

Media Share Link - User Guide

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28 This article is designated for all users.

About

Welcome to the guide on using the Media Share Link feature! Whether your video portal has the Theming design system enabled or not, this feature lets you share media quickly and securely by generating a unique, time-limited link. It's a great way to share content while keeping control over accessibility and expiration settings.

With the Media Share Link, users can:

- Share content anonymously while limiting interactivity (for example, no likes or comments).
- Set expiration dates for links to ensure time-sensitive sharing.
- Generate links or QR codes for easy sharing, depending on your administrator's configuration.

Please note, some features, such as link expiration settings or the ability to customize the shared page's design, depend on your administrator's setup.

○ This guide is for both Theming and non-Theming users.

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

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.



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	Watch Now			Pause Preview	
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2. From the user menu, select **My Media**.



The My Media page displays.



Home Our Categories Our Products - Resources	Multimedia Library Contact us Resource	es 🗸 🕂 Create 🔍 Sea	rch 💄 EN 🗸 🗧
My Media Q Search My-Media	163 Results found		
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Dwnership v Captions v Duration v	How to edit hotspots How each How many how	Explore	
Creation Date • Last Update Date • Free Text •	New south media stitching - KAF test VOD • Owner • 1 Play	:	

3. Click on the thumbnail of the desired media.



The media page displays.



Video tutorials Subscribe

4. Click the **three dots** under the player to open the menu.





5. Select Public Expiry Link.



The **Public Expiry Link** window displays.

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Onboarding By Louise Smith + Antil 15 2024 + 31 Diave	1 6 0	A Share Public Expiry Link
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6. Choose the start times and end times for the link.

: If you don't see this option, it might not have been enabled by your administrator.



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Public Expiry Link

- 7. Select the page elements you want to include when the media is displayed:
- Navigation bar
- Logo picture with text
- Search / Add new / User
- Language logo
- Related media (side bar)
- Details / Custom Data / Share tabs
- Footer

: The available options are configured by your administrator, so some elements (like those shown in the image) may not be available in your instance.



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8. Click the **Generate Link** button.

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The link is generated.



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Now you can save the **QR code** as an image by right-clicking on it and selecting 'Save as Image'. Once saved, the QR code can be opened and scanned to access the shared entry.

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You might see a list of links that have previously been generated (as demonstrated in the image below) if your admin has enabled this feature.



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Additional actions



Public Expiry Link

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Click the **three dots** at the far right of the link to perform the following actions:

- **Copy**: Copies the link to your clipboard.
- Send Email with Expiry Link: Opens a new email with the link automatically inserted into the body.
- Delete: Permanently removes the link.

It's not possible to revoke a link once it's generated.

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.



Nev	W Grou Our Categories	p Publishing Our Products Y Authors	RESOURCES V Our Genres Multimedia	Library Shop	Q SEARCH + ADD NEW	LOUISE SMITH	 0
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2. From the user menu, select My Media.



The My Media page displays.



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3. Click on the thumbnail of the desired media.



The media page displays.



N 10 0

From Louise Smith October 08, 2024

Shark

00:10/00:31



Depending on how your administrator has configured it, the **Public Expiry Link** function may display as a **tab** on the main page, as shown in the example below. If this is this the case, skip to the next step below.

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• 0



If the **Public Expiry Link** tab isn't displayed on the main page, click the **Share** tab.

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4. Under the **Share** tab, click **Public Expiry Link**.

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The Public Expiry Link tab displays



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From Louise Smith October 08, 2024		
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Design / Look & Feel	l (If you check the boxes below, the items will appear in your media share link des	sign)
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🗌 Logo - picture with t	text	
Search / Add new / U	Jser	
🗌 Language logo		
🗌 Related media (side	bar)	
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Comments		
Footer		
The time frame in w	hich the link would be accessible.	
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Start & End Time: Start at 00:00	0:00 O End at 00:00:00 O	

Design / Look & Feel - Check the boxes next to the page elements you want to include when the media is displayed:

: You may not have all of the following options depending on what has been configured by your administrator.

- Navigation bar
- Logo picture with text
- Search / Add new / User
- Language logo
- Related media (side bar)
- Details / Custom Data / Share tabs
- Comments
- Footer

Timeframe - You can set both the start and expiration times for the link's availability.

• **Start Time** - enter the date or use the date picker to set the date and then set the time



- End time enter the date or use the date picker to set the date and then set the time
- Start & End Time Select media playback start and end times.

5. Click Generate Link.

Details Share	Q ACTIONS ~
Link to Media Page 🧉	Public Expiry Link Embed Email
	Design / Look & Feel (If you check the boxes below, the items will appear in your media share link design)
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	Search / Add new / User
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	Related media (side bar)
	Details / Custom Data / Share tabs
	Comments
	✓ Footer
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Start Time:	22/10/2024
End Time:	21/11/2024
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The link is generated.

: You will see a list of links that have previously been generated (as demonstrated in the image below) if your admin has enabled this.

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This link wil Send emai	ll expire in 30 d Il with Expiry lini Owner	ays. Link Start Time	Link End Time	Playback Start Time	Playback End Time	QR Code	Actions
Go to URL	Louise Smith	December 20th, 2024 16:41+03	January 19th, 2025 16:41+03	-	-		

Now you can copy and paste the link accordingly or click Send email with Expiry

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Link to send the link via email.

Alternatively, you can save the **QR code** as an image by right-clicking on it and selecting 'Save as Image'. Once saved, the QR code can be opened and scanned to access the shared entry.

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To **delete** a link, click the **trash can** to the far right of the link.

URL	Owner	Link Start Time	Link End Time	Playback Start Time	Playback End Time	QR Code	Actions
Go to URL	Louise Smith	December 20th, 2024 16:41 +03	January 19th, 2025 16:41 +03				

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