

# Transfer media you own to others - Theming

Last Modified on 04/02/2026 7:22 pm IDT

 This article is designated for all users.

## About

Media owners can transfer ownership to others. These actions can be applied to a single item or to multiple items at once.

They can also add co-editors, co-publishers, co-viewers, and Webcasting moderators. For more information, see our article [Manage roles and permissions](#).



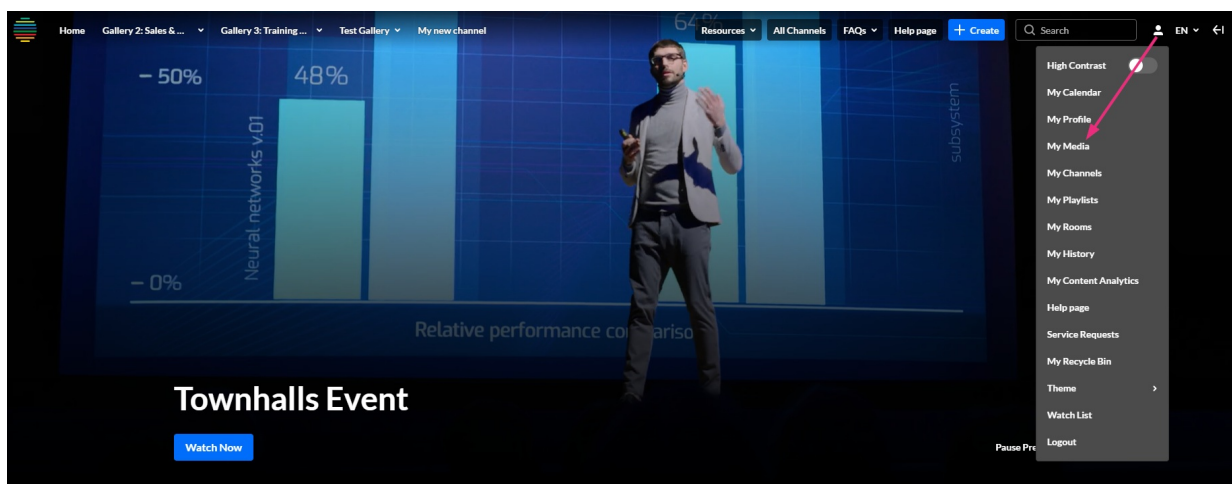
The [Mediacollaboration module](#) must be enabled and **changeOwnerEnabled** set to 'Yes' by your administrator.



The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Transfer media you own to someone else](#).

## Change ownership

1. From the user menu, select [My Media](#).




The 'My Media' page displays.

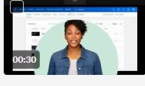
## My Media

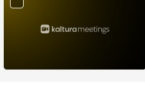
92 Results found

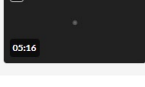
[Clear all filters](#)

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

 **Draft entry - test**  
Draft • Owner • 0 Plays • Private ⋮  
Explore

 **Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**  
Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Private ⋮  
Explore

 **Kaltura Room**  
Meeting • Owner • Private ⋮  
Explore

 **Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4**  
Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published ⋮  
Explore

- 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.


## My Media


92 Results found • 2 Selected

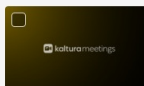
 Add to playlist 🔗 Publish 📄 Delete 🗑️ More actions

[Clear all filters](#)

Sort By ▼  
 Media Type ▼  
 Publish Status ▼  
 External applications ▼  
 Webcasts ▼  
 Scheduling ▼  
 Ownership ▼  
 Captions ▼  
 Duration ▼

 **Draft entry - test**  
Draft • Owner • 0 Plays • Private ⋮  
Explore

 **Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**  
Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Private ⋮  
Explore

 **Kaltura Room**  
Meeting • Owner • Private ⋮  
Explore

Add/Remove collaborators >  
Transfer ownership

The **Transfer ownership** window opens.

- 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.

### Transfer ownership

By changing ownership, you will no longer be able to perform any actions on the media or be able to see it in your My Media, unless you are a collaborator on the entry.

 Make myself a collaborator

[Cancel](#)
[Transfer ownership](#)

#### 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


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

### My Media

92 Results found

[Clear all filters](#)


- Sort By ▾
- Media Type ▾
- Publish Status ▾
- External applications ▾
- Webcasts ▾
- Scheduling ▾
- Ownership**
  - Any Owner
  - Media I Own
  - Media My Group Owns
  - Media I'm Co-Editor of
  - Media I'm Co-Viewer of
  - Media I'm Co-Publisher of



**Draft entry - test**

Draft • Co-Publisher, Co-Editor, Co-Viewer • 0 Plays • Private


⋮  
[Explore](#)



**Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4**

Video • Co-Publisher, Co-Editor, Co-Viewer • 0 Views • 0 Plays • Private

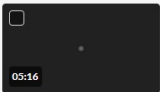
⋮  
[Explore](#)



**Kaltura Room**

Meeting • Owner • Private

⋮  
[Explore](#)



**Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4**

Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published

⋮  
[Explore](#)

2. Select one or more of the filters.

The results update immediately.