


# Change media ownership - Theming


Last Modified on 08/15/2024 10:21 am IDT

 This article is designated for all users.

## About

Media owners can transfer ownership to someone else, which is useful if the owner is leaving the organization or switching responsibilities. They can also add co-editors, co-publishers, co-viewers, and Webcasting moderators. For more information, see our article [Add / Remove collaborators](#).

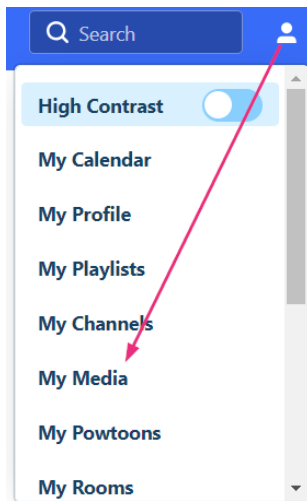
 The [Mediacollaboration module](#) must be enabled by your administrator for this functionality to work.

 The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Change media ownership & add collaborators](#).

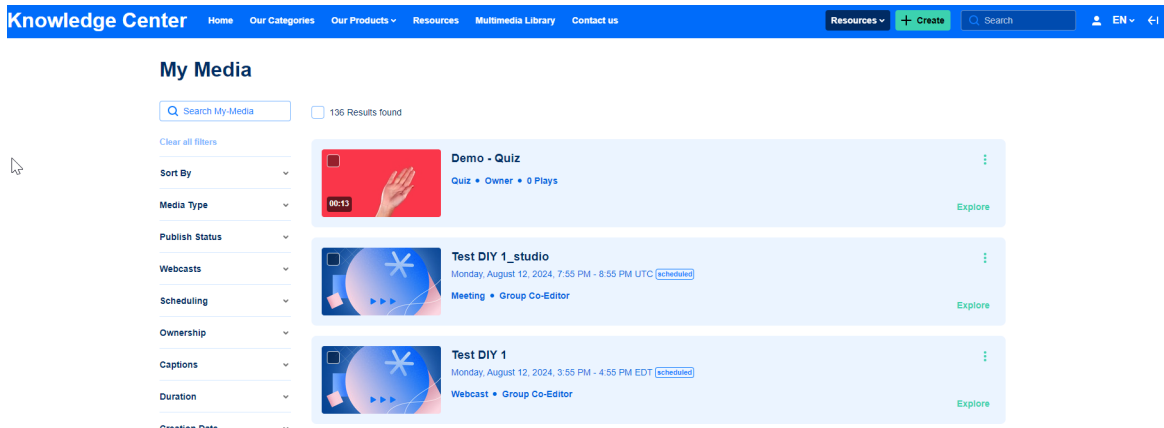
## Change ownership

### Via My Media

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

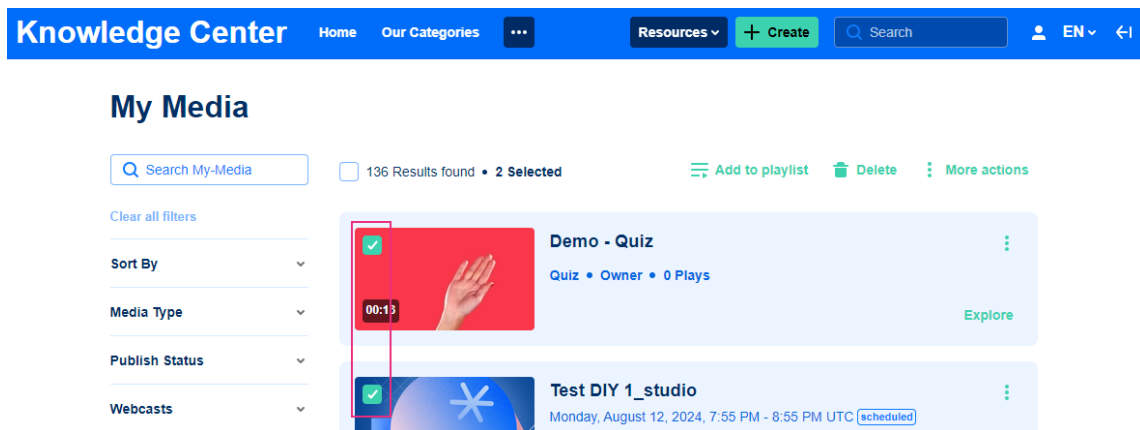


The **My Media** page displays.



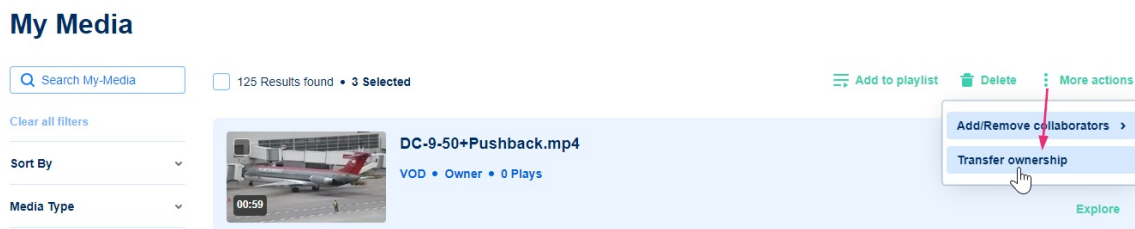
2. Check the box(es) on the top left of the desired entries.

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



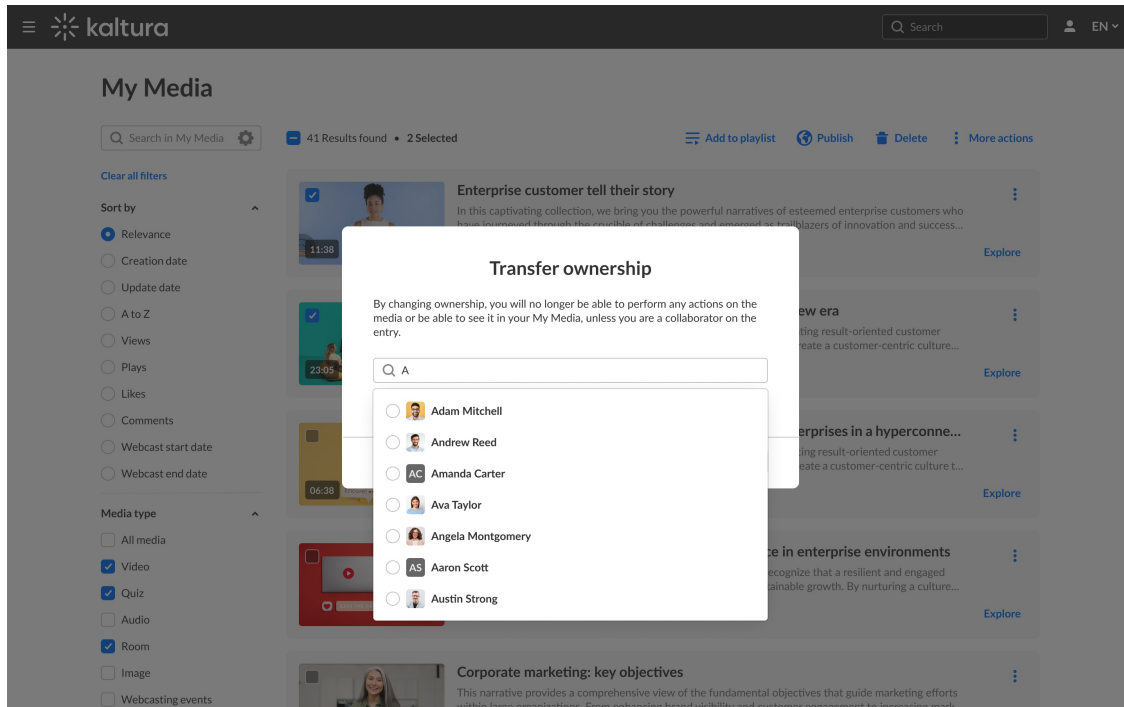
3. At the top of the My Media page, click the **More actions** menu and select **Transfer ownership**.

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

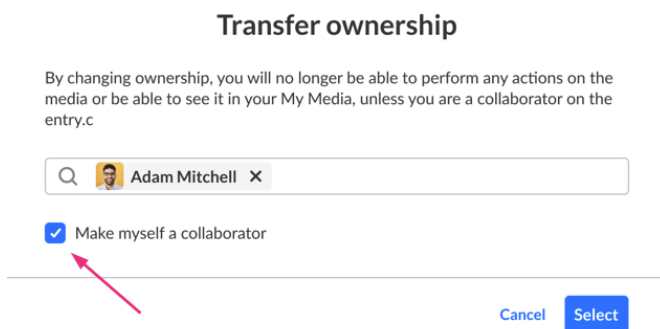


The **Transfer ownership** window displays.

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

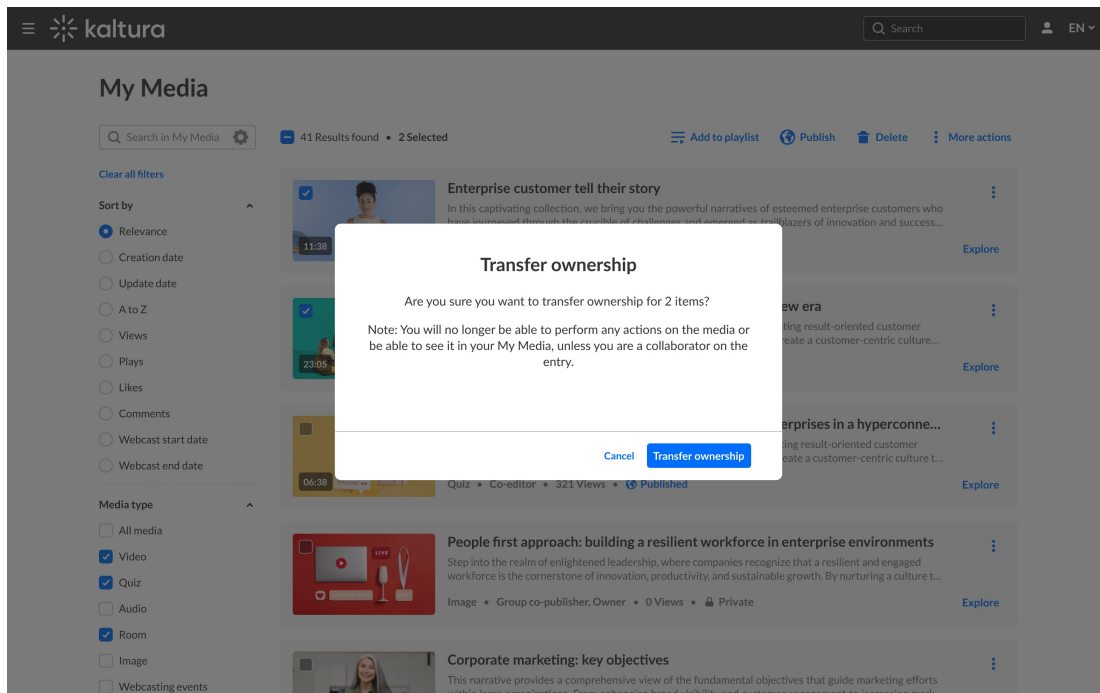


Below the name field, there's a checkbox that you can check if you want to set yourself as a collaborator on this media.



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

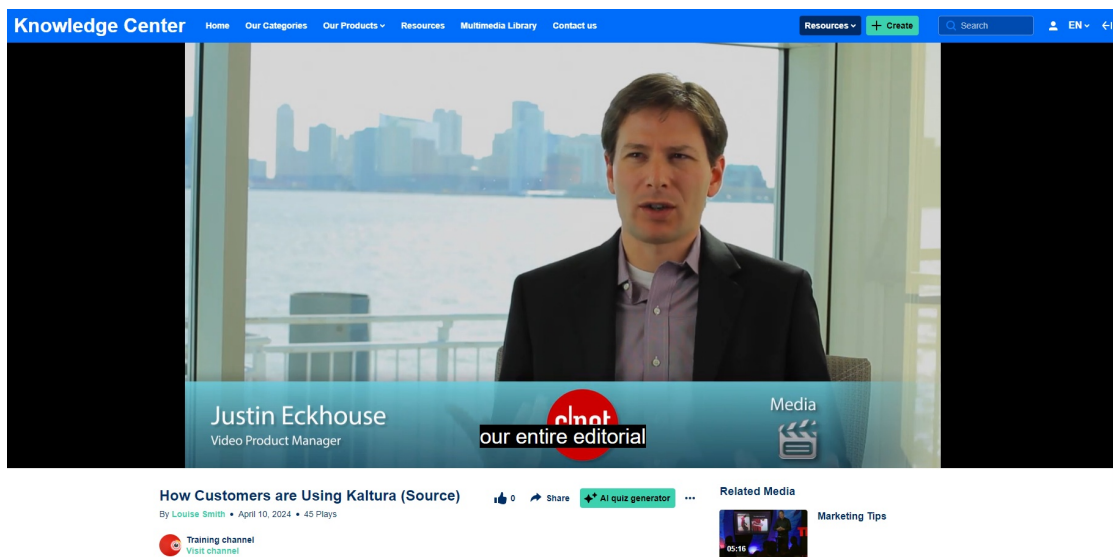
A confirmation message displays: *Are you sure you want to transfer ownership for [x] items? Note: You will no longer be able to see it in your My Media unless you are a collaborator on the entry.*



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

Via the media page

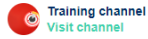
1. Access the [media page](#). (You can do this by clicking on the thumbnail of the desired media.)



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

## 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 (05:16)
- Tour the Learning site (01:48)

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)

Description:   Black   Bold   Italic   Underline   [List icons]

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](#)

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**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._____@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.

▼
i

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

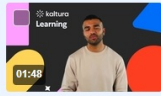
Captions ▾



**DC-9-50+Pushback.mp4**

VOD • Owner • 0 Plays


⋮  
[Explore](#)



**Kaltura Learning.mp4**

VOD • Owner • 11 Plays

⋮  
[Explore](#)

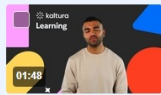


**Test interactive session**

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

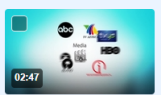
Media I or My Group Owns

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

⋮  
[Explore](#)