

Transfer media you own to others in Content Hubs

Last Modified on 04/13/2026 1:34 pm IDT

 This article is designated for all users.

About

As a media owner, you can transfer ownership to others. These actions can be applied to a single item or to multiple items at once.

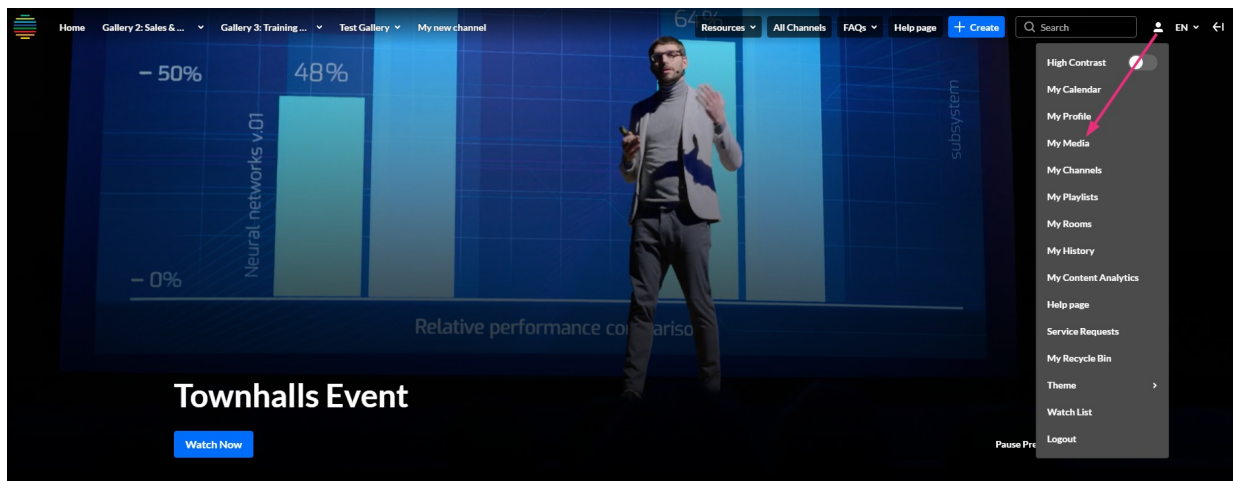
You can also add **co-editors**, **co-publishers**, **co-viewers**, and **Webcasting moderators**. For more information, see our article [Manage roles and permissions](#).



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.

My Media

92 Results found

[Clear all filters](#)

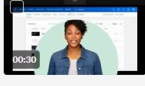
Sort By ▼
 Media Type ▼
 Publish Status ▼
 External applications ▼
 Webcasts ▼
 Scheduling ▼
 Ownership ▼
 Captions ▼
 Duration ▼
 Creation Date ▼
 Last Update Date ▼
 Choose department ▼



Draft entry - test

Draft • Owner • 0 Plays • Private

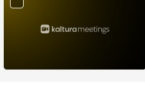
⋮
[Explore](#)



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

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

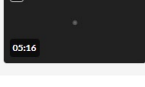
⋮
[Explore](#)



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

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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


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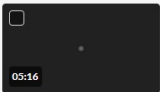
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Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published

⋮
[Explore](#)

2. Select one or more of the filters.

The results update immediately.