

## Add media to a channel - Theming

Last Modified on 06/22/2025 3:21 pm IDT

 This article is designated for all users.

### About

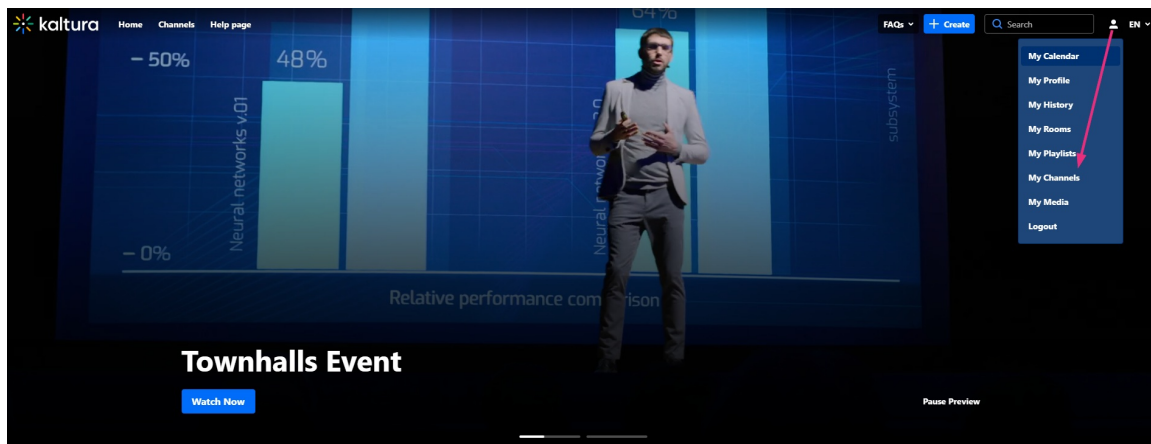
This guide shows you how to quickly add media to a channel using the **Add to Channel** button, directly on the channel page. You can add one item or several at once, making it easier to manage your content.



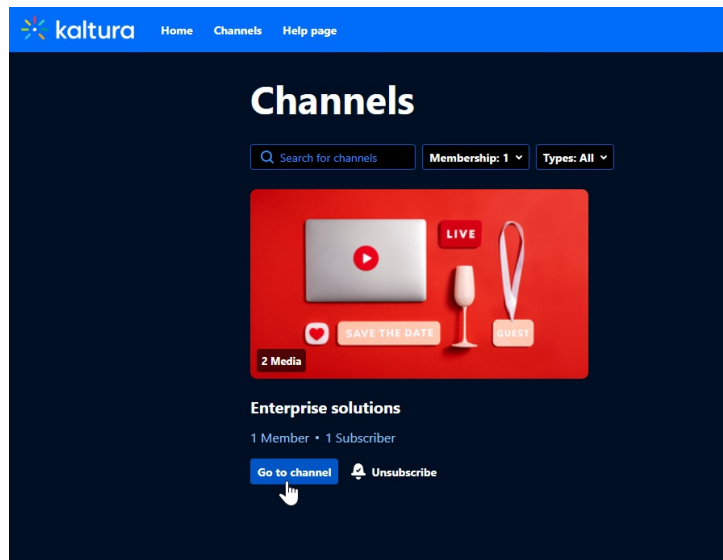
This option is only available to channel **owners, managers, and contributors**.

### Access your channel

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



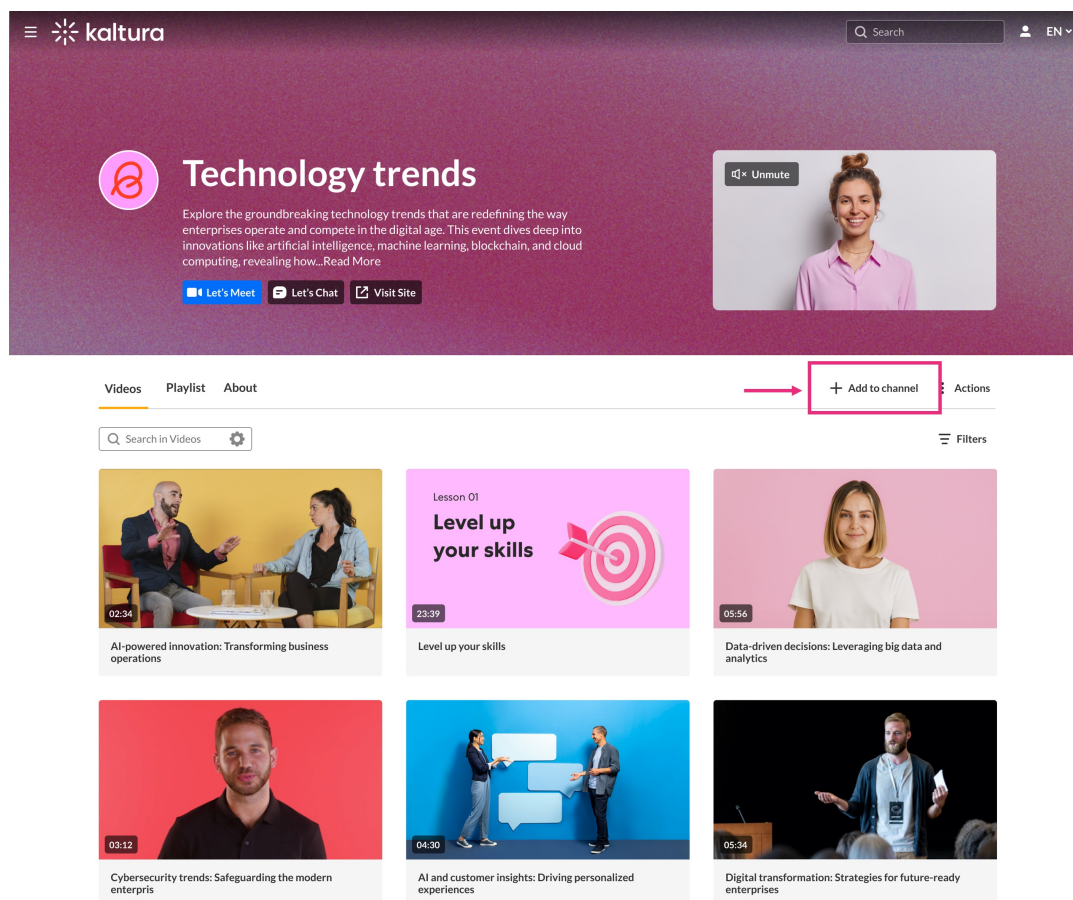
2. Click the thumbnail or **Go to channel** button for the channel you want to update.



The channel page opens.

## Add existing media

1. On the channel page, click **Add to Channel** (top right). This button only appears if you have permission to add media to the channel.









The Select media window opens.

### Select media

My Media
Shared Repository

Filters
Upload
Express capture
YouTube

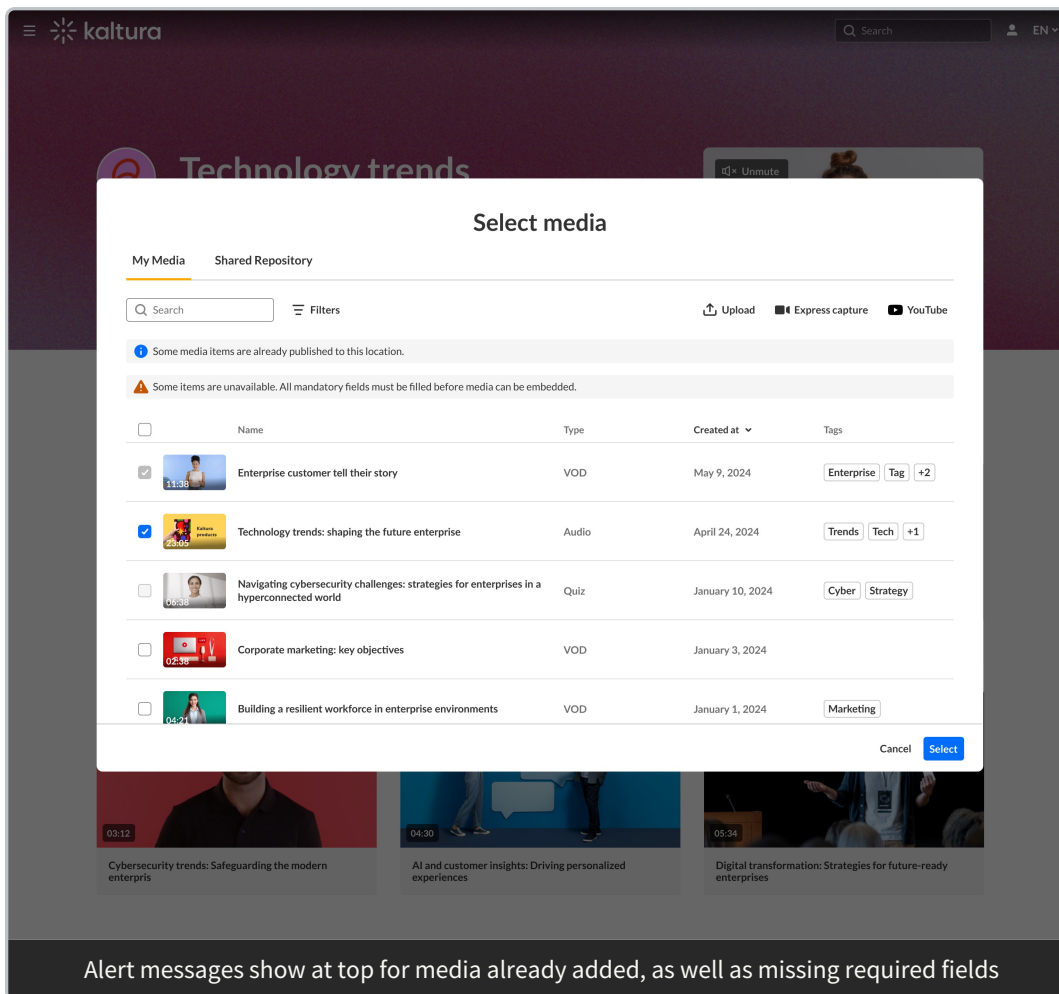
<input type="checkbox"/>	Name	Type	Created at	Tags
<input type="checkbox"/>	 Enterprise customer tell their story	VOD	May 9, 2024	Enterprise Tag +2
<input type="checkbox"/>	 Technology trends: shaping the future enterprise	Audio	April 24, 2024	Trends Tech +1
<input type="checkbox"/>	 Navigating cybersecurity challenges: strategies for enterprises in a hyperconnected world	Quiz	January 10, 2024	Cyber Strategy
<input type="checkbox"/>	 Corporate marketing: key objectives	VOD	January 3, 2024	
<input type="checkbox"/>	 Building a resilient workforce in enterprise environments	VOD	January 1, 2024	Marketing
<input type="checkbox"/>	 Level up your skills	VOD	January 1, 2024	Marketing

Cancel
Select

- Use the tabs at the top to switch between:
  - My Media**
  - Shared Repository** (if available in your environment)
- Search or filter to find the media you want to add.
- Select media by checking the box next to each item. To select all items on the page, use the checkbox at the top of the table.



- If a checkbox is greyed out and already checked, it means the media is already in the channel. You'll also see an alert message confirming this.
- If a checkbox is greyed out and not checked, it means the media is missing required fields and can't be published yet. You'll see a message prompting you to fill in the required information before publishing.



If you're adding media to channel that is a **Shared Repository**, you will see a checkbox labeled "I accept the terms of use." This must be selected before you can proceed.

5. Click **Select** at the bottom right (this button becomes active once at least one media item is selected).

A confirmation message appears at the top of the screen.

Once added, your media appears in the channel. If moderation is enabled, it may take time before the media is visible to others.

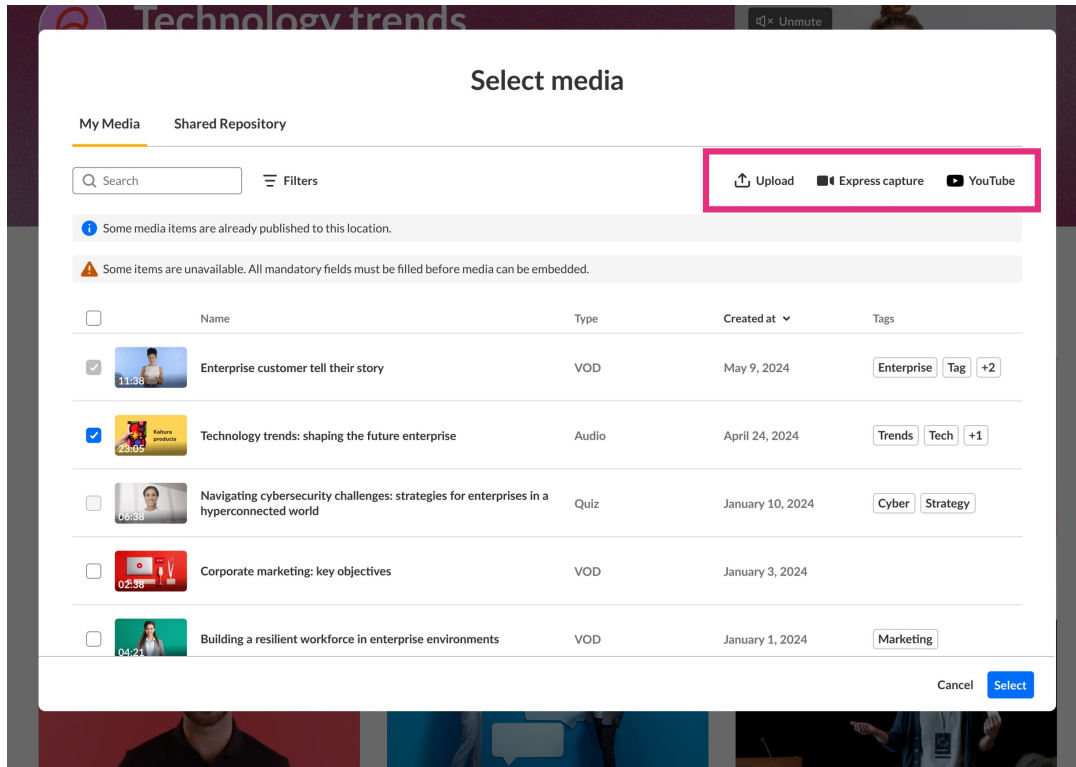
## Add new media

Need to upload or record a new video? Use one of the options at the far right

- **Upload** - You can upload multiple files at once. After selecting your files, wait for all uploads to complete before clicking Save and Select to return to the media selection

screen. Visit our article [Upload media](#) for guidance.

- **Express Capture** - Visit our article [Create a recording with Express Capture](#) for guidance.
- **YouTube** - Visit our article [Add a YouTube video](#) for guidance.



If you don't see the **Add to Channel** button or can't find your media, contact your Kaltura administrator. You may not have the required permissions, or the content may not be eligible for publishing yet.