

# Add media to a playlist in Video Portal

Last Modified on 04/14/2026 7:19 pm IDT

 This article is designated for all users.

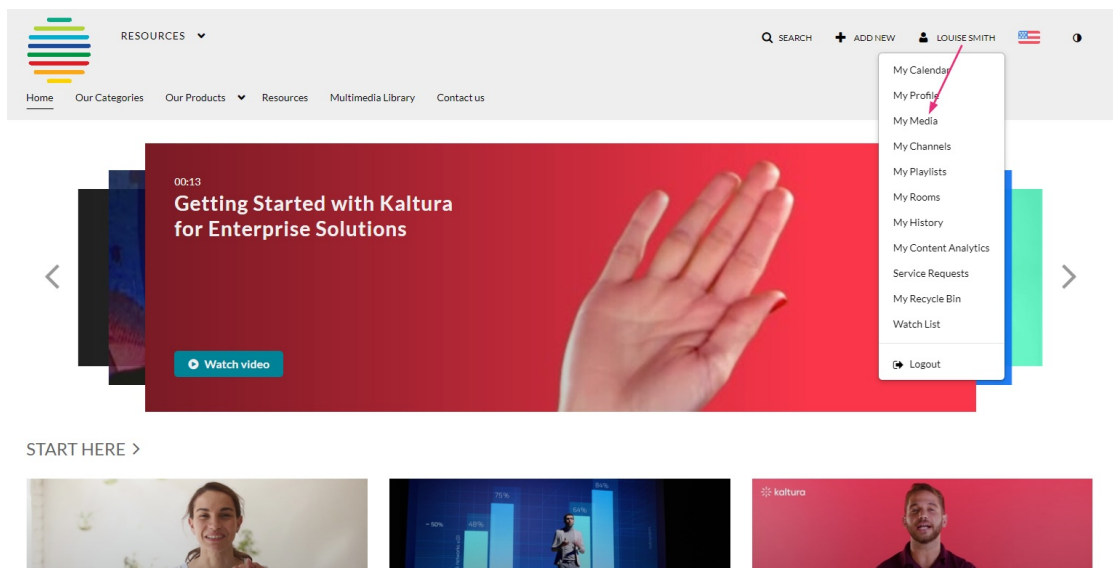
## About

Playlists serve as an effective tool for organizing and presenting media content. In your Video Portal, you can conveniently add media to playlists, thereby improving the accessibility and engagement of your content.

These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

## Via My Media

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

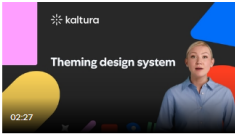



The My Media page displays.

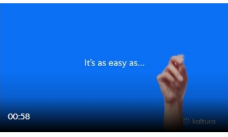


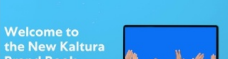
## My Media

Search My Media

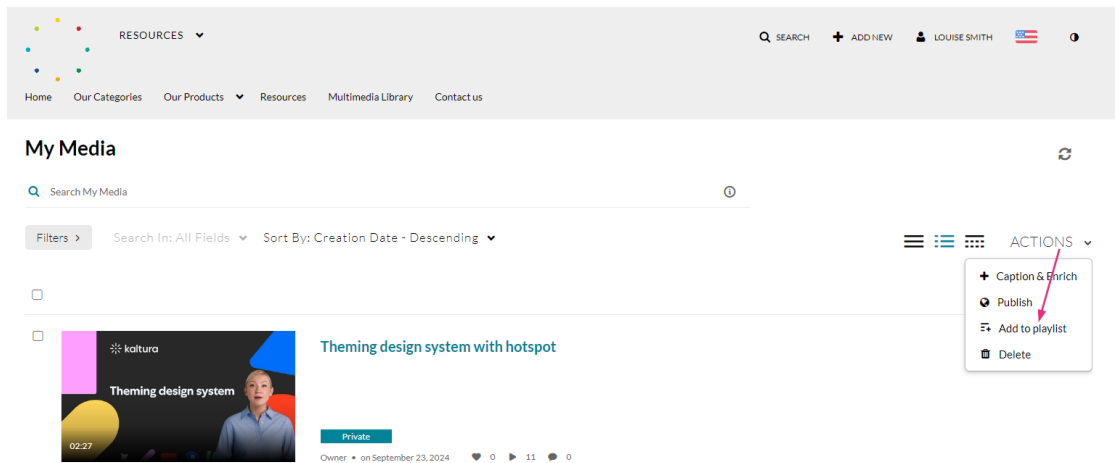
Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾ ≡ ≡ ≡ ACTIONS ▾

-  **Theming design system with hotspot** 🔖 ✎ 🗑️  
Private  
Owner • on September 23, 2024 ❤️ 0 ▶ 11 💬 0
-  **Theming design system** 🔖 ✎ 🗑️  
Private  
Owner • on September 23, 2024 ❤️ 0 ▶ 4 💬 0

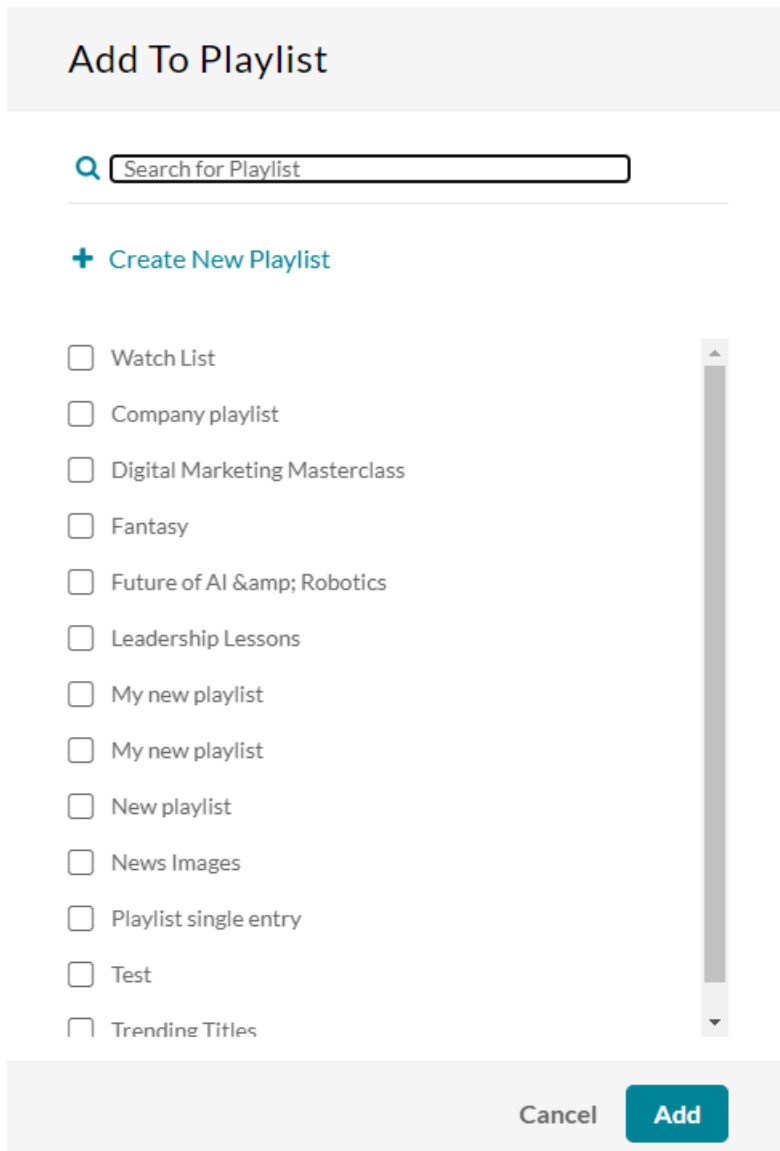
2. On the **My Media** page, check the box(es) to the left of the media you would like to add to the playlist.

-  **Enhancing Corporate Events with Kaltura** 🔖 ✎ 🗑️  
Published  
Owner • on June 17, 2024 ❤️ 1 ▶ 15 💬 0
-  **Getting Started with Kaltura for Enterprise Solutions** 🔖 ✎ 🗑️  
Published  
Owner • on June 17, 2024 ❤️ 1 ▶ 72 💬 2
-  **Streamlining Corporate Communication with Kaltura** 🔖 ✎ 🗑️  
Published  
Owner • on June 17, 2024 ❤️ 0 ▶ 28 💬 0
-  **Branding!** 🔖 ✎ 🗑️

3. Scroll to the top of the page, and from the **ACTIONS** menu, select **Add to playlist**.



The **Add to Playlist** window displays.



4. Choose which playlist you would like to add the media to.

## Add To Playlist

 Search for Playlist

 **Create New Playlist**

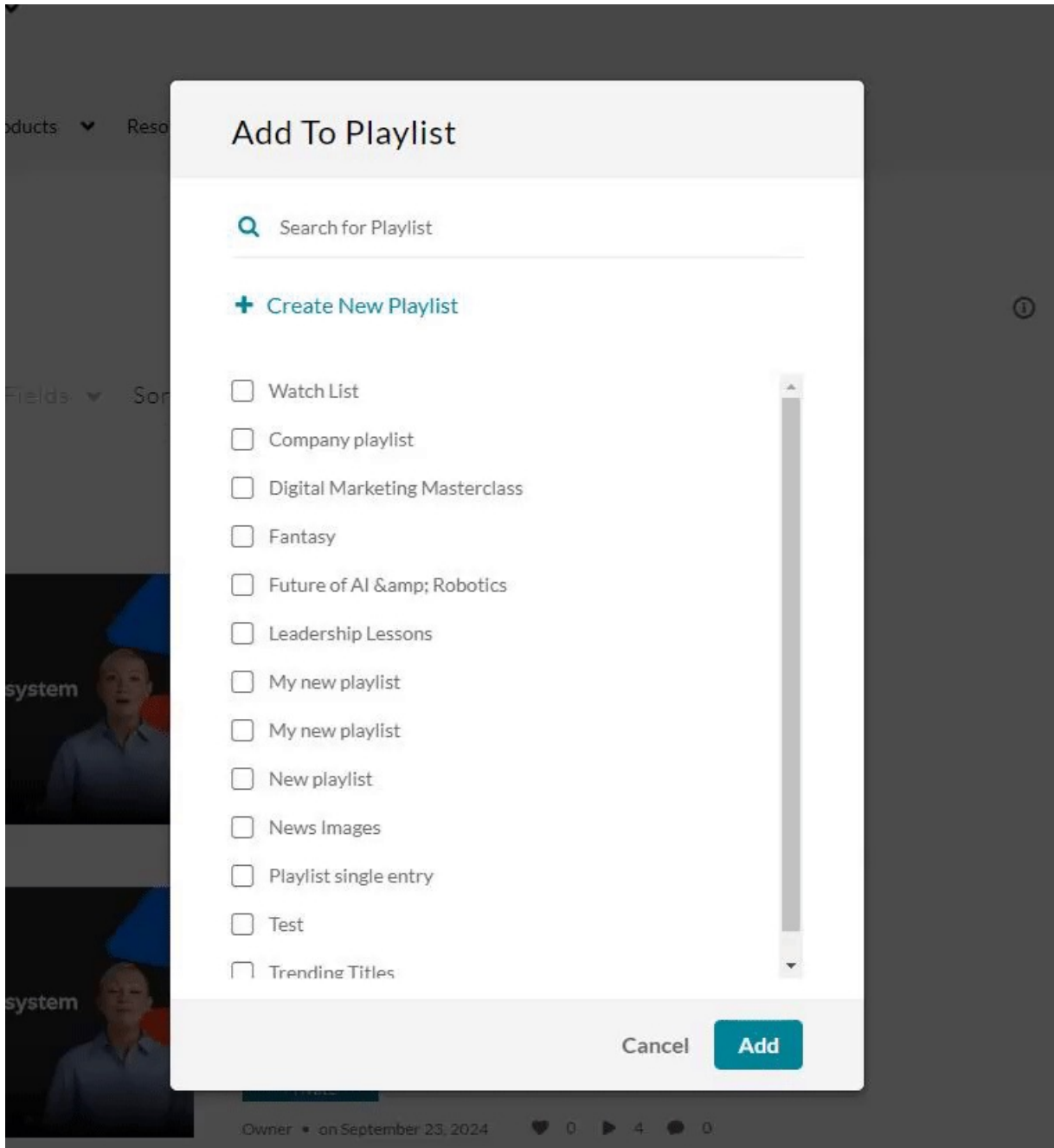
- Watch List
- Company playlist
- Digital Marketing Masterclass
- Fantasy
- Future of AI & Robotics
- Leadership Lessons
- My new playlist
- My new playlist
- New playlist
- News Images
- Playlist single entry
- Test
- Trending Titles

Cancel

Add

You can also choose to create a new playlist:

- Click **+Create New Playlist**.
- Type in a name for your new playlist and click **Create**.




The item is added to your new playlist.

### Add To Playlist

🔍 Search for Playlist

---

+ Create New Playlist

- Watch List
- New playlist 
- Company playlist
- Digital Marketing Masterclass
- Fantasy
- Future of AI & Robotics
- Leadership Lessons
- My new playlist
- My new playlist
- New playlist
- News Images
- Playlist single entry
- Test

Cancel **Add**

5. After you have made your selection, click **Add**.

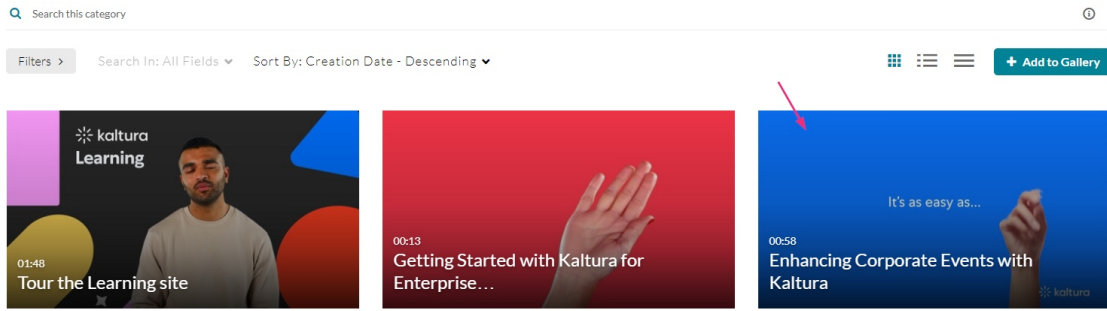
A success message displays: *Media was added to selected playlist.*

You can now go to your [My Playlists](#) page to see the playlist with the new media.

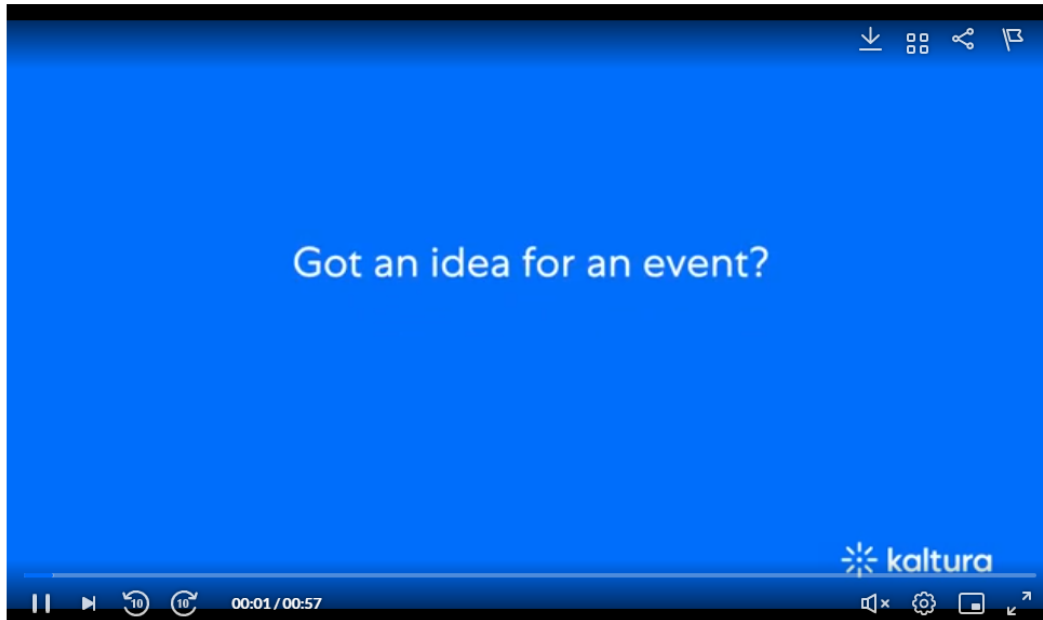
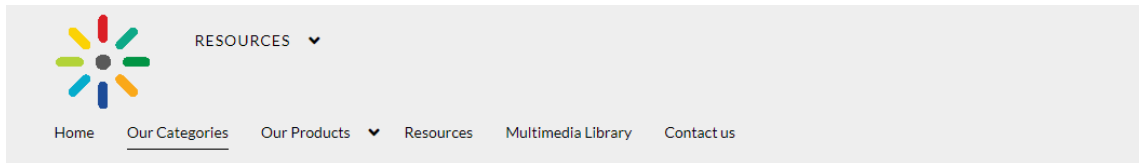
## Via the media page

You can add one item to a playlist via the media page.

1. Click on the thumbnail of the desired media.



The media page displays.

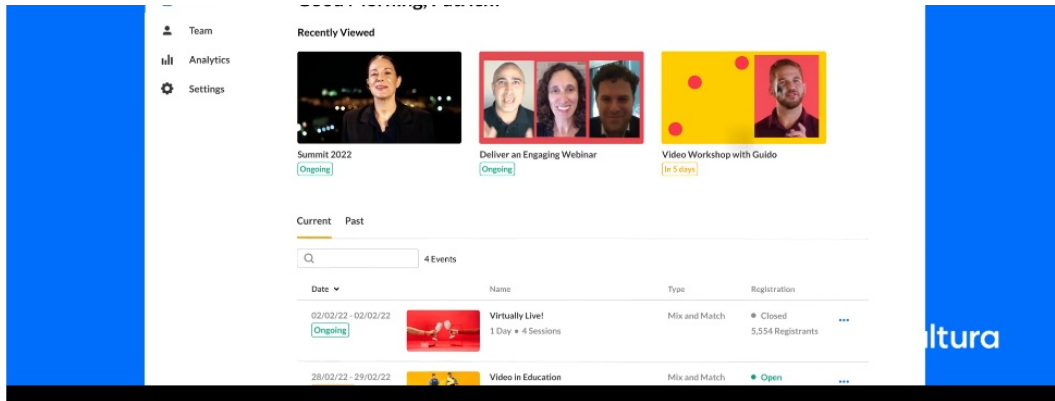


Enhancing Corporate Events with Kaltura

♥ 1 ▶ 15 ◉ 0

From Louise Smith June 17, 2024

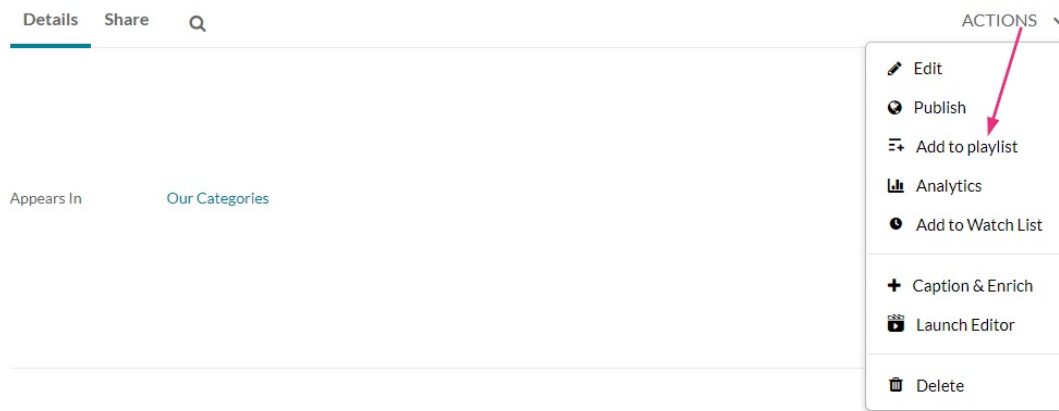
2. From the ACTIONS menu, select **Add to Playlist**.



## Enhancing Corporate Events with Kaltura

♥ 1 ▶ 15 ◻ 0

From Louise Smith June 17, 2024



The **Add to Playlist** window displays.

### Add To Playlist

[+ Create New Playlist](#)

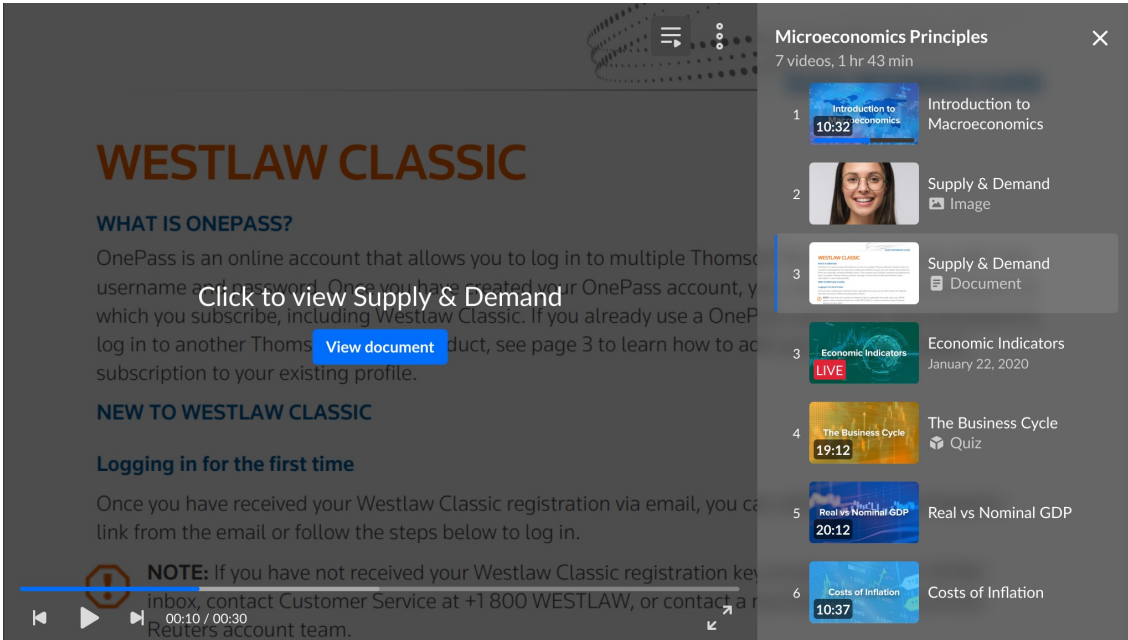
- Watch List
- Company playlist
- Digital Marketing Masterclass
- Fantasy
- Future of AI & Robotics
- Leadership Lessons
- My new playlist
- My new playlist
- New playlist
- News Images
- Playlist single entry
- Test
- Trending Titles

[Cancel](#) [Add](#)

3. Follow steps 4 - 5 above.

## Document entries

For administrators who choose to enable it, the playlist player can show document entries. The player shows the link to the Video Portal where the document can be viewed outside of the playlist. Check out our article [Documents](#) for more information.



**WESTLAW CLASSIC**

**WHAT IS ONEPASS?**

OnePass is an online account that allows you to log in to multiple Thomson Reuters products. Once you have created your OnePass account, you can use the same username and password to log in to all the products you subscribe to, including Westlaw Classic. If you already use a OnePass account, you can log in to another Thomson Reuters product, see page 3 to learn how to add a new subscription to your existing profile.

**NEW TO WESTLAW CLASSIC**

**Logging in for the first time**

Once you have received your Westlaw Classic registration via email, you can click the link from the email or follow the steps below to log in.

**NOTE:** If you have not received your Westlaw Classic registration key, please check your email inbox, contact Customer Service at +1 800 WESTLAW, or contact a member of the Reuters account team.

[Click to view Supply & Demand](#)

[View document](#)

**Microeconomics Principles**  
7 videos, 1 hr 43 min

- 1 Introduction to Macroeconomics  
10:32
- 2 Supply & Demand  
Image
- 3 **WESTLAW CLASSIC** Supply & Demand  
Document
- 3 Economic Indicators  
LIVE  
January 22, 2020
- 4 The Business Cycle  
19:12  
Quiz
- 5 Real vs Nominal GDP  
20:12
- 6 Costs of Inflation  
10:37