

Transfer media you own to someone else - Theming

Last Modified on 11/02/2025 8:36 am IST

28 This article is designated for all users.

About

Media owners can transfer ownership to someone else. 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.

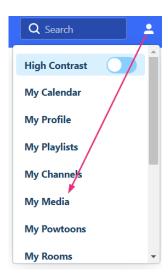


The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Transfer media you own to someone else.

Change ownership

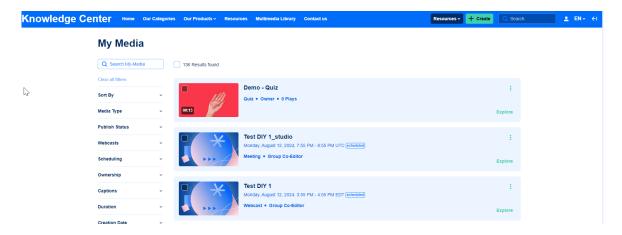
Via My Media

1. From the user menu, select My Media.



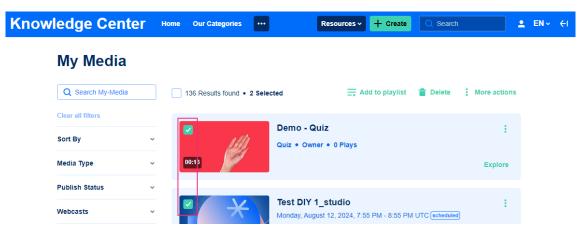
The **My Media** page displays.





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





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'.

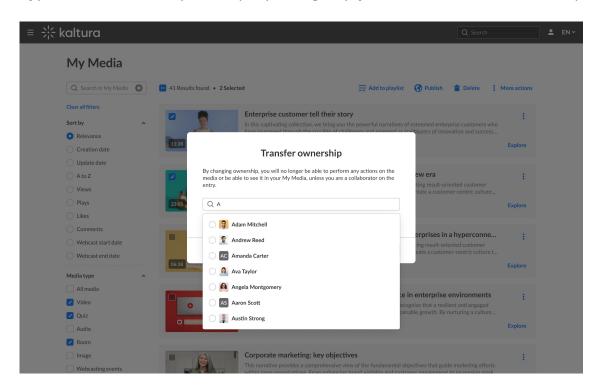
My Media





The **Transfer ownership** window displays.

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



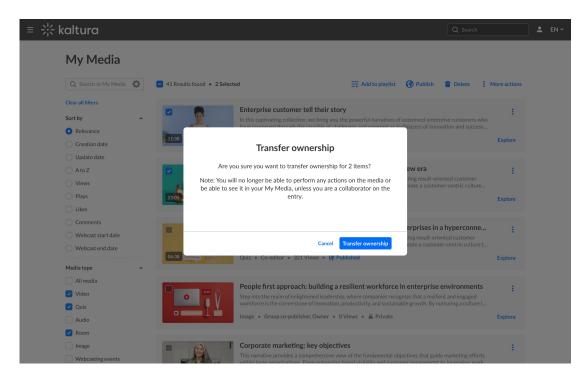
Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.

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.c 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 a collaborator on the entry.

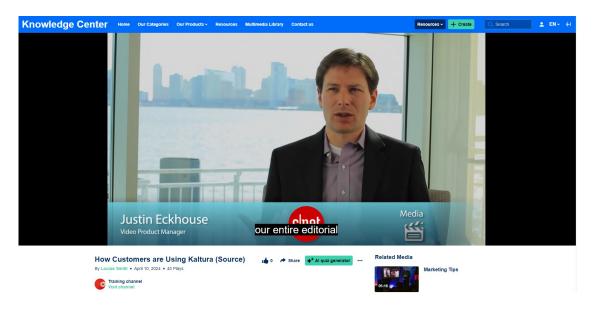




6. Click **Transfer ownership** to complete the process.

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**.





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

How Customers are Using Kaltura (Source)





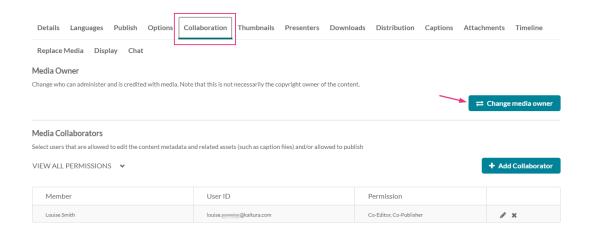
3. Click the **Collaboration** tab.

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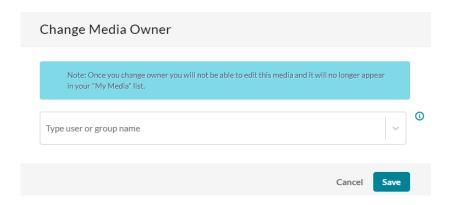
For this tab to display, it must be enabled by your administrator.

4. Click Change media owner.





The Change Media Owner window displays.



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.

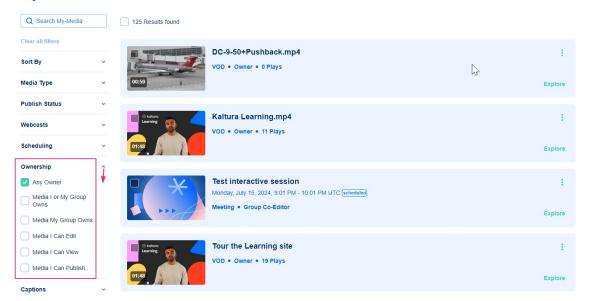
6. Click Save.

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



2. Select one or more of the filters.

The results display immediately.

