

# Three-dot menu in video portal

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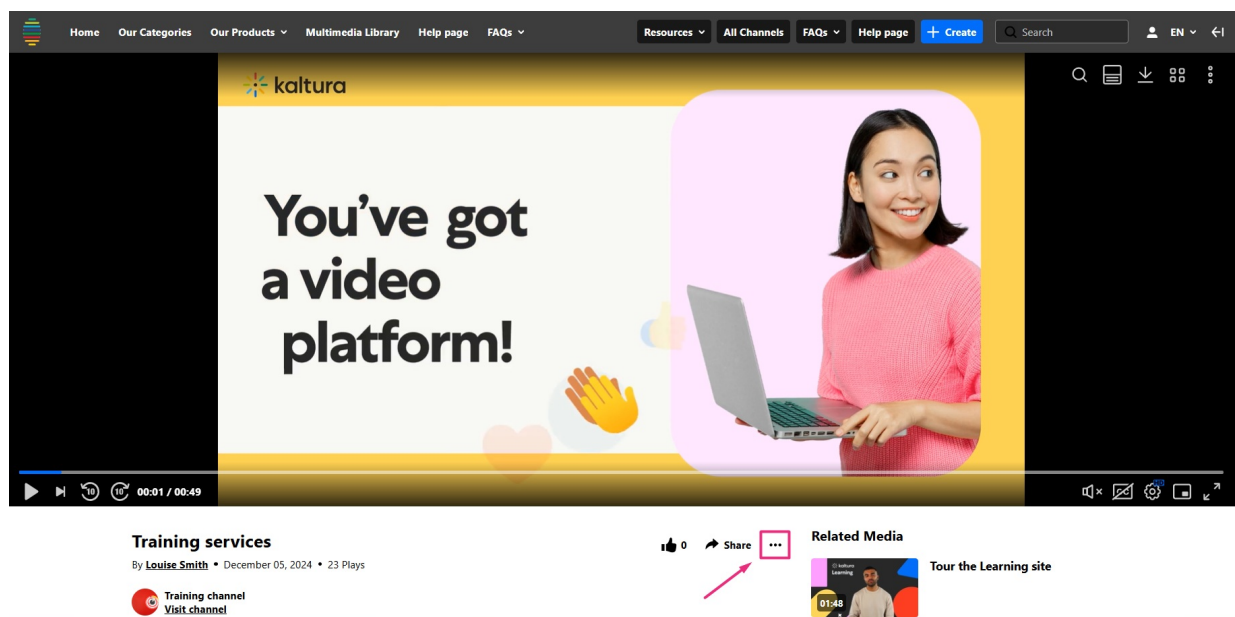
 This article is designated for all users.

## About


The three-dot menu is a drop-down menu of options that you can choose from in order to quickly access the actions you need.

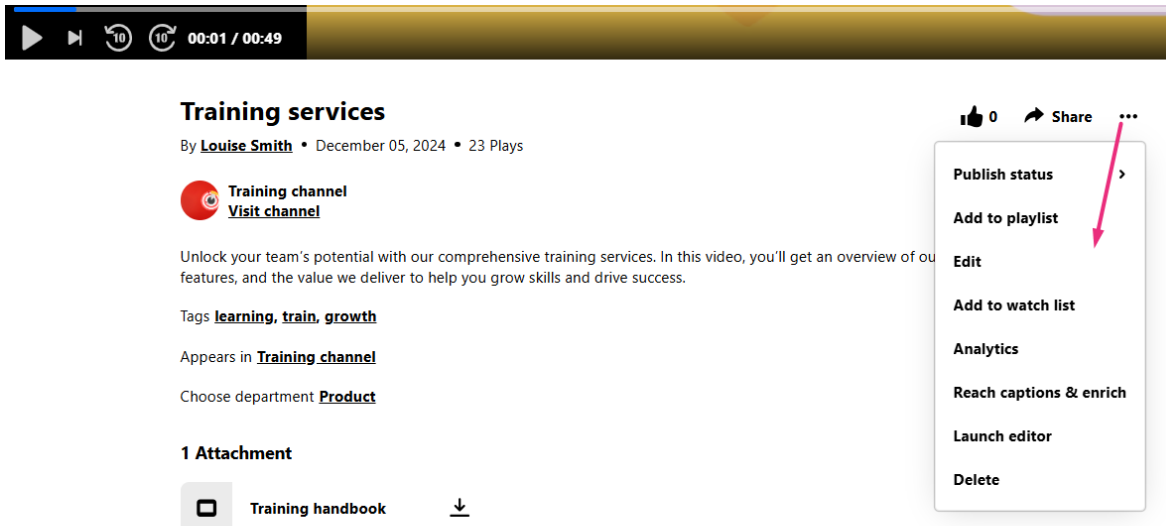
## Access the menu

1. Navigate to the desired entry (for example, in your [playlist page](#), [channel](#) or [media page](#)).
2. Click on the media's thumbnail or title.  
The media page displays.
3. Click the **three dots** below the player.




## Menu options

 The options displayed in the Actions menu depend on your admin's configuration.



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- Publish status >
- Add to playlist
- Edit
- Add to watch list
- Analytics
- Reach captions & enrich
- Launch editor
- Delete

The Actions menu can contain the following options or more:

- **Publish** - See [Publish media](#) for more information.
- **Add to Playlist** - See [Add media to a playlist](#).
- **Edit** - See [Edit media](#) for more information.
- **Add to watch list** - See [Access your watch list](#).
- **Analytics** - See our [Analytics](#) category.
- **Reach captions & enrich** - See [Introduction to REACH](#).
- **Launch editor** - See [Kaltura Video Editing Tools](#).
- **Delete** - This will delete the entry and move it to the recycle bin. For more information about the recycle bin, visit our articles [Recycle bin](#) and [Restore deleted items from the recycle bin](#).