

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.

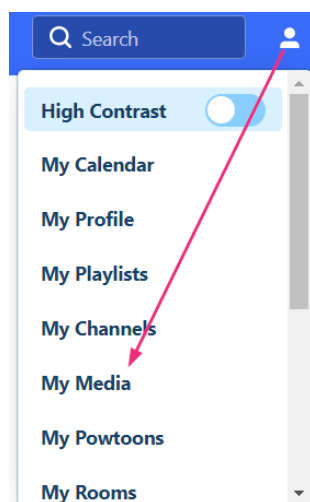


The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Transfer media you own to someone else](#).

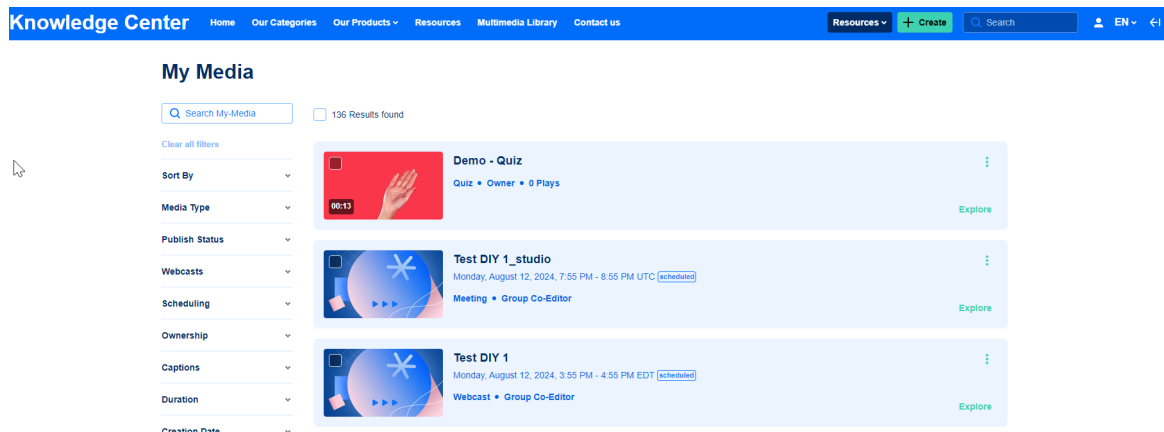
Change ownership

Via My Media

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



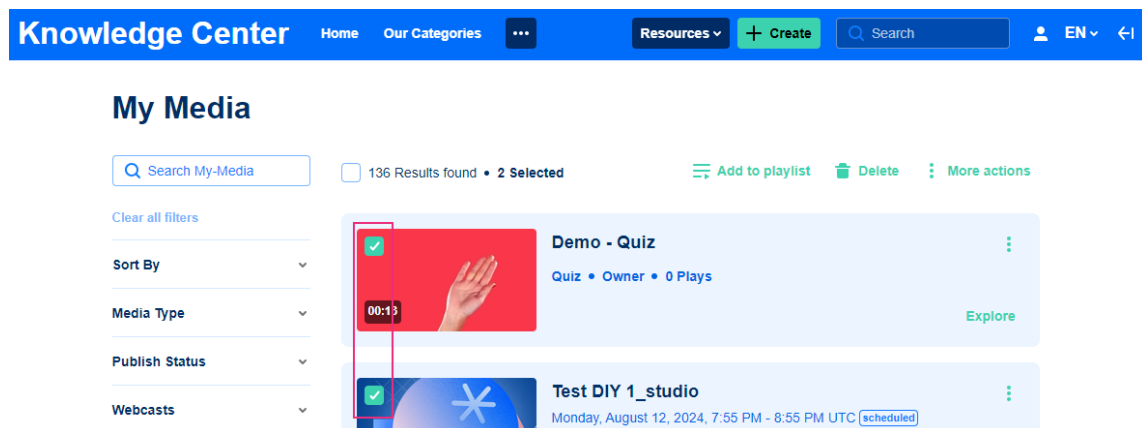
The **My Media** page displays.



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.

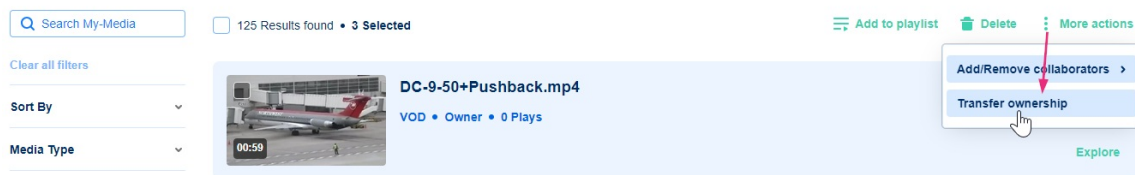


3. At the top of the My Media page, click the **More actions** menu and select **Transfer ownership**.



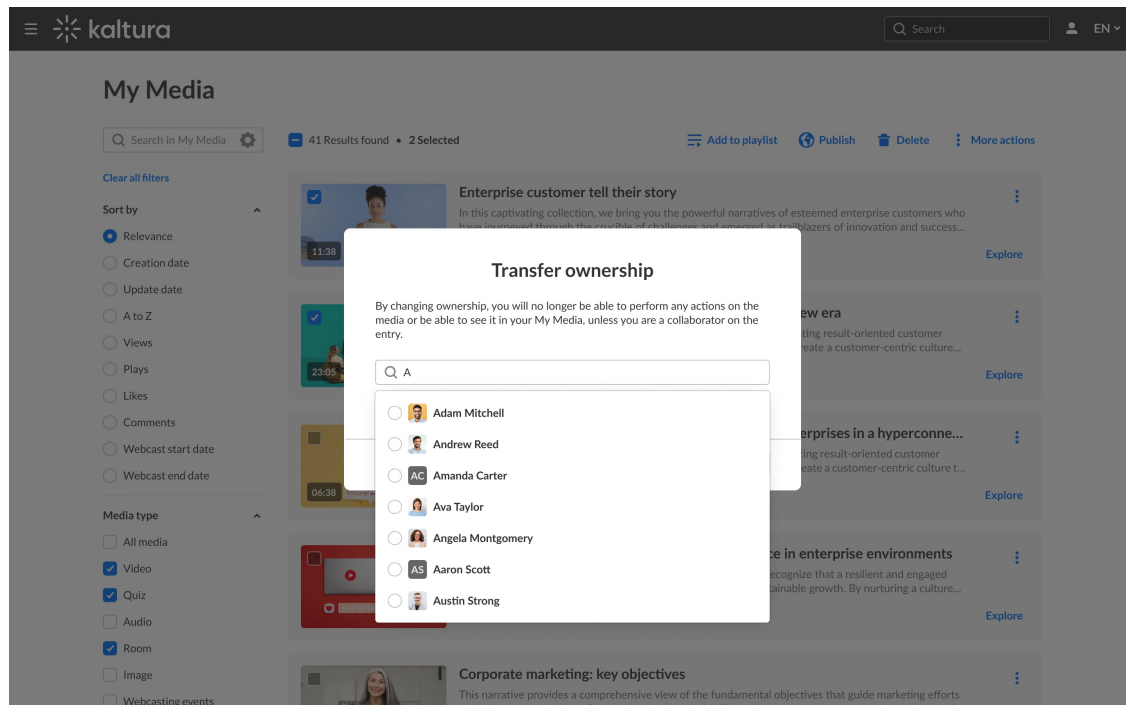
This option only appears in the menu if the [mediaCollaboration](#) module is enabled and **changeOwnerEnabled** is set to 'Yes'.

My Media



The **Transfer ownership** window displays.

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



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.

Q Adam Mitchell X

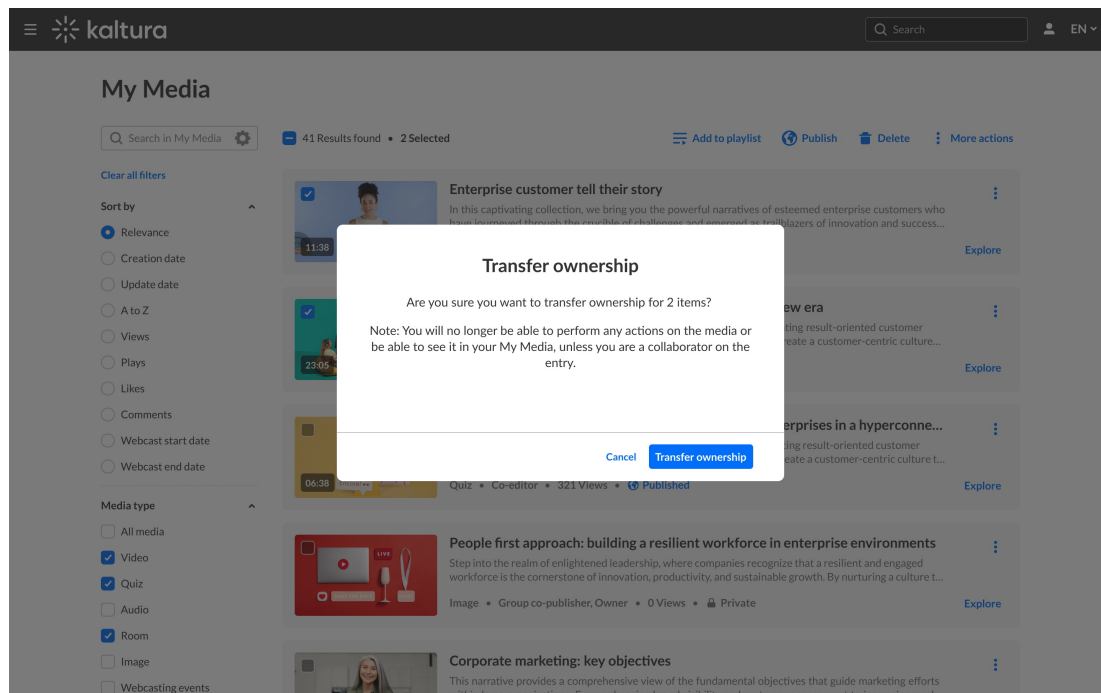
☒ Make myself a collaborator

Cancel

Select

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

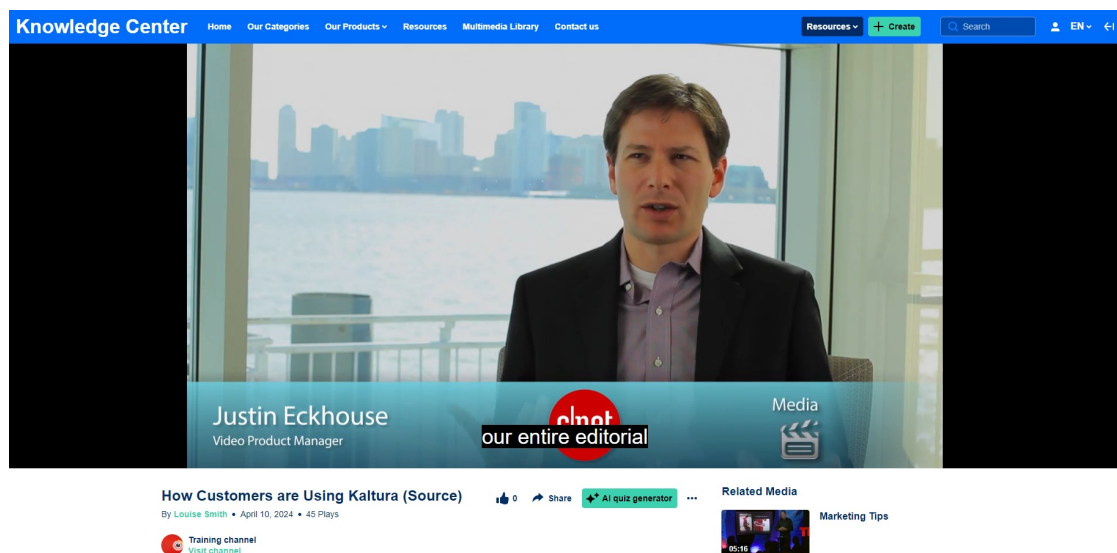
A confirmation message displays: *Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to see it in your My Media unless you are*



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.)



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



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

Appears in Training channel

0

Share

AI quiz generator

Publish status

Add to playlist

Passcode

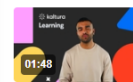
Edit

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.

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

☐ 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


Explore



Kaltura Learning.mp4

VOD • Owner • 11 Plays

Explore




Test interactive session

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

Meeting • Group Co-Editor

Explore



Tour the Learning site

VOD • Owner • 19 Plays

Explore

- Select one or more of the filters.
The results display immediately.

My Media

☐ 1 Result found

[Clear all filters](#)

Sort By

Media Type

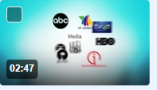
Publish Status

Webcasts

Scheduling

Ownership

- ☐ Any Owner
- ☐ Media I or My Group Owns
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- ☐ Media I Can Edit
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How Customers are Using Kaltura (Source)

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

Explore