

Upload from URL - User Guide

Last Modified on 01/23/2026 8:18 pm IST

 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.



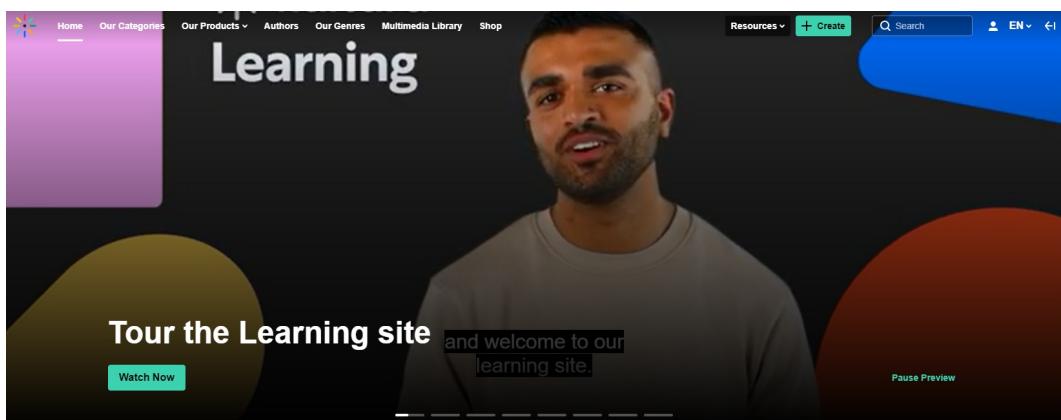
For technical support, contact Kaltura Customer Care. For all other inquiries, reach out to your Customer Success Manager.

How to use Upload from URL

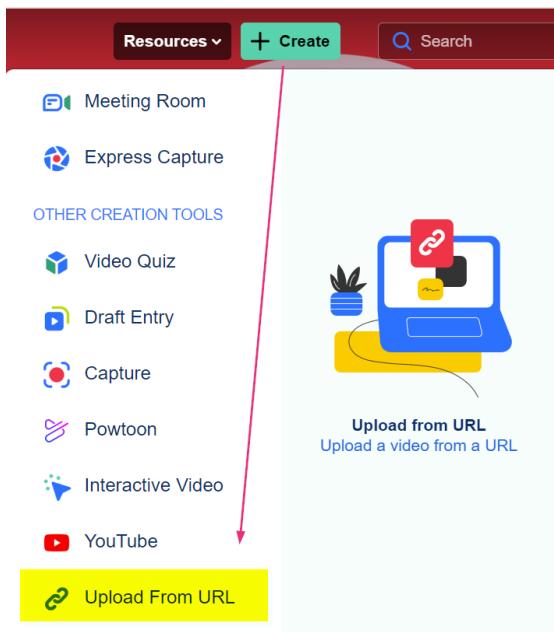
Theming users

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.



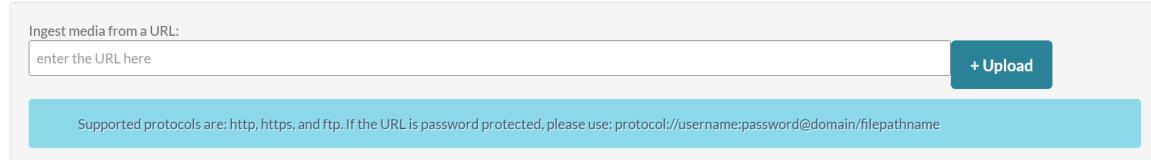
2. Click the **+ Create** button and select **Upload From URL**.



The screenshot shows the Kaltura interface with a sidebar on the left containing various creation tools: Meeting Room, Express Capture, Video Quiz, Draft Entry, Capture, Powtoon, Interactive Video, YouTube, and Upload From URL. The 'Upload From URL' option is highlighted with a yellow background. A red arrow points from the text 'The **Upload Video from URL** page displays.' to this highlighted option.

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

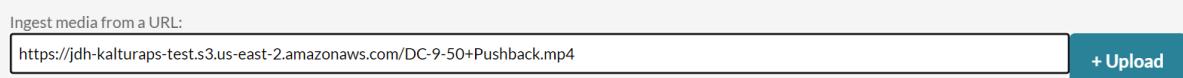
Upload Video from URL



Ingest media from a URL:
 + Upload

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:
 + Upload



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.



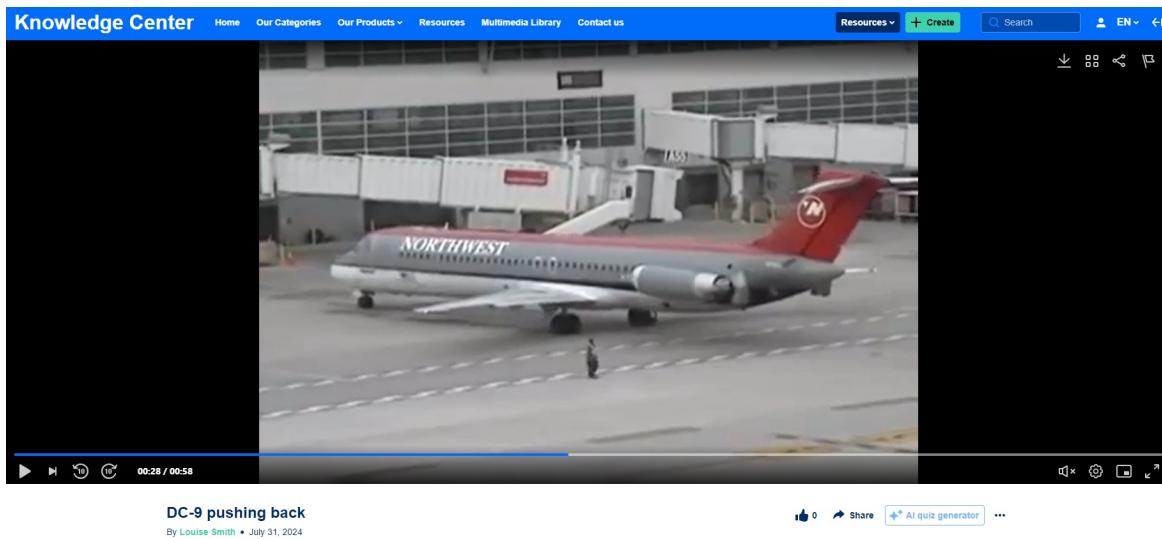
Please fill out these details:

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:	<input type="text"/>
Department Division:	<input type="text"/> Select a value ▼
Date Established:	<input type="text"/>
Publishing Schedule:	<input checked="" type="radio"/> Always <input type="radio"/> Specific Time Frame <small>(The time range in which this media will be visible to users in published channels/categories)</small>
Co-Editors and Co-Publishers:	<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px; background-color: #f0f8ff; text-align: center;"> + Add Collaborator </div> <p>Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish</p> <div style="background-color: #0070C0; color: white; padding: 10px; text-align: center; font-size: 0.9em;"> <p>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.</p> </div>
Publishing Status:	<input checked="" type="radio"/> Private - Media page will be visible to the content owner only. <input type="radio"/> Unlisted - Media page will be visible to anyone with a link to the page. <input type="radio"/> Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.



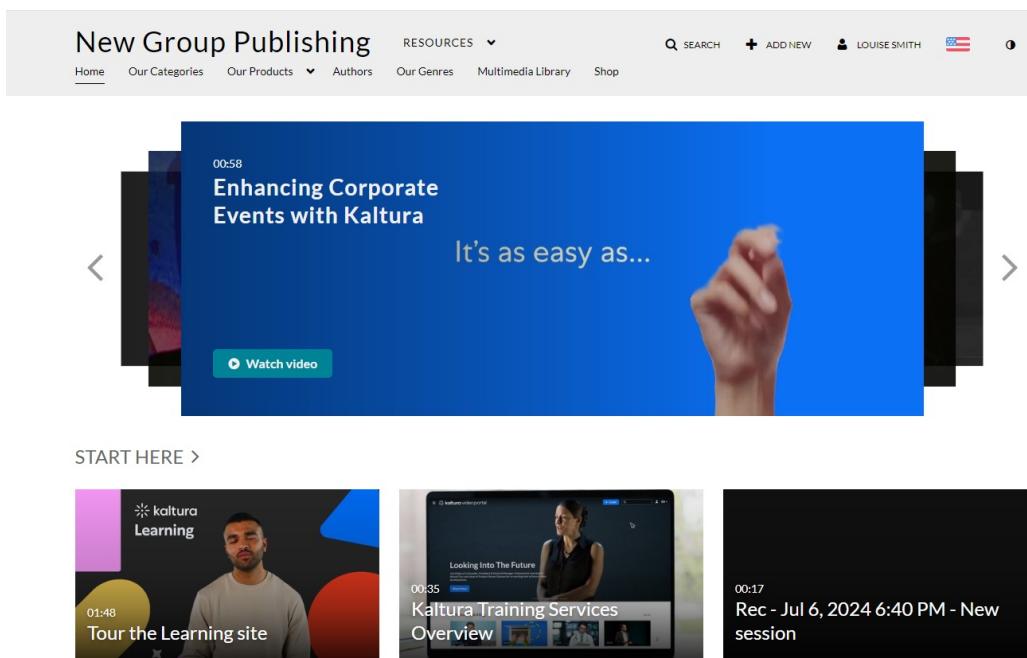
Your media is uploaded.



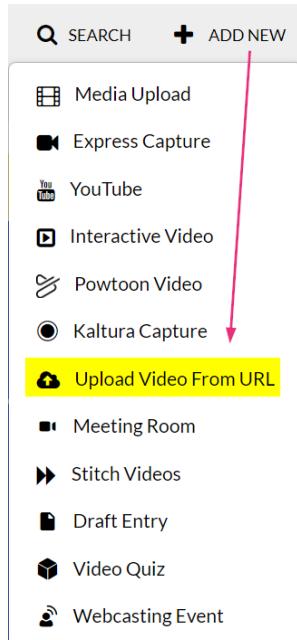
Non-Theming users

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.

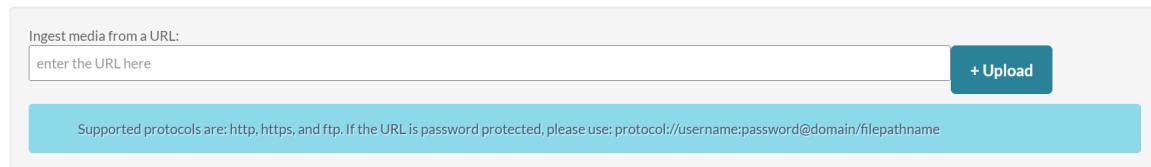


2. Select **Media Upload** from the **+Add New** drop-down menu.

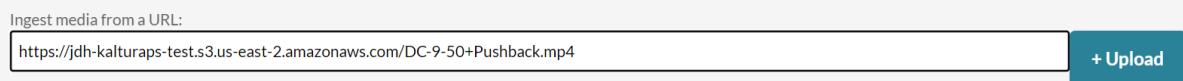


The **Upload Video from URL** page displays.

Upload Video from URL

A screenshot of the "Upload Video from URL" page. It features a text input field labeled "Ingest media from a URL:" with the placeholder "enter the URL here". To the right of the input field is a blue "Upload" button. Below the input field is a blue banner with the text "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.

A screenshot of the URL input field. The URL "https://jdh-kulturaps-test.s3.us-east-2.amazonaws.com/DC-9-50+Pushback.mp4" is pasted into the field. To the right of the input field is a blue "Upload" button.

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-kulturaps-test.s3.us-east-2.amazonaws.com/DC-9-50+Pushback.mp4*

4. Click **+Upload**.

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Please fill out these details:

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Date Established:	<input type="text"/>
Publishing Schedule:	<input checked="" type="radio"/> Always <input type="radio"/> Specific Time Frame (The time range in which this media will be visible to users in published channels/categories)
Co-Editors and Co-Publishers:	+ Add Collaborator 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.	
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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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