

Transfer media you own to others - Theming

Last Modified on 01/15/2026 9:50 am IST

 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 [Add / Remove collaborators](#).



The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.

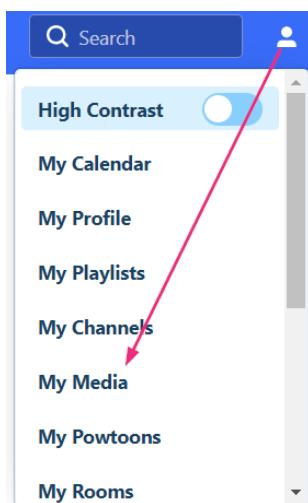


The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Transfer media you own to someone else](#).

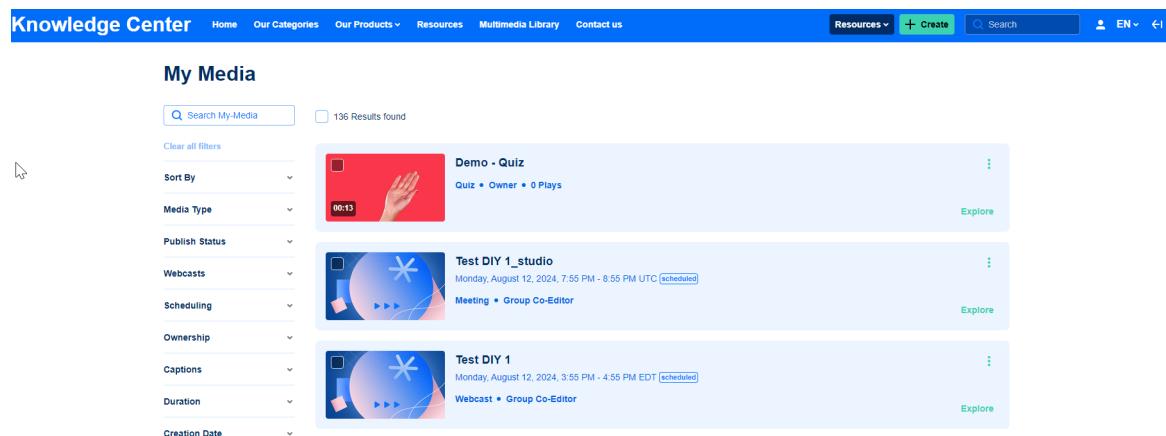
Change ownership

Via My Media

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



The **My Media** page displays.



Knowledge Center Home Our Categories Our Products Resources Multimedia Library Contact us Resources + Create Search EN

My Media

Search My-Media 136 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

Captions

Duration

Creation Date

Demo - Quiz Quiz • Owner • 0 Plays

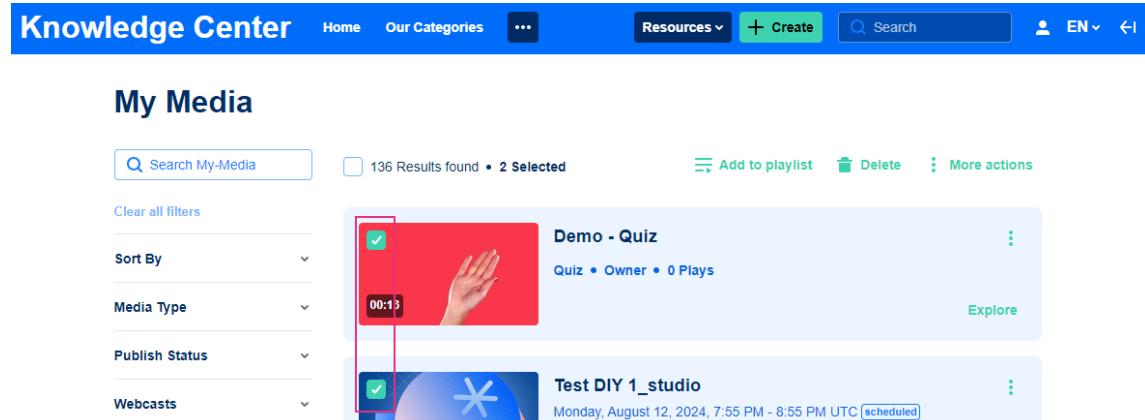
Test DIY 1_studio Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC (scheduled) Meeting • Group Co-Editor

Test DIY 1 Monday, August 12, 2024, 3:55 PM - 4:55 PM EDT (scheduled) Webcast • Group Co-Editor

2. Check the box(es) on the top left of the desired entries.



If you want to search for entries according to ownership, see [Filter entries by ownership](#) below.



Knowledge Center Home Our Categories ... Resources + Create Search EN

My Media

Search My-Media 136 Results found • 2 Selected

Add to playlist Delete More actions

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Demo - Quiz Quiz • Owner • 0 Plays

Test DIY 1_studio Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC (scheduled) Meeting • Group Co-Editor

3. At the top of the My Media page, click the **More actions** menu and select **Transfer ownership**.



This option only appears in the menu if the [mediaCollaboration module](#) is enabled and **changeOwnerEnabled** is set to 'Yes'.

My Media



125 Results found • 3 Selected

Add to playlist Delete More actions

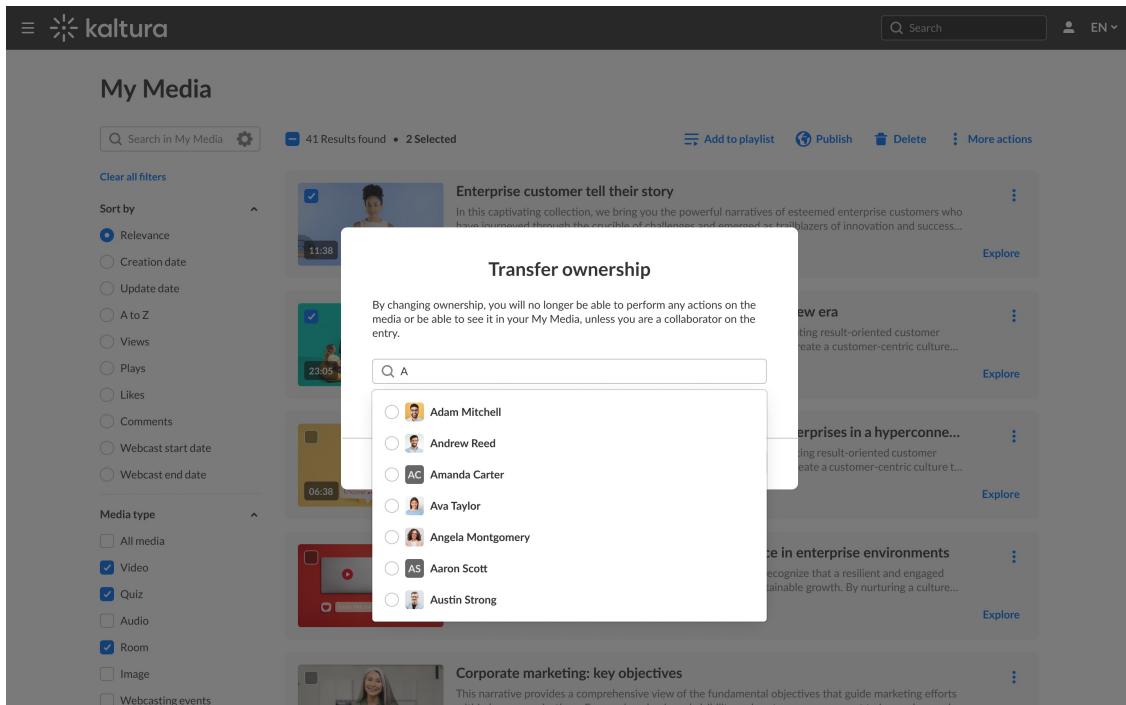
Add/Remove collaborators >

Transfer ownership

Explore

The **Transfer ownership** window displays.

4. Type the name of the person, people or group you want to transfer ownership to.



41 Results found • 2 Selected

Add to playlist Publish Delete More actions

Explore

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.

Search: A

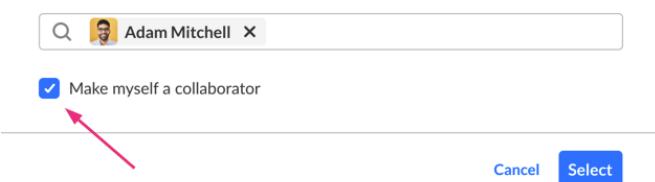
- Adam Mitchell
- Andrew Reed
- Amanda Carter
- Ava Taylor
- Angela Montgomery
- Aaron Scott
- Austin Strong

Make myself a collaborator

Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this 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.c



Adam Mitchell

Make myself a collaborator

Cancel Select

5. When you've finished entering the information, click **Select**.

A confirmation message displays: *Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to see it in your My Media unless you are*



a collaborator on the entry.

The screenshot shows the Kaltura 'My Media' interface. On the left, there are filters for 'Sort by' (Relevance selected), 'Media type' (Video selected), and other options like 'Quiz'. The main area shows a list of media items with thumbnails, titles, and descriptions. A modal dialog box is centered, titled 'Transfer ownership', with the message: 'Are you sure you want to transfer ownership for 2 items? Note: 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.' It has 'Cancel' and 'Transfer ownership' buttons. The background media items include 'Enterprise customer tell their story', 'New era', 'Enterprises in a hyperconne...', 'People first approach: building a resilient workforce in enterprise environments', and 'Corporate marketing: key objectives'.

6. Click **Transfer ownership** to complete the process.

Via the media page

1. Access the [media page](#). (You can do this by clicking on the thumbnail of the desired media.)

The screenshot shows a media player for a video titled 'How Customers are Using Kaltura (Source)'. The video features a man in a suit, Justin Eckhouse, a Video Product Manager. The player includes a red 'chat' button with the text 'our entire editorial'. Below the video, there's a description: 'By Louise Smith • April 10, 2024 • 45 Plays'. There are also 'Training channel' and 'Visit channel' buttons. At the bottom, there are 'Like', 'Share', 'Ai quiz generator', and 'Related Media' sections. A thumbnail for 'Marketing Tips' is visible on the right.

2. Once on the media page, click the **three dots** menu under the player and select **Edit**.

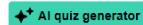
How Customers are Using Kaltura (Source)

By Louise Smith • April 10, 2024 • 45 Plays

 Training channel
Visit channel

Tags: lot, platform, things, integration, training, content, videos, space, media, table, opportunities, pa, checkboxes, source, future, vision, consumer, front

Appears in Training channel

Like 0 Share  ...

Publish status
Add to playlist
Passcode
Edit
Add to watch list

Related Media



Marketing Tips

Tour the Learning site

The edit page displays with the **Details** tab open by default.

How Customers are Using Kaltura (Source)



Details Languages Publish Options Collaboration Thumbnails Presenters Downloads Distribution

Replace Media Display Chat

Name:
(Required)

How Customers are Using Kaltura (Source)

Description:

Black

Bold

Italic

Underline



3. Click the **Collaboration** tab.



For this tab to display, it must be enabled by your administrator.

4. Click **Change media owner**.

Details Languages Publish Options **Collaboration** Thumbnails Presenters Downloads Distribution Captions Attachments Timeline

Replace Media Display Chat

Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

 Change media owner

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS 

 Add Collaborator

Member	User ID	Permission	
Louise Smith	louise.smith@kaltura.com	Co-Editor, Co-Publisher	 

The **Change Media Owner** window displays.

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

Type user or group name 

Cancel  Save

5. Type in the user's name or group name you want to transfer ownership to.



Once you change ownership you will not be able to edit this media and it will no longer appear in your [My Media](#) list.

6. Click **Save**.

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

Search My-Media 125 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

- Any Owner
- Media I or My Group Owns
- Media My Group Owns
- Media I Can Edit
- Media I Can View
- Media I Can Publish

Captions

 DC-9-50+Pushback.mp4

VOD • Owner • 0 Plays

00:59

[Explore](#)

 Kaltura Learning.mp4

VOD • Owner • 11 Plays

01:48

[Explore](#)

 Test interactive session

Monday, July 15, 2024, 9:01 PM - 10:01 PM UTC (scheduled)

Meeting • Group Co-Editor

02:47

[Explore](#)

 Tour the Learning site

VOD • Owner • 19 Plays

01:48

[Explore](#)

2. Select one or more of the filters.

The results display immediately.

My Media

Search My-Media 1 Result found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

Ownership

- Any Owner
- Media I or My Group Owns
- Media My Group Owns
- Media I Can Edit
- Media I Can View
- Media I Can Publish

 How Customers are Using Kaltura (Source)

VOD • Group Owner, Co-Publisher, Co-Editor • 45 Plays

02:47

[Explore](#)