


Upload from URL - User Guide


Last Modified on 06/04/2026 9:18 am IDT

 This article is designated for all users.

About

This guide explains how to use the **Upload from URL** option available in the **+Create** menu (for Theming users) or **+ Add new** menu (for non-Theming users). This feature allows you to upload media directly from a URL.

 This module applies only to non-Theming users by default. For Theming users, additional configuration is required in other modules.

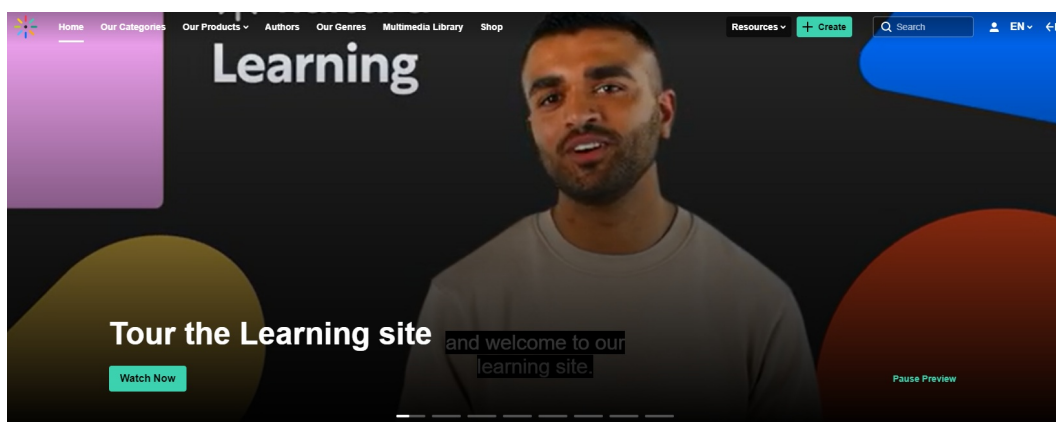
 For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

How to use Upload from URL

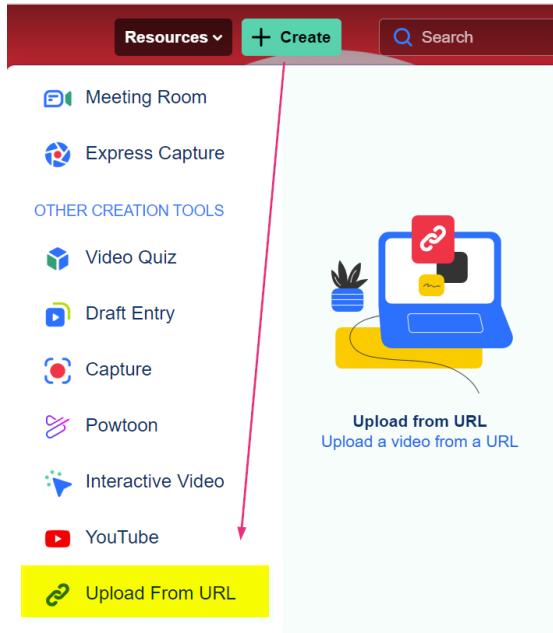
Theming users

1. Log into your [Video Portal](#). If you need help, follow the instructions in our article [Log into your Video Portal](#).

The Video Portal homepage displays.



2. Click the **+ Create** button and select **Upload From URL**.



The **Upload Video from URL** page displays.

Upload Video from URL

Ingest media from a URL:

Supported protocols are: http, https, and ftp. If the URL is password protected, please use: protocol://username:password@domain/filepathname

3. Paste in the URL of the file you want to upload.

Ingest media from a URL:

Supported protocols are: http, https, and ftp.

If the URL is password protected, please add your user name and password to the URL as follows: *protocol://username:password@domain/filepathname*. For example: *http://johnsmith:123456@jdh-kalturaps-test.s3.us-east-2.amazonaws.com/DC-9-50+Pushback.mp4*

4. Click **+Upload**.

The media upload page displays when the upload process starts.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

[Click to add required metadata for shared repository](#)

Department Name:

Department Division:

Date Established:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Co-Editors and Co-Publishers:
Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

- Complete the details and metadata as desired.
- At the bottom of the media upload page, click **Save**.
- Click **Go to media** to view your media.

Department Name:

Department Division:

Date Established:

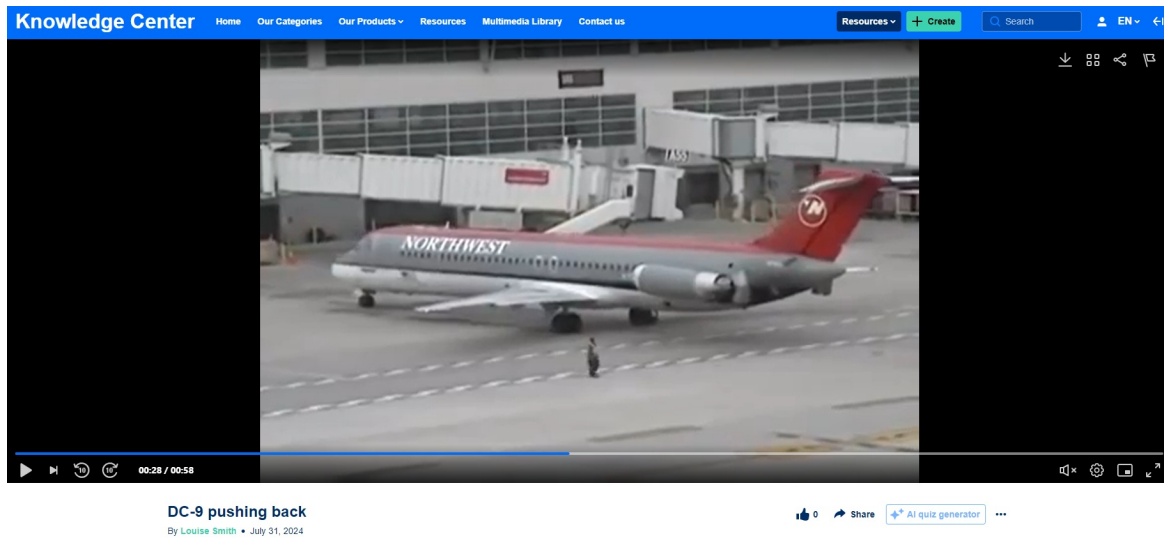
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Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: **Private** - Media page will be visible to the content owner only.
 Unlisted - Media page will be visible to anyone with a link to the page.
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

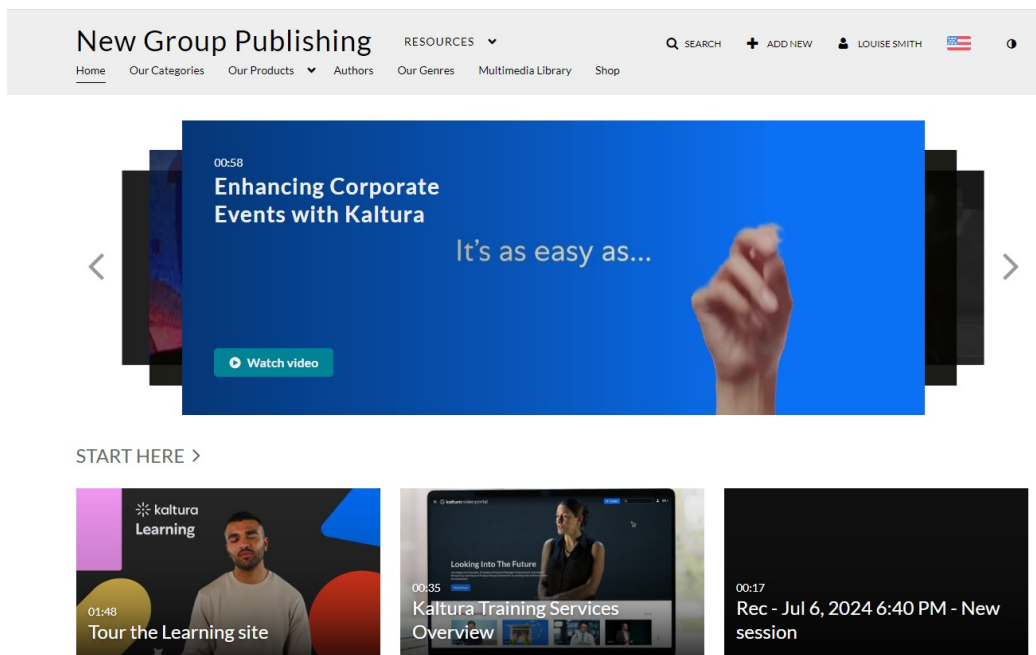
Your media is uploaded.



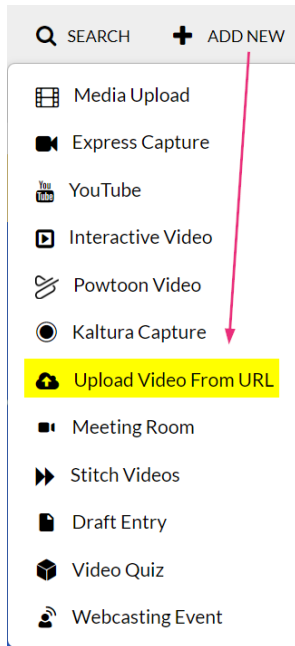
Non-Theming users

1. Log into your Video Portal. If you need help, follow the instructions in our article [Log into your Video Portal](#).

The Video Portal homepage displays.



2. Select **Media Upload** from the **+Add New** drop-down menu.



The **Upload Video from URL** page displays.

Upload Video from URL

Ingest media from a URL:

enter the URL here

Supported protocols are: http, https, and ftp. If the URL is password protected, please use: protocol://username:password@domain/filepathname

3. Paste in the URL of the file you want to upload.

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Supported protocols are: http, https, and ftp.

If the URL is password protected, please add your user name and password to the URL as follows: *protocol://username:password@domain/filepathname*. For example: *http://johnsmith:123456@jdh-kalturaps-test.s3.us-east-2.amazonaws.com/DC-9-50+Pushback.mp4*

4. Click **+Upload**.

The media upload page displays when the upload process starts.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

Click to add required metadata for shared repository

Department Name:

Department Division:

Date Established:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Co-Editors and Co-Publishers:
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5. Complete the details and metadata as desired.
6. At the bottom of the media upload page, click **Save**.
7. Click **Go to media** to view your media.

Department Name:

Department Division:

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Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

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Your media is uploaded.

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DC-9-50+Pushback

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From Louise Smith July 31, 2024



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