Transfer media you own to someone else in Content Hubs

Last Modified on 08/19/2026 10:14 am IDT

This article is designated for all users.

About

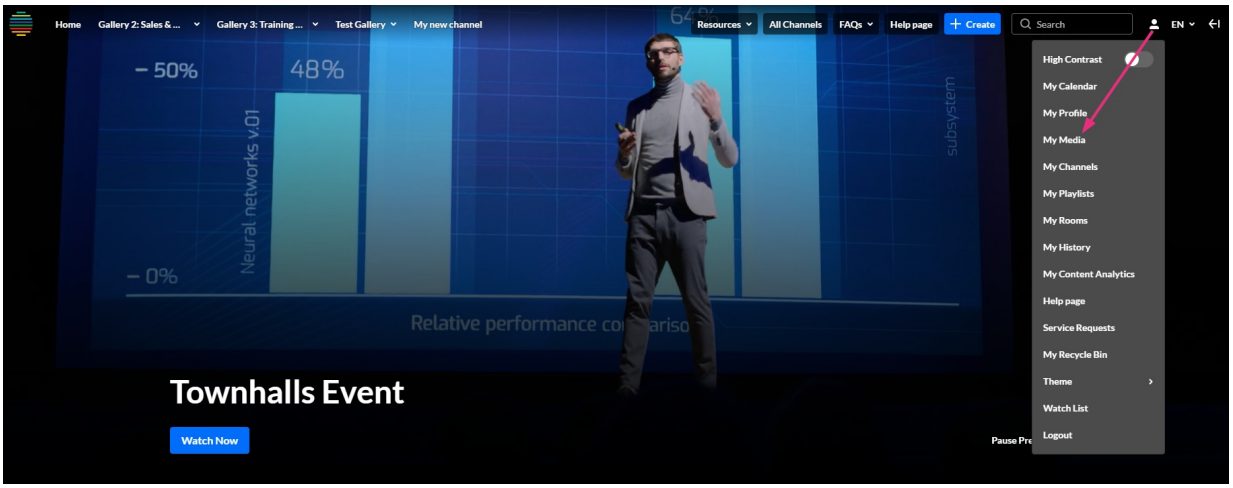
Each media entry has one owner at a time. As a media owner, you can transfer ownership to someone else. These actions can be applied to a single item or to multiple items at once.

A media entry can't have multiple owners. However, the owner can add other users as **co-editors**, **co-publishers**, **co-viewers**, and **Webcasting moderators**. For more information, see our article Manage roles and permissions.

This feature requires the Mediacollaboration module to be enabled, with the **changeOwnerEnabled** field set to 'Yes'.

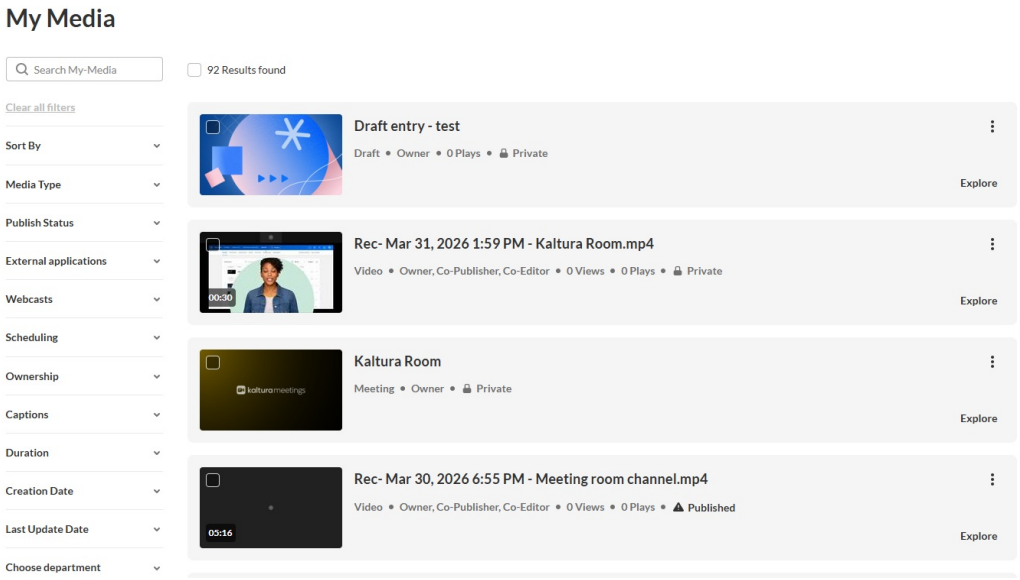
Change ownership

1. From the user menu, select My Media.



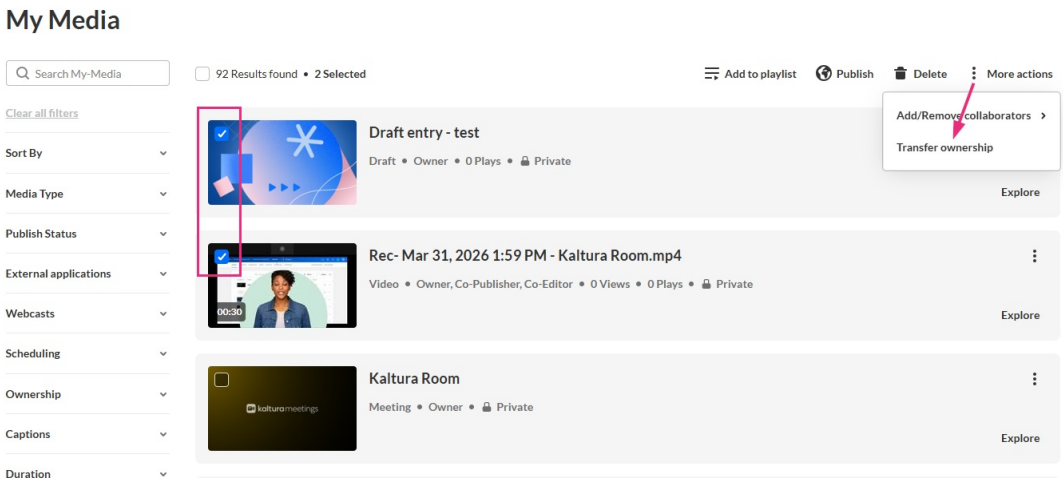
The 'My Media' page displays.

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2. Check the box(es) next to the desired entries, then at the top of the page, click the **More actions** menu and select **Transfer ownership**.

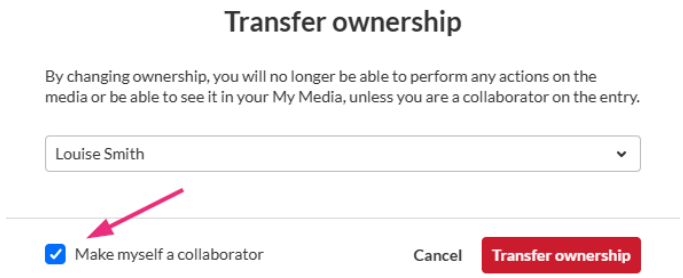
> If you want to search for entries according to ownership, see Filter entries by ownership below.



The **Transfer ownership** window opens.

3. Type the name of the person, users, or group you want to transfer ownership to. (Optional) Select the checkbox to set yourself as a collaborator on the media.

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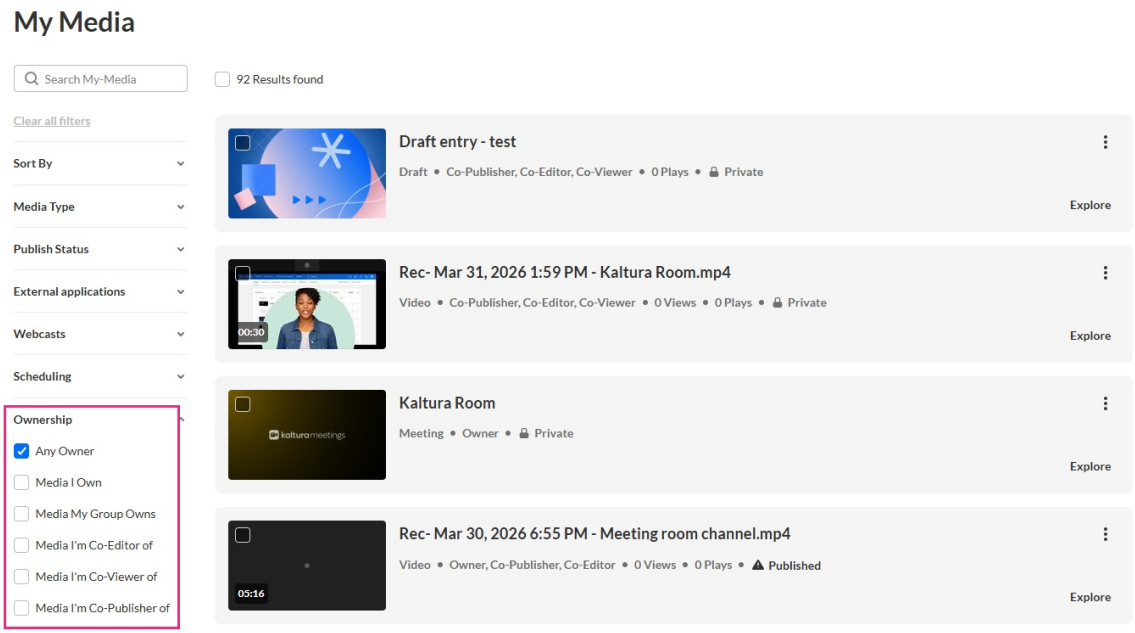
4. Click **Transfer ownership**.
   A success message displays.

> You can also transfer ownership from the edit media page, along with managing roles, permissions, and collaborators in one place. For more information, see Manage roles and permissions.

Filter entries by ownership

You can use the **Ownership** filter in My Media to find media based on your relationship to the entry.

1. On the left side of the **My Media** page, click on the **Ownership** filter to display the options.



2. Select one or more of the filters.
   The results update immediately.

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