

Media Share Link - User Guide

Last Modified on 01/10/2025 1:42 pm IST

 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.

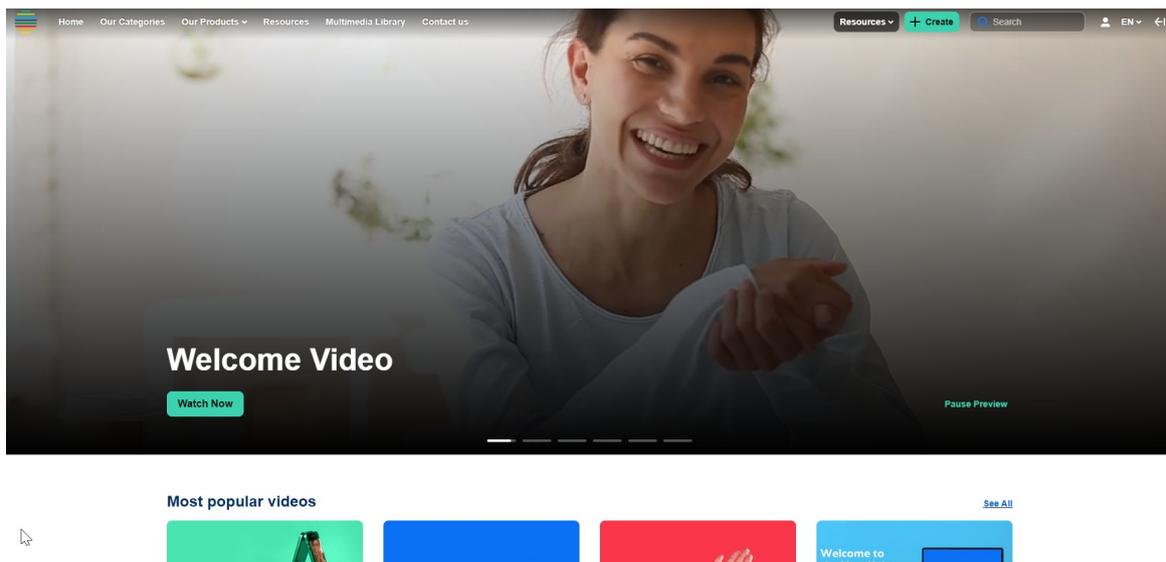
 This guide is for both Theming and non-Theming users.

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

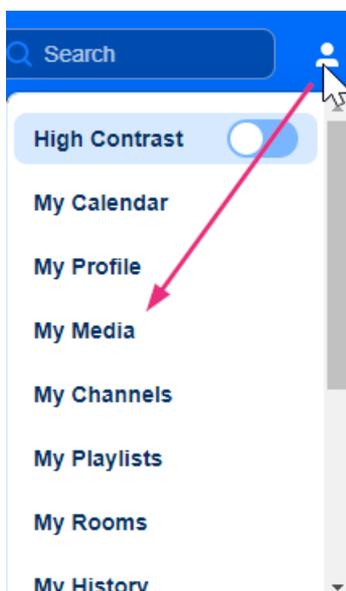
Theming users

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

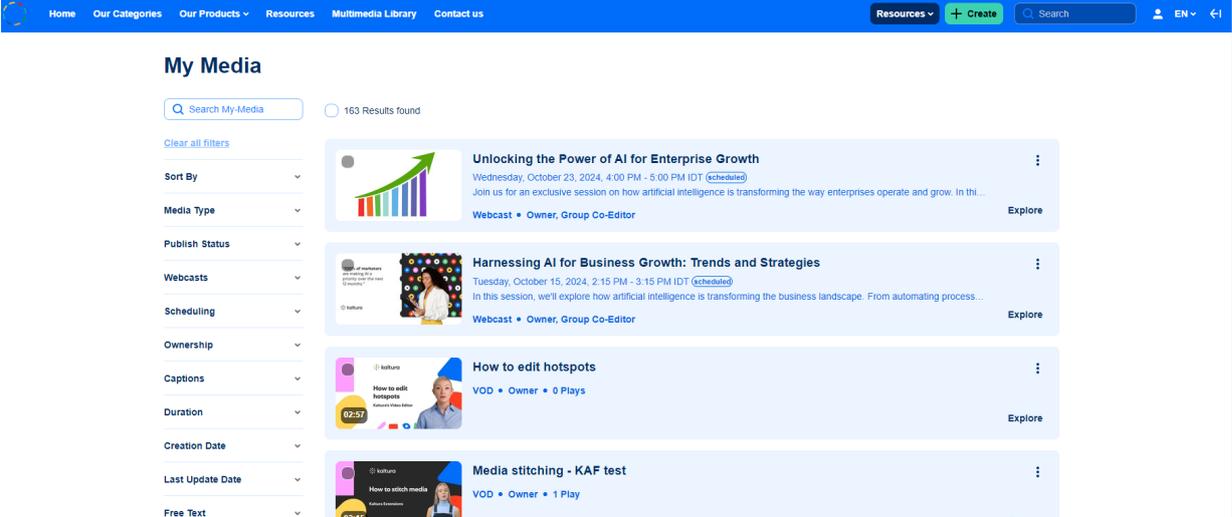
The video portal homepage displays.



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



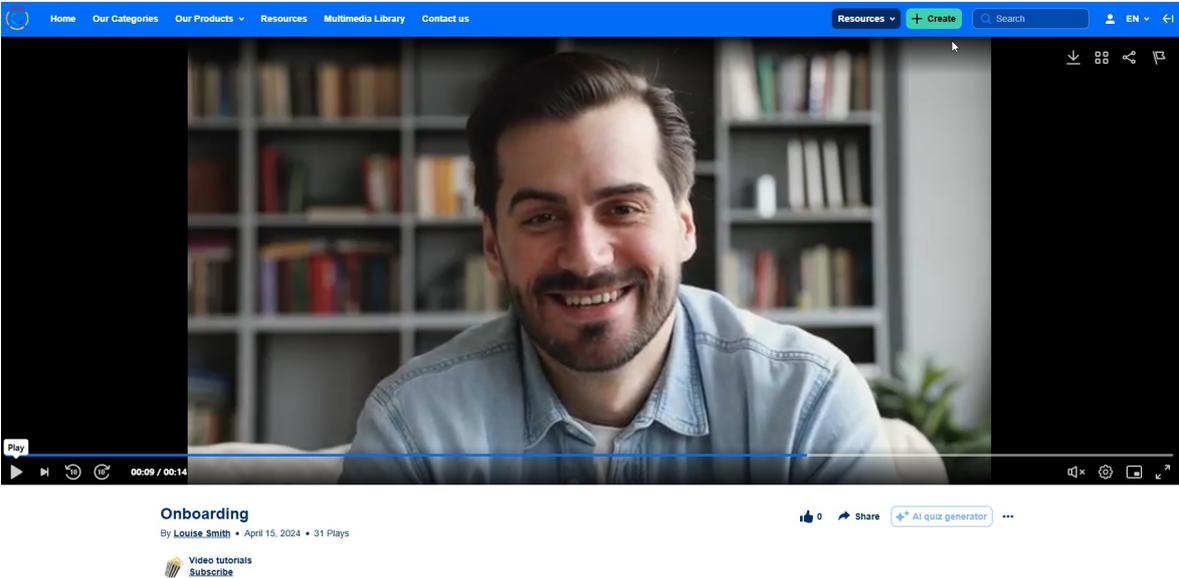
The My Media page displays.



3. Click on the thumbnail of the desired media.



The media page displays.

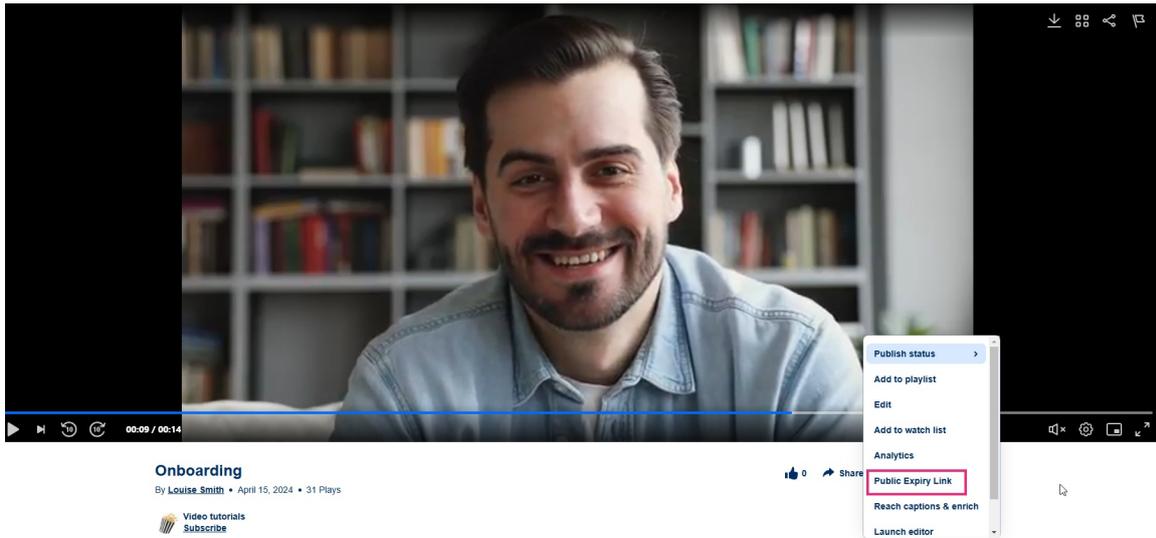


4. Click the **three dots** under the player to open the menu.

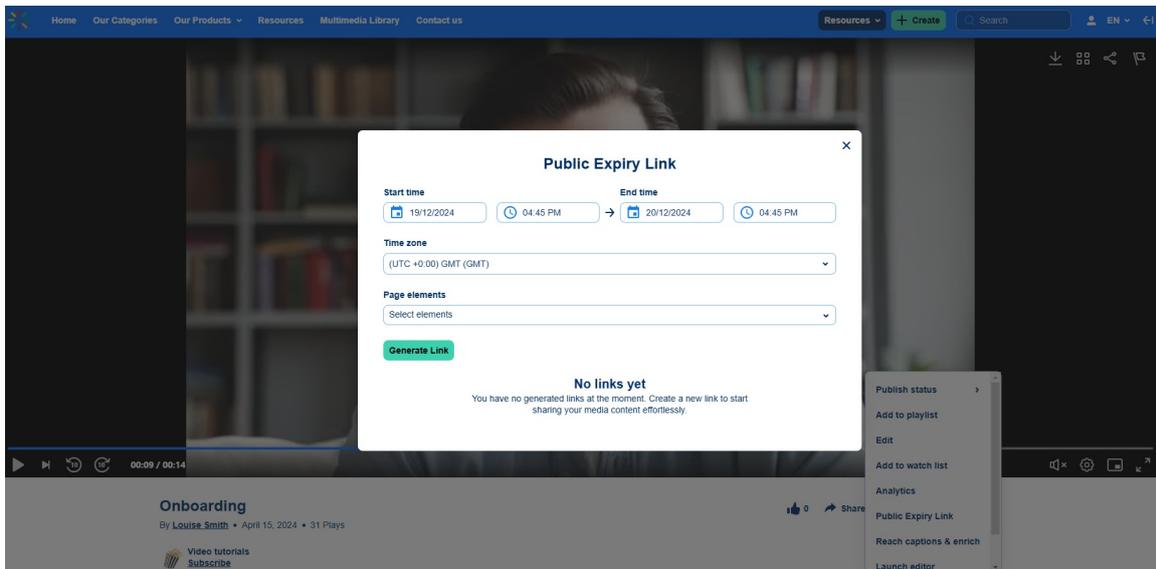


👍 0 Share [AI quiz generator](#) ⋮

5. Select **Public Expiry Link**.



The **Public Expiry Link** window displays.



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.

Public Expiry Link

Start time → **End time**

December 2024 < >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

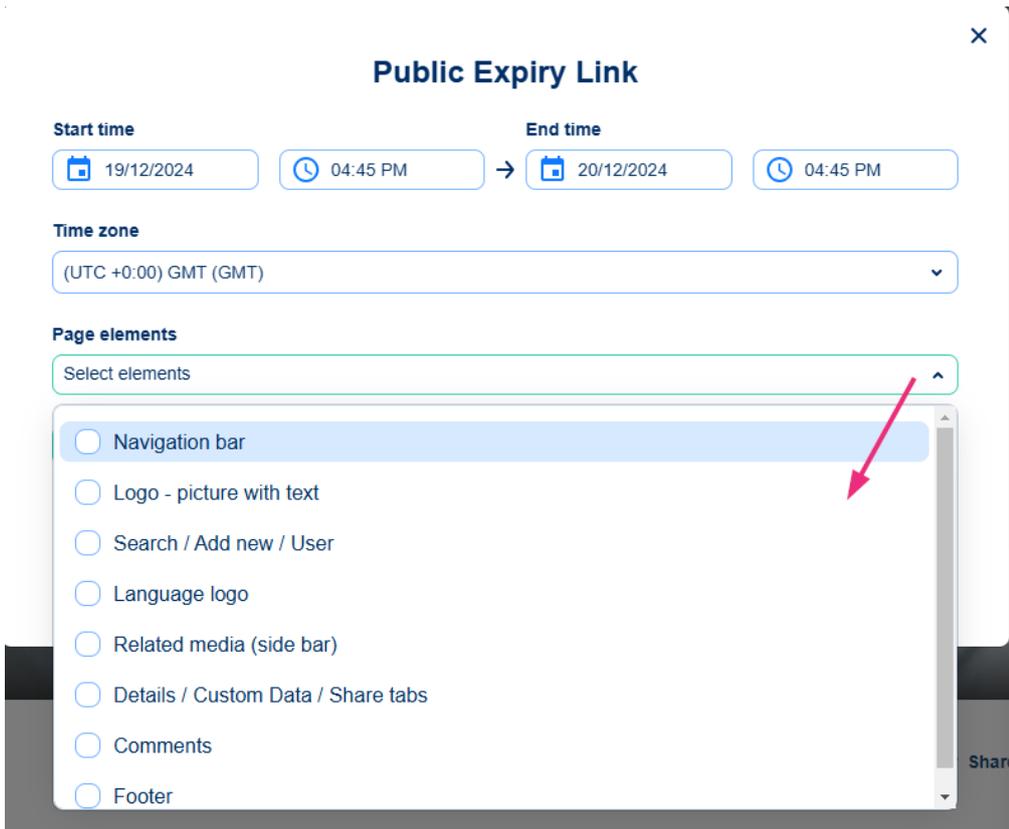
0 links yet

at the moment. Create a new link to start media content effortlessly.

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.



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



The link is generated.



Public Expiry Link

Start time

End time



Time zone

Page elements

Generate Link

Owner ^	Start Time	End Time	QR	Expires In
Louise Smith	16:45 19/12/2024 GMT	16:45 20/12/2024 GMT		In 23 hours Go to Page ⋮

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.

Public Expiry Link

Start time

📅 19/12/2024

End time

🕒 05:12 PM



📅 20/12/2024

🕒 05:12 PM

Time zone

(UTC +0:00) GMT (GMT) ▼

Page elements

Select elements ▼

Generate Link

2 Links

Owner ^	Start Time	End Time	QR	Expires In
Louise Smith	16:45 19/12/2024 GMT	16:45 20/12/2024 GMT		Go to Page ⋮
Louise Smith	16:45 19/12/2024 GMT	16:45 20/12/2024 GMT		Go to Page ⋮

- Open image in new tab
- Save image as...
- Copy image
- Copy image address
- Search with Google Lens
- Inspect

💡 The QR code option will only appear if it has been enabled by your administrator.

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.

kaltura
Home Agenda Tracks Resources Executive Lounge Search EN

Public Expiry Link ✕

Start time → **End time**

Time zone

[Generate Link](#)

12 Links

Owner	Start Time	End Time	QR	QR
Nathan Gil	10:00 AM 02/02/2024	12:00 AM 02/02/2024		Go to Page ⋮
Maya Levi	10:00 AM 02/02/2024	12:00 AM 02/02/2024		Go to Page ⋮
Maya Levi	10:00 AM 02/02/2024	12:00 AM 02/02/2024		Go to Page ⋮
Maya Levi	10:00 AM 02/02/2024	12:00 AM 02/02/2024		Go to Page ⋮

< 1 2 3 4 >

Additional actions

Public Expiry Link

Start time

📅 19/12/2024

End time

🕒 04:45 PM



📅 20/12/2024

🕒 04:45 PM

Time zone

(UTC +0:00) GMT (GMT) ▾

Page elements

Navigation bar, Logo - picture with text, Search / Add new / User ▾

Generate Link

Owner ^	Start Time	End Time	QR	Expires In
Louise Smith	16:45 19/12/2024 GMT	16:45 20/12/2024 GMT		In 23 hours Go to Page ⋮

< 1 >

Copy

Send email with expiry link

Delete

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

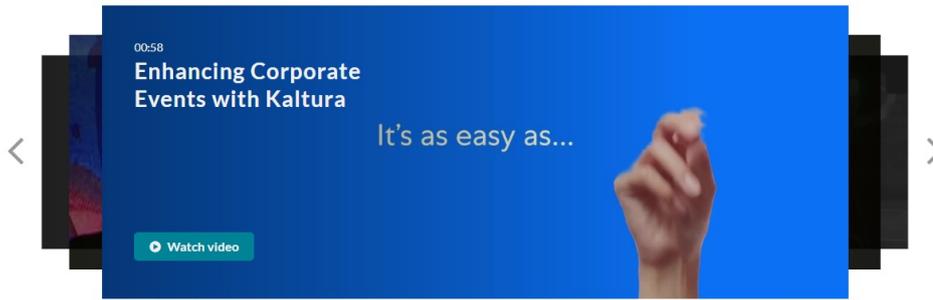
- **Copy:** Copies the link to your clipboard.
- **Send Email with Expiry Link:** Opens a new email with the link automatically inserted into the body.
- **Delete:** Permanently removes the link.

⚠️ 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](#).

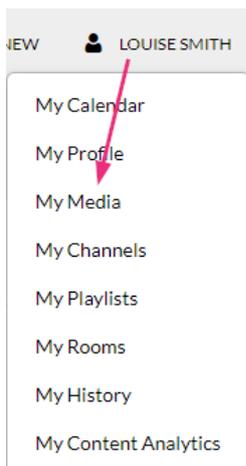
The video portal homepage displays.



START HERE >



2. 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 ▾

STARTS IN 1 DAY  **Unlocking the Power of AI for Enterprise Growth** 🔖 ✎ 🗑️
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ai in business innovation strategy
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ENDED  **Harnessing AI for Business Growth: Trends and Strategies** 🔖 ✎ 🗑️
In this session, we'll explore how artificial intelligence is transforming the business landscape. From automating processes to enhancing customer experiences, AI is revolutionizing how companies operate. Join us as we discuss the latest tre... [Show More](#)
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ai trends
Owner, Group Co-Editor • on October 14, 2024 ❤️ 0 🗨️ 0

3. Click on the thumbnail of the desired media.

 **Shark** 🔖 ✎ 🗑️
Private
Owner • on October 08, 2024 ❤️ 0 ▶️ 0 🗨️ 0

The media page displays.



Shark

♥ 0 ▶ 0 🗨 0

From Louise Smith October 08, 2024

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 the case, [skip to the next step below](#).



Shark

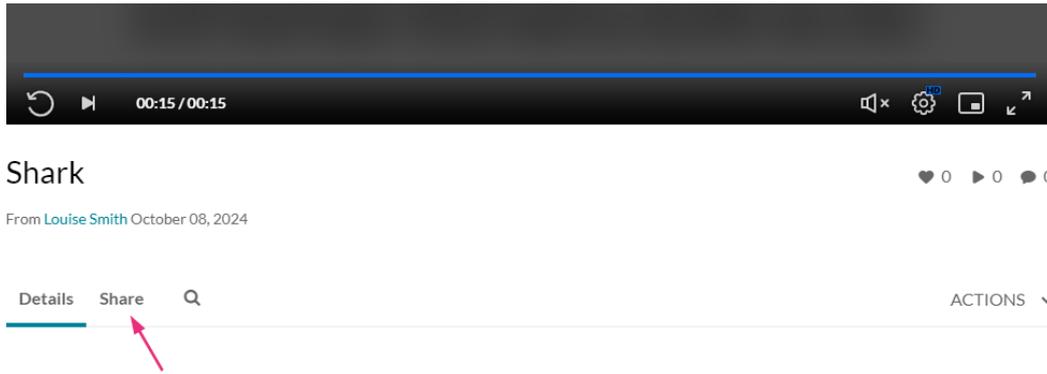
♥ 0 ▶ 0 🗨 0

From Louise Smith October 08, 2024

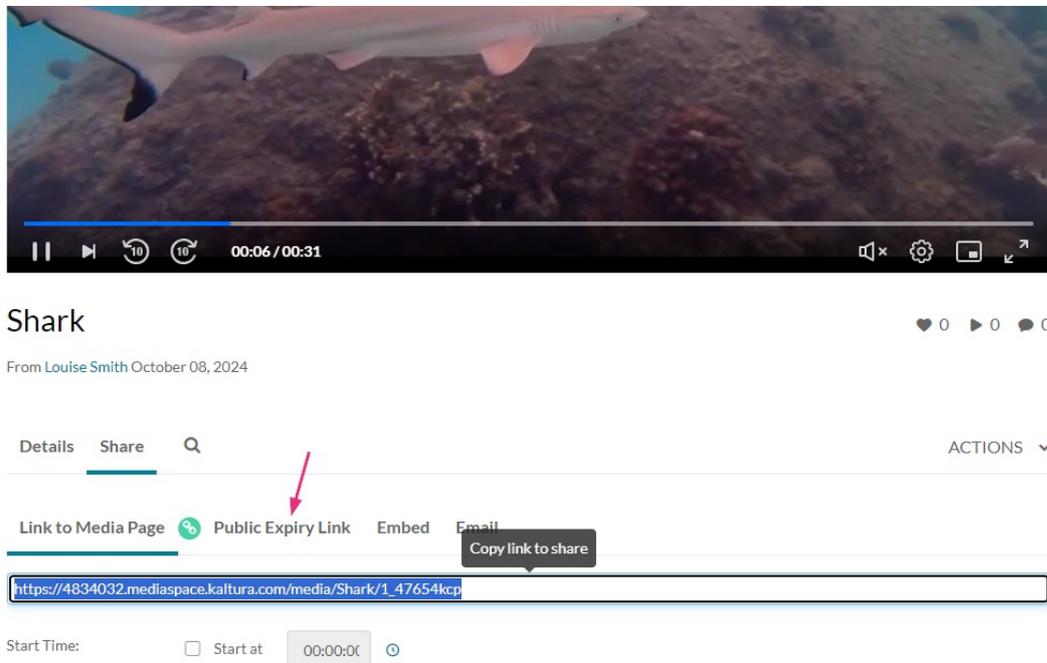
Details **Public Expiry Link** Share 🔍

ACTIONS ▾

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



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



The Public Expiry Link tab displays

Details **Share** 🔍 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)

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

The time frame in which the link would be accessible.

Start Time: 

End Time:  ▾

Start & End Time: Start at ⌚ End at ⌚

Generate Link

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 🔍 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)

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

The time frame in which the link would be accessible.

Start Time:

End Time: ▾

Start & End Time: Start at End at

Generate Link 

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.

Generate Link



This link will expire in 30 days.

Send email with Expiry 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	-	-		

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

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.

The time frame in which the link would be accessible.

Start Time: 20/12/2024 4:41 PM

End Time: 19/01/2025 4:41 PM (UTC +3:00) Damascus (+03)

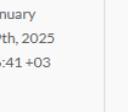
Start & End Time: Start at 00:00:00 End at 00:00:00

Generate Link

<https://www.kaltura.com/tiny/3n62u>

This link will expire in 30 days.

Send email with Expiry 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	-	-		
Go to URL 	Louise Smith	December 19th, 2024 16:45 GMT	December 20th, 2024 16:45 GMT	-	-		
Go to URL 	Louise Smith	December 19th, 2024 16:45 GMT	December 20th, 2024 16:45 GMT	-	-		

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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