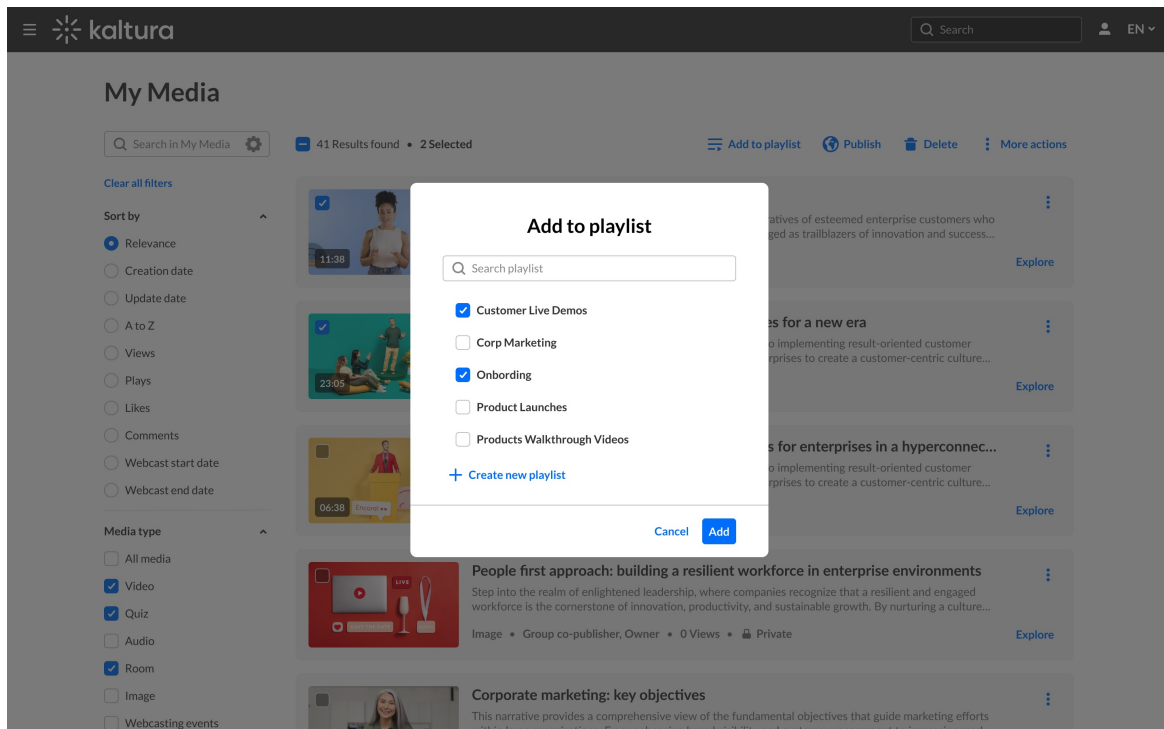
**Digital transformation: empowering enterprises for a new era**

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The **Add to playlist** window displays.

4. Select the desired playlist(s). (You can also choose to create a new playlist. See [below](#) for instructions.)



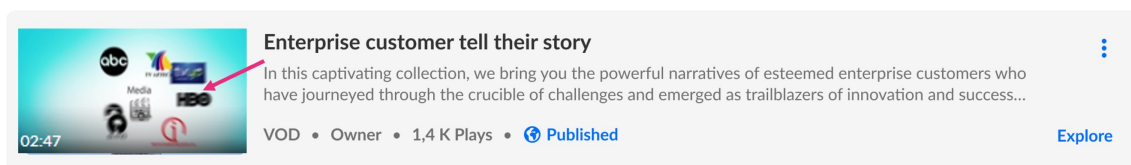
5. After you have made your selection, click **Add**.

A success message displays: *Media was added to selected playlist.*



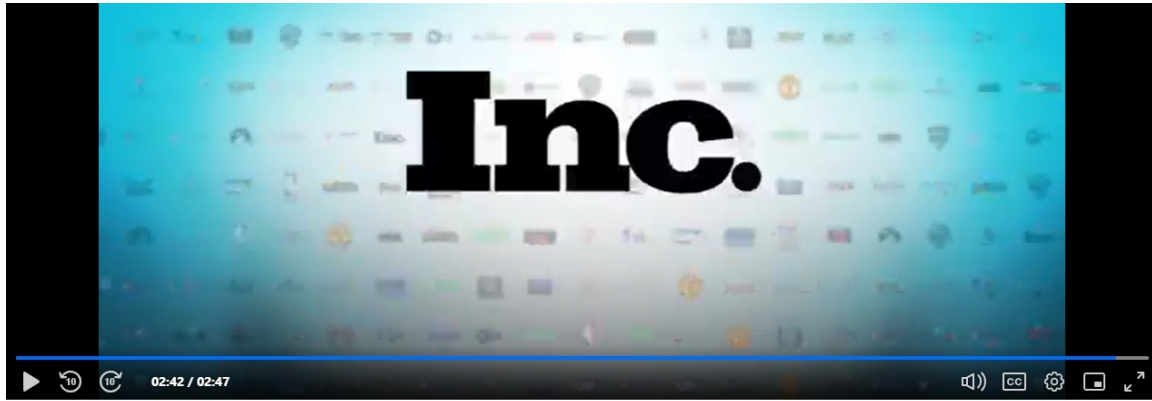
## Via the media page

1. Browse to an entry's media page by clicking the thumbnail.



The media page displays.

2. Click the three dots below the player.



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By Louise Smith • April 10, 2024 • 25 Plays

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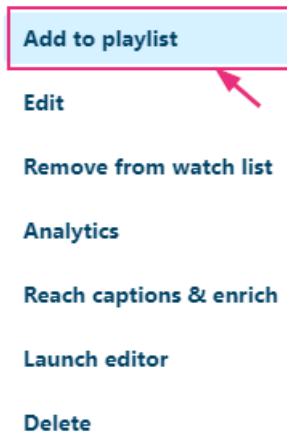
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#### Related Media



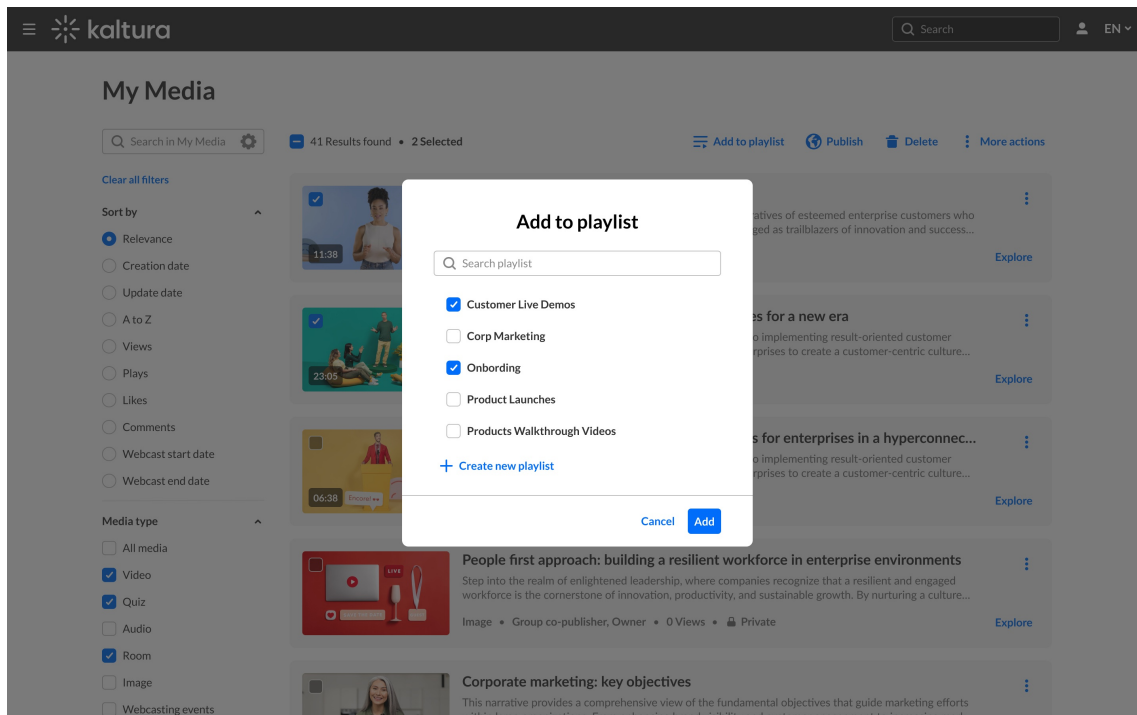
Marketing Tips

- From the drop-down menu, select **Add to playlist**.



The **Add to playlist** window displays.

- Select the desired playlist(s). (You can also choose to create a new playlist. See [below](#) for instructions.)



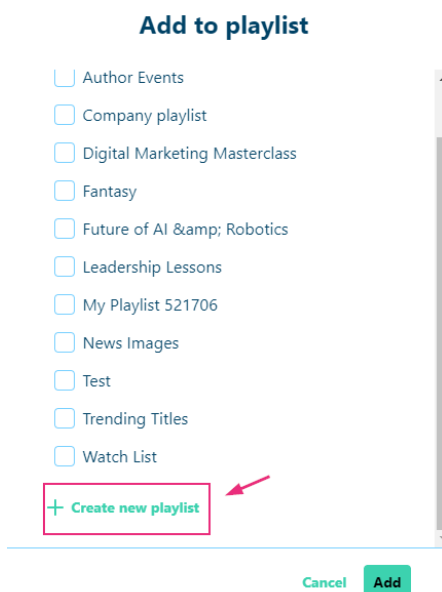
5. After you have made your selection, click **Add**.

A success message displays: *Media was added to selected playlist.*



## Create new playlist

1. Click **+ Create new playlist**.

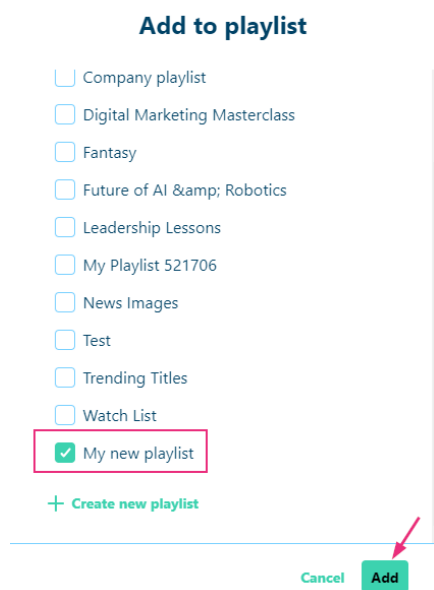


2. Type a name for your new playlist in the empty field.
3. Click **Create**.



Your new playlist is added with a selected checkbox indicating that your media has been successfully added to it.

4. Click **Add**.



A success message displays: *Media was added to selected playlist.*