

Create and manage folders in Video Portal

Last Modified on 11/06/2025 5:14 pm IST

 This article is designated for all users.

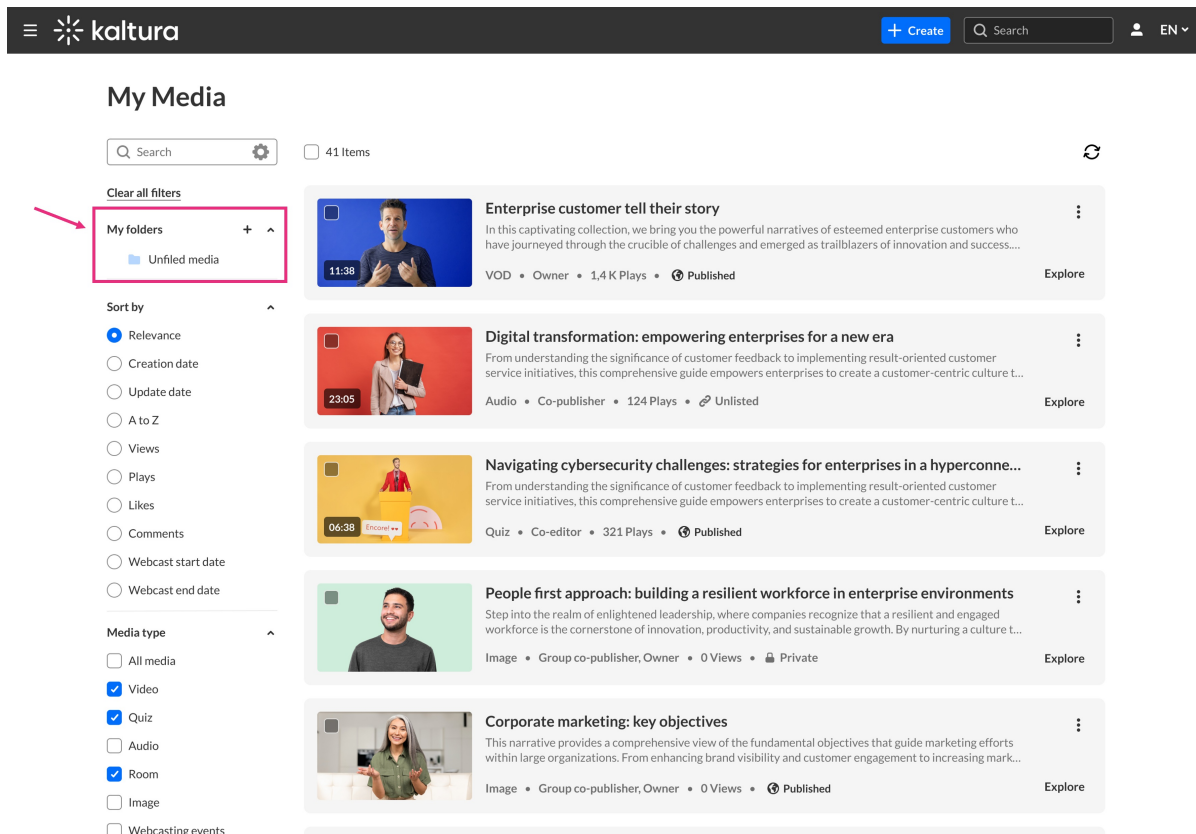
About

Folders let you organize your personal My Media library. You can create folders, build nested structures, and move your media into them for easier access and management. Your folders are private and visible only to you.



The **My Folders** feature needs to be enabled by your administrator in the [Folders module](#).

Once folders are enabled, you'll see a **My folders** section at the top left of your [My Media](#) page. You will also see a **Unfiled media** folder. This shows all media items not yet placed inside any folder. As you organize your media into folders, those items will no longer appear in **Unfiled media**.



My Media

Search 41 Items

Clear all filters

My folders + ^

Unfiled media

Sort by

- ☒ Relevance
- ☐ Creation date
- ☐ Update date
- ☐ A to Z
- ☐ Views
- ☐ Plays
- ☐ Likes
- ☐ Comments
- ☐ Webcast start date
- ☐ Webcast end date

Media type

- ☐ All media
- ☒ Video
- ☒ Quiz
- ☐ Audio
- ☒ Room
- ☐ Image
- ☐ Webcasting events

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Corporate marketing: key objectives

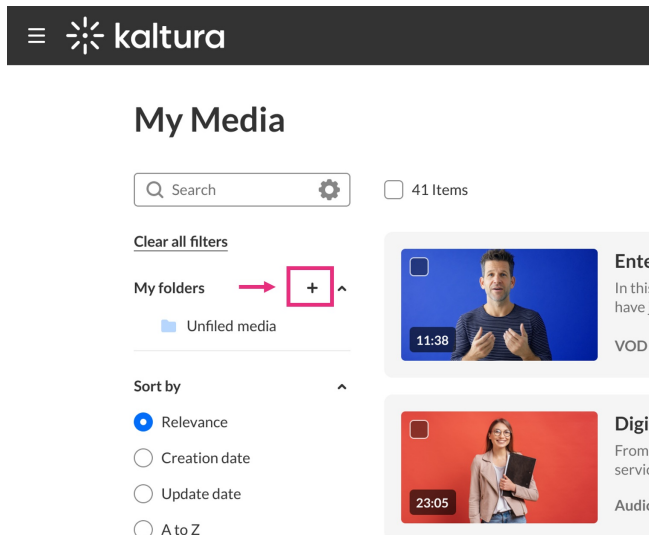
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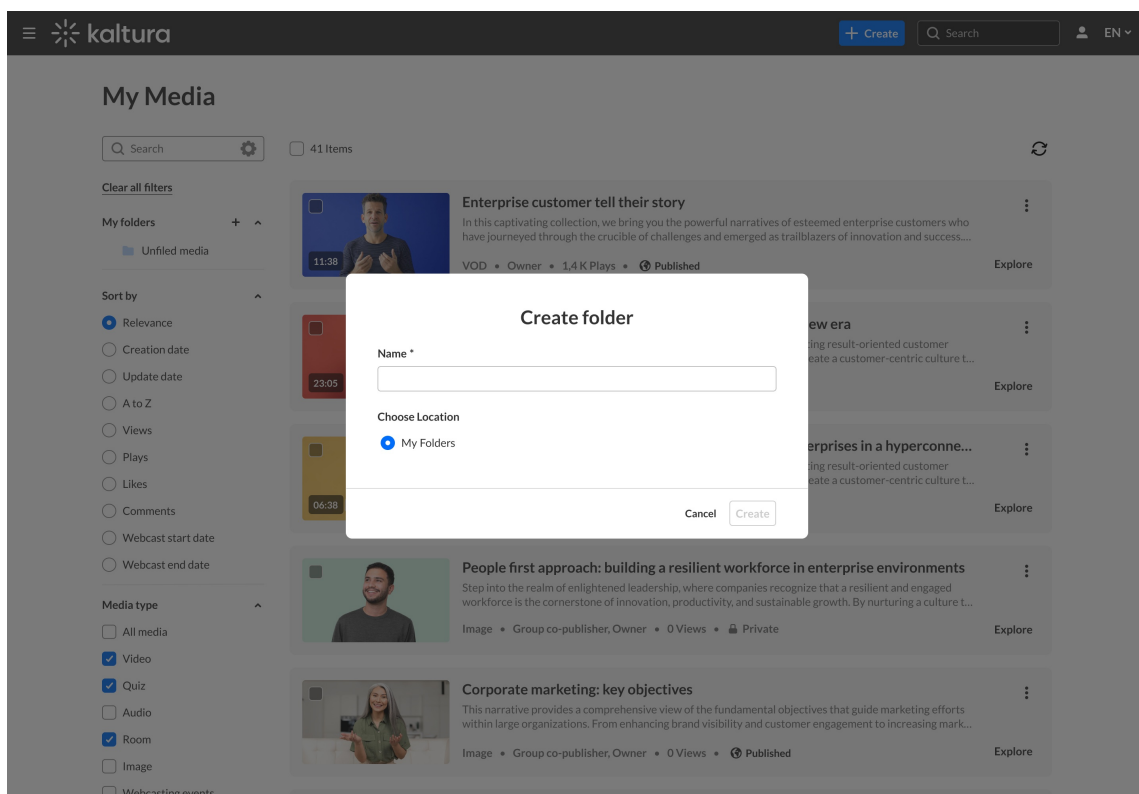
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Create a folder

1. Go to [My Media](#).
2. To the right of the **My folders** section, click the add icon (+).



The 'Create folder' window opens.



3. Enter a name (required).
4. In the **Choose Location** section:
 - If this is your first folder, the only available location is **My Folders** (your top-level

folder).

- If you already have folders, you'll see a list of your existing folders and subfolders. Select where you'd like to place the new folder by choosing a location from the list.

Create folder

Name *

Choose Location

☒ My Folders

[Cancel](#) [Create](#)

5. Click **Create**.

A confirmation message displays and your new folder appears in your **My folders** section.

☰ **kaltura**
✔ "Marketing resources" folder has been created ✕

+ Create

👤 EN ▾

My Media

⚙️
☐ 41 Items
🔄

Clear all filters

My folders + ▾


- Unfiled media
- Marketing resources

Sort by ▾

- ☒ Relevance
- ☐ Creation date
- ☐ Update date
- ☐ A to Z
- ☐ Views
- ☐ Plays
- ☐ Likes
- ☐ Comments
- ☐ Webcast start date
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Media type ▾

- ☐ All media
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- ☐ Image




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Corporate marketing: key objectives

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Repeat these steps to create more folders.

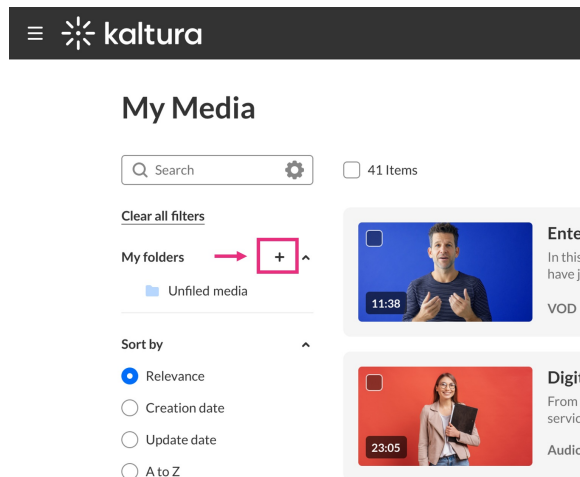


Each user can create up to **500** folders (including subfolders).

Create a subfolder

You can create folders up to three levels deep.

1. To the right of the **My folders** section, click the add icon (+).



The 'Create folder' window opens.

2. Enter a folder name (folder names must be unique within the same location, but you can reuse the same name in different branches).
3. In the **Choose folder location** section, select the parent folder where you want to place your new folder.

Create folder

Name *

Choose folder location

☐ My folders

▼ ☐ Marketing resources

→ ▼ ☒ Brand assets

☐ Brand guidelines

 > ☐ Logo video

 > ☐ AI video

☐ Roadmap sessions

☐ Product marketing

☐ Roadmap sessions & product launches

Cancel Create

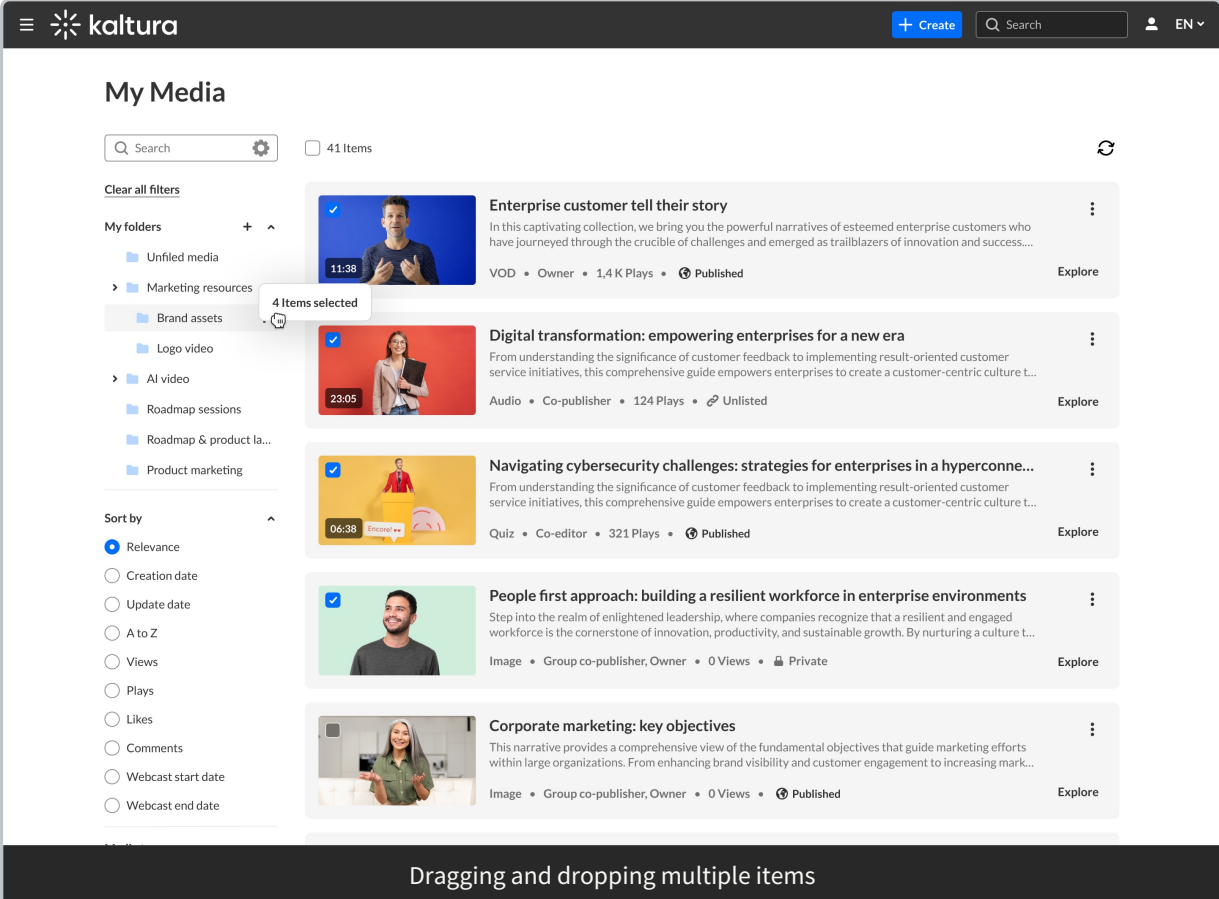
4. Click **Save**.

A confirmation message displays and your new subfolder appears inside the parent



Option 1: Drag and drop

In [My Media](#), drag and drop a single item into the desired folder. For multiple items, select them using the checkboxes, then drag and drop into the folder.

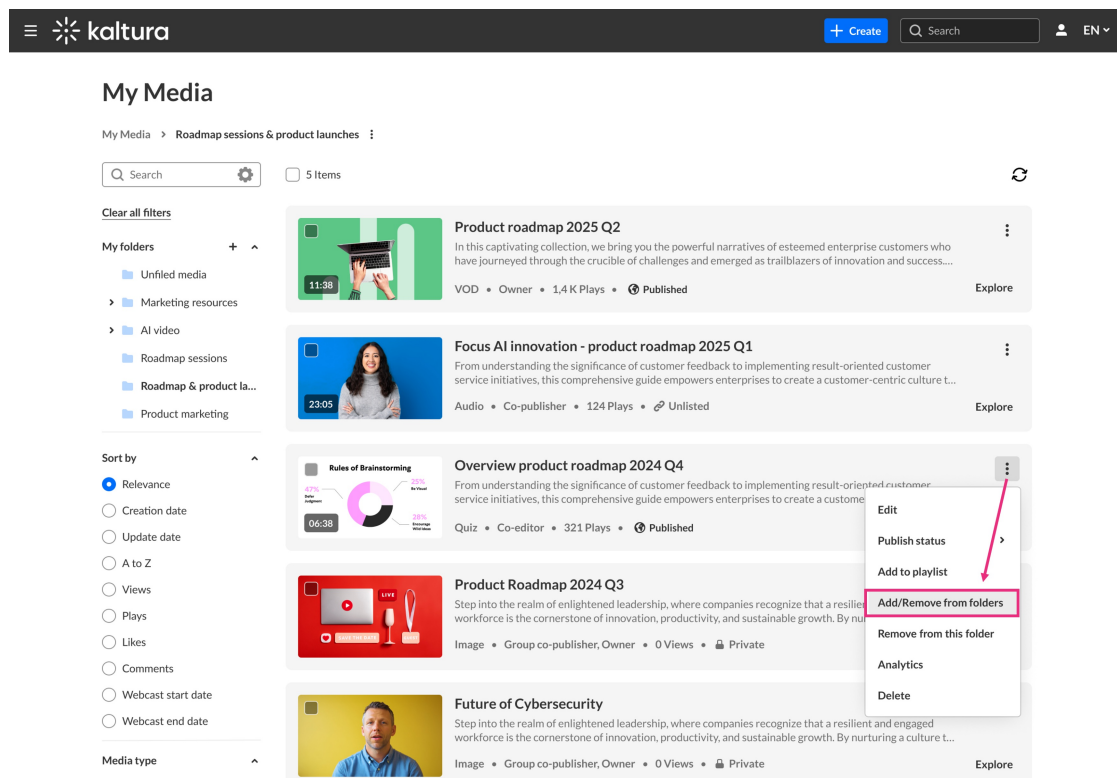


The screenshot shows the Kaltura 'My Media' dashboard. On the left, there's a sidebar with 'My folders' (Unfiled media, Marketing resources, Brand assets, Logo video, AI video, Roadmap sessions, Roadmap & product la..., Product marketing) and 'Sort by' options (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date). The main area displays a list of media items, each with a thumbnail, title, description, and metadata. A tooltip '4 Items selected' is visible over the 'Brand assets' folder. A banner at the bottom reads 'Dragging and dropping multiple items'.

Option 2: Use the three-dot menu

For a single item:

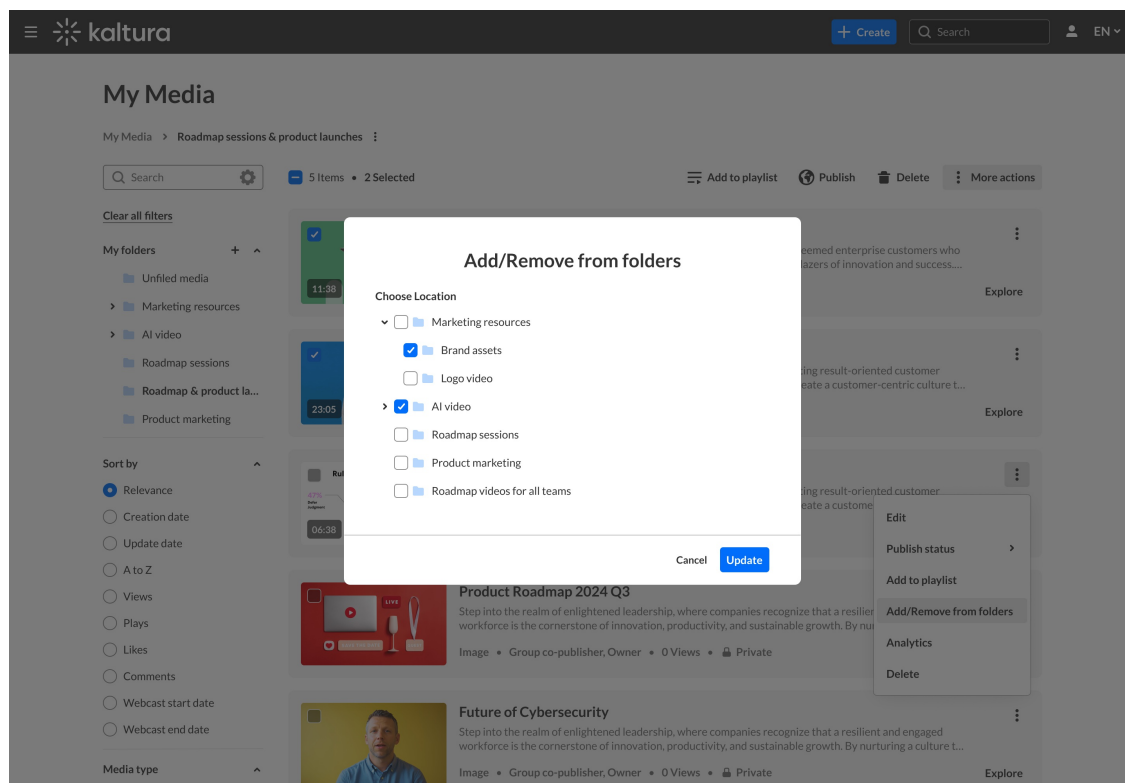
1. Click the **three-dot menu** to the far right of the media item.
2. From the menu, select **Add to / Remove from folders**.



The screenshot shows the 'My Media' page with a sidebar on the left containing filters like 'My folders', 'Sort by', and 'Media type'. The main area displays a list of media items. A context menu is open for the 'Product Roadmap 2024 Q3' item, showing options like 'Edit', 'Publish status', 'Add to playlist', 'Add/Remove from folders' (highlighted), 'Remove from this folder', 'Analytics', and 'Delete'.

The 'Add to/Remove from folders' window opens.

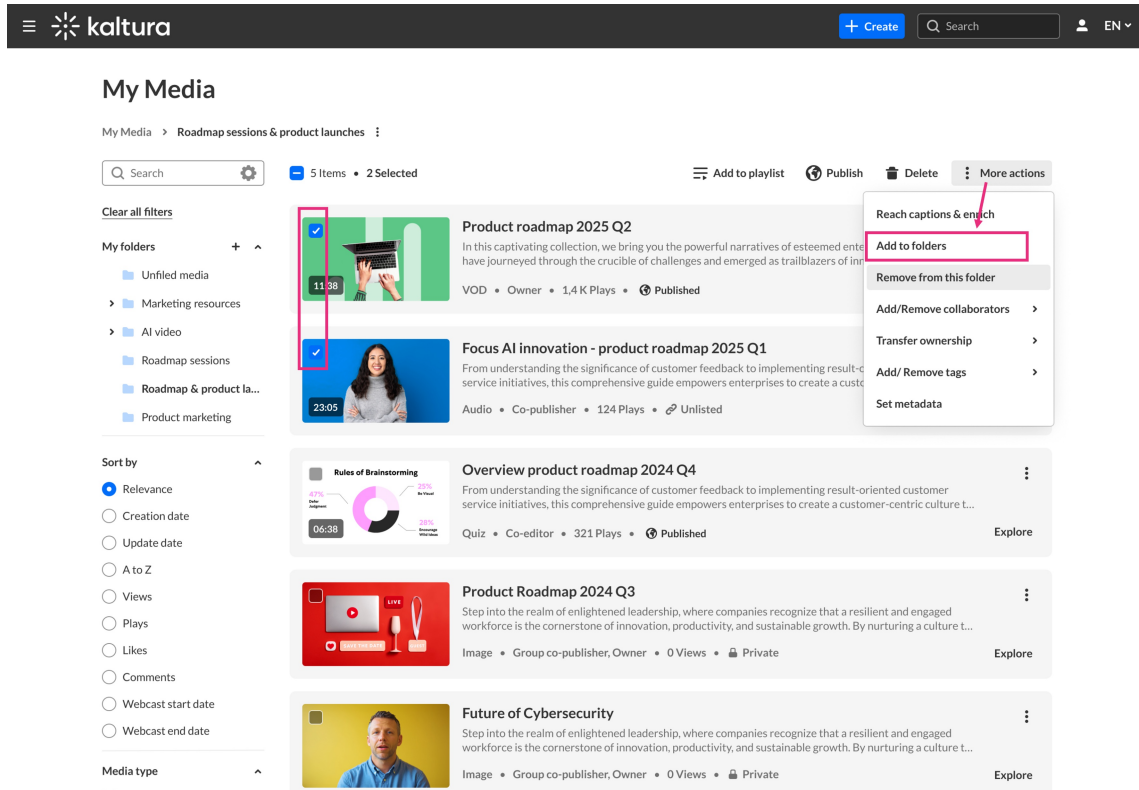
3. Select the desired folder(s) and click **Update**.



The screenshot shows the 'Add/Remove from folders' dialog box. It has a title 'Add/Remove from folders' and a section 'Choose Location'. Under this section, there are several folders listed with checkboxes: 'Marketing resources' (checked), 'Brand assets' (checked), 'Logo video' (unchecked), 'AI video' (checked), 'Roadmap sessions' (unchecked), 'Product marketing' (unchecked), and 'Roadmap videos for all teams' (unchecked). At the bottom of the dialog, there are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box.

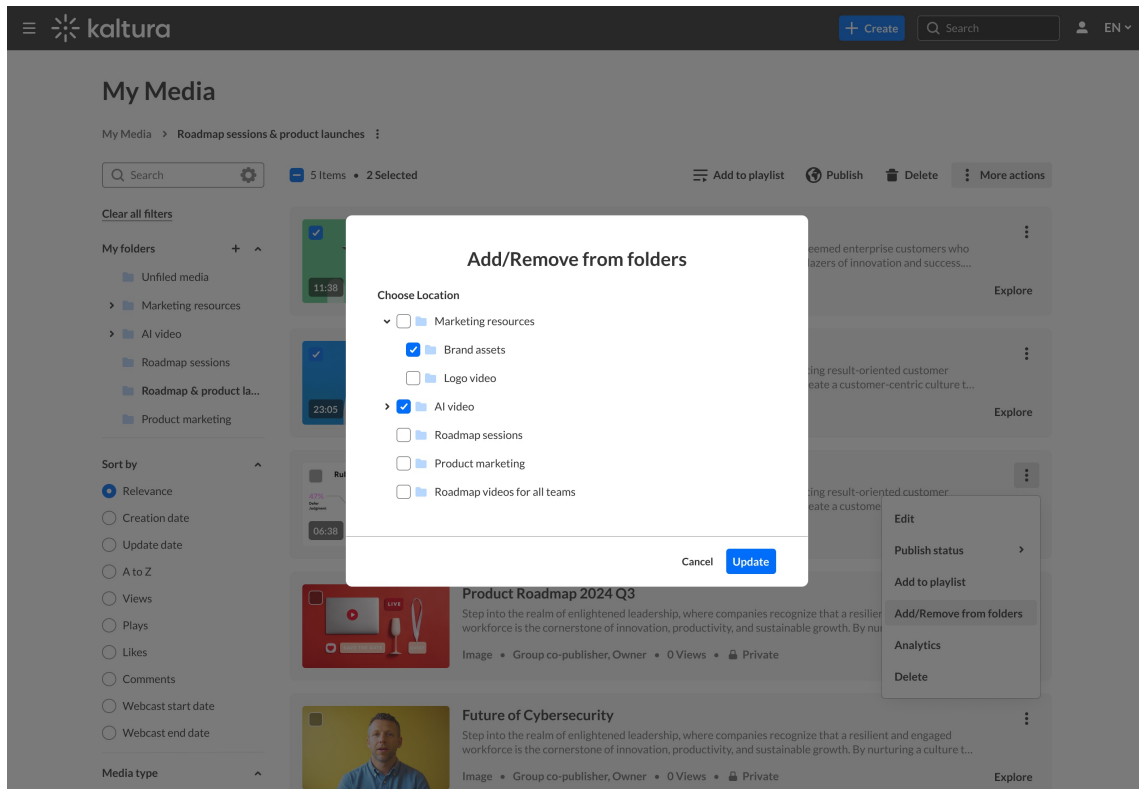
For multiple items:

1. Select the items using the checkboxes.
2. Click the **More actions** menu at the top of the page and select **Add to folders**.



The screenshot shows the Kaltura 'My Media' interface. At the top, there's a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon. Below this, the 'My Media' section is titled, and a breadcrumb trail shows 'My Media > Roadmap sessions & product launches'. A search bar and a filter icon are present. The main content area displays a list of media items. Two items are selected, indicated by checkboxes. A 'More actions' menu is open, showing options like 'Reach captions & enrich', 'Add to folders' (highlighted with a red box), 'Remove from this folder', 'Add/Remove collaborators', 'Transfer ownership', 'Add/Remove tags', and 'Set metadata'. The left sidebar contains 'Clear all filters', 'My folders' (with a tree view showing 'Unfiled media', 'Marketing resources', 'AI video', 'Roadmap sessions', 'Roadmap & product la...', and 'Product marketing'), and 'Sort by' options (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date). The 'Media type' section is also visible.

The 'Add to / Remove from folders' window opens.



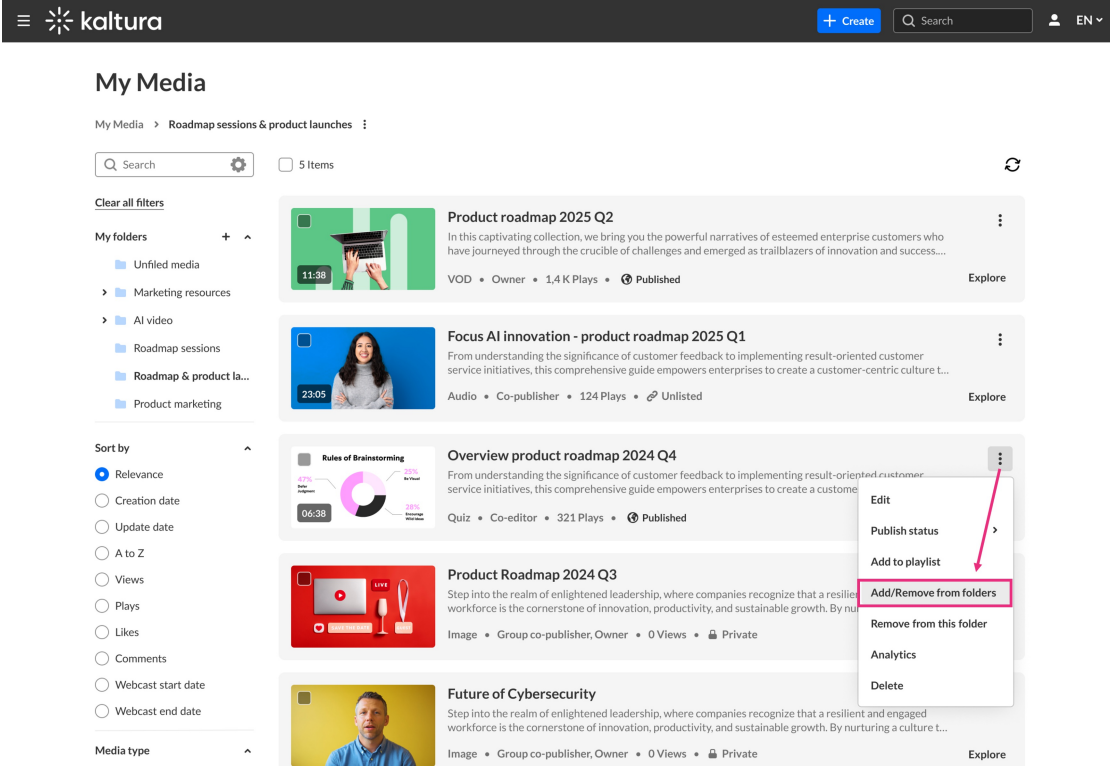
The screenshot shows the same Kaltura 'My Media' interface, but with the 'Add/Remove from folders' dialog box open. The dialog box has a title 'Add/Remove from folders' and a section 'Choose Location'. It lists several folders with checkboxes: 'Marketing resources' (unchecked), 'Brand assets' (checked), 'Logo video' (unchecked), 'AI video' (checked), 'Roadmap sessions' (unchecked), 'Product marketing' (unchecked), and 'Roadmap videos for all teams' (unchecked). At the bottom of the dialog box, there are 'Cancel' and 'Update' buttons. The background interface is dimmed, showing the same media list and sidebar as the previous screenshot.

3. Choose your folder(s) and click **Update**.
The items are added to the chosen folders.

Remove media from a folder

Single item

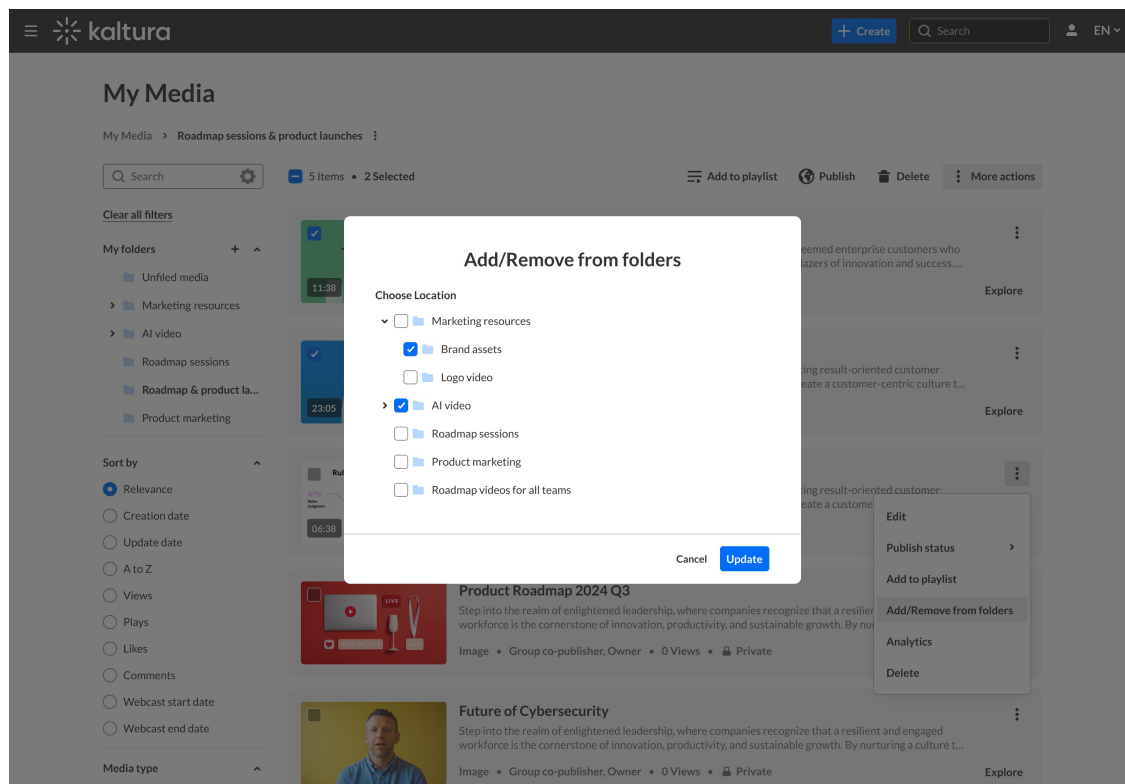
1. Click the **three-dot menu** to the far right of the item.
2. From the menu, select **Add to / Remove from folders**.



The screenshot shows the Kaltura 'My Media' dashboard. On the left, there's a sidebar with 'My folders' (Unfiled media, Marketing resources, AI video, Roadmap sessions, Roadmap & product la..., Product marketing) and 'Sort by' options (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date). The main area displays a list of media items. The third item, 'Product Roadmap 2024 Q3', has a context menu open with the 'Add/Remove from folders' option highlighted. The menu also includes options like Edit, Publish status, Add to playlist, Remove from this folder, Analytics, and Delete.

The 'Add to / Remove from' folders window opens.

3. Uncheck the folder(s) you want to remove it from, and click **Update**.



A confirmation message displays. Click **Remove** to confirm.

Remove from folder?

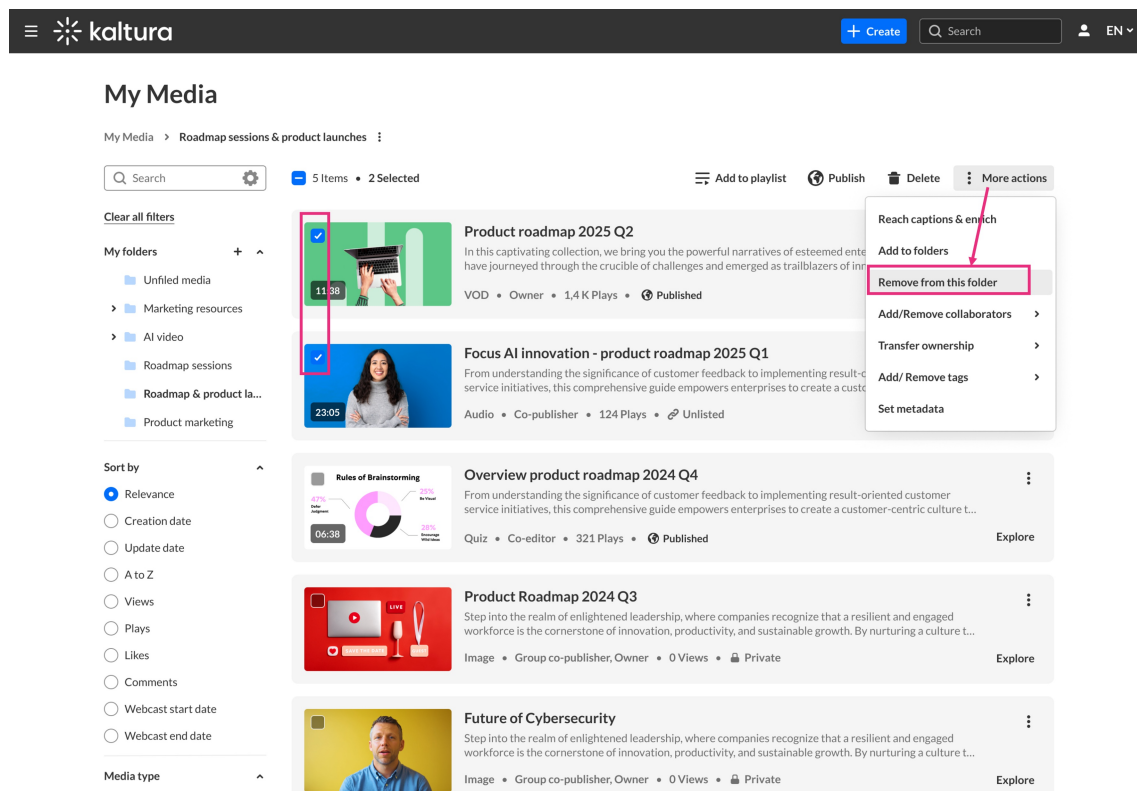
These items will be removed from the folder, but not deleted. This action cannot be undone.

Cancel **Remove**

The item is removed from those folders.

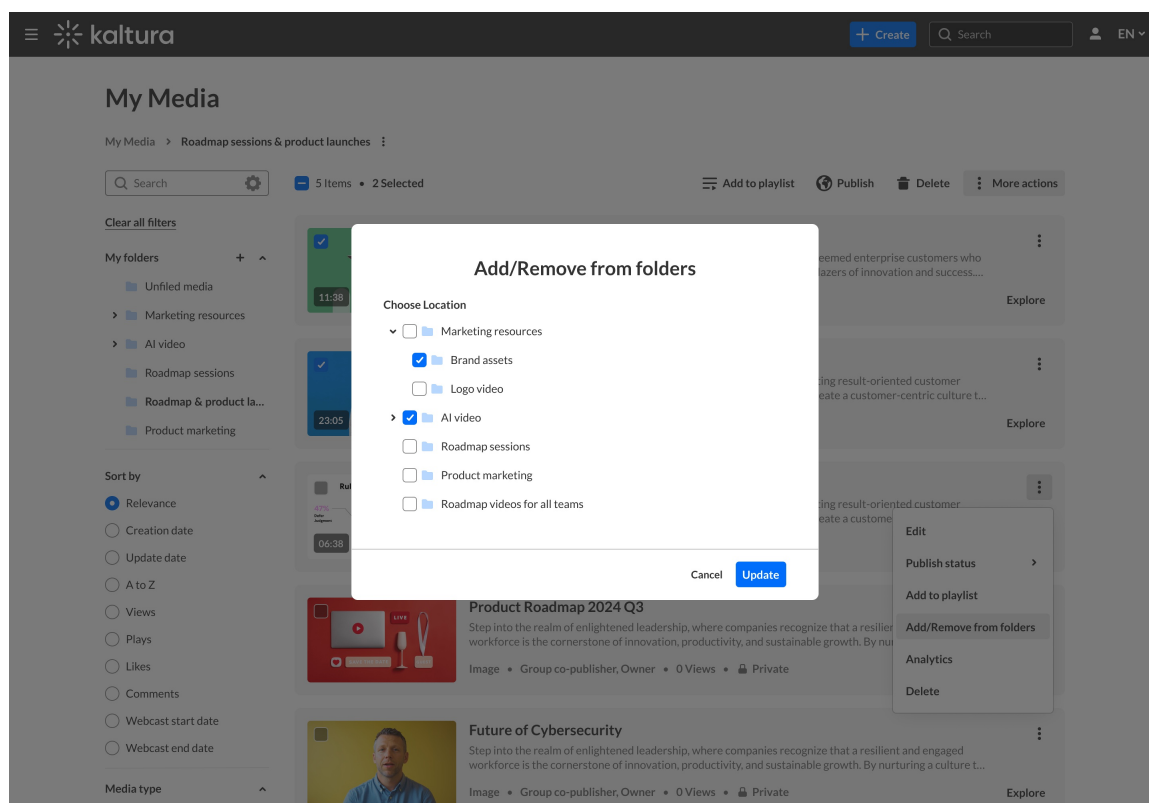
For multiple items

1. Use the checkboxes to select multiple items.
2. Click the **More actions** menu at the top and select **Remove from this folder**.



The screenshot shows the Kaltura 'My Media' interface. On the left, there's a sidebar with 'My folders' and 'Sort by' options. The main area displays a list of media items. A red box highlights the 'More actions' menu for a selected item, and a red arrow points to the 'Remove from this folder' option.

The Add to/Remove from folders window opens.



The screenshot shows the Kaltura 'My Media' interface with the 'Add/Remove from folders' dialog box open. The dialog box has a title 'Add/Remove from folders' and a section 'Choose Location'. It lists several folders with checkboxes: 'Marketing resources', 'Brand assets', 'Logo video', 'AI video' (selected), 'Roadmap sessions', 'Product marketing', and 'Roadmap videos for all teams'. The 'Update' button is highlighted in blue.

3. Uncheck the folder(s) you want to remove the media from, and click **Update**.
A confirmation message displays. Click **Remove** to confirm.

Remove from folder?

These items will be removed from the folder, but not deleted. This action cannot be undone.

Cancel

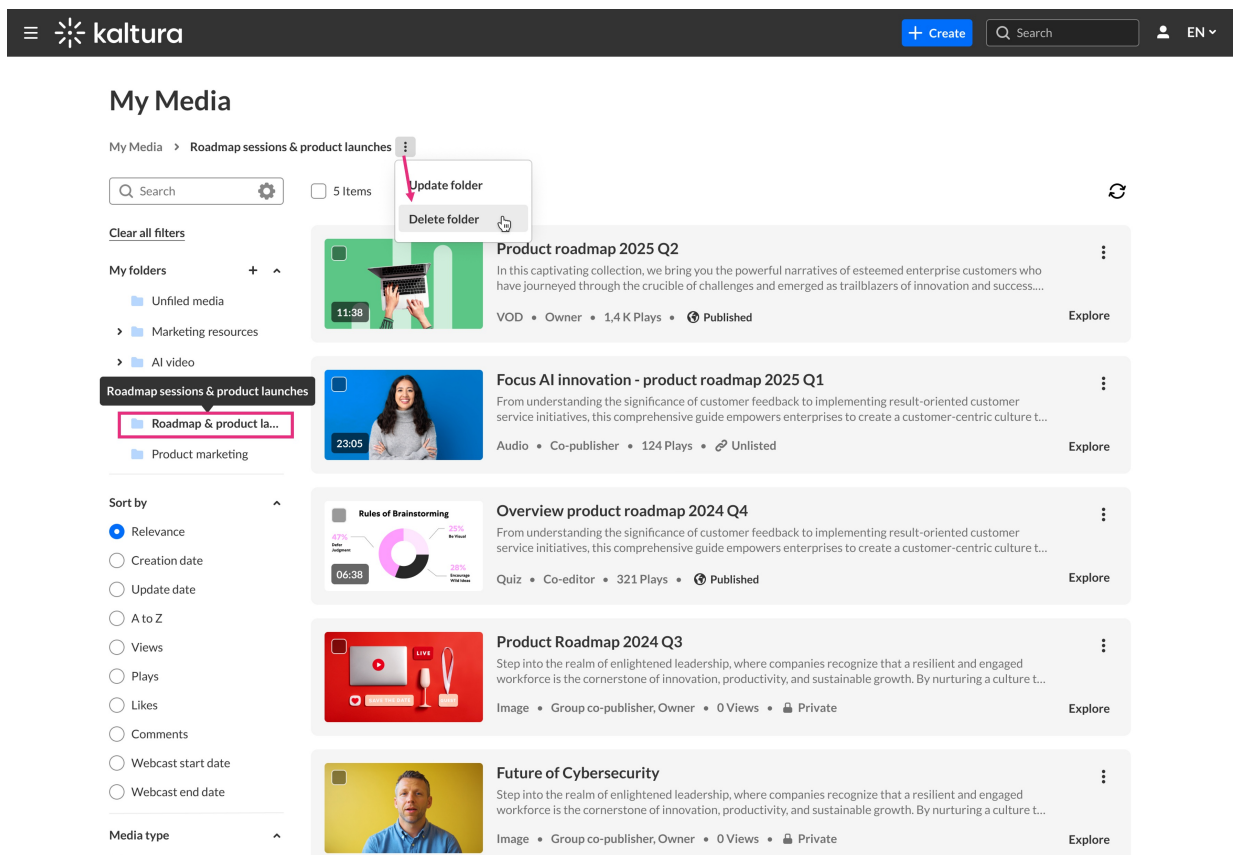
Remove

The items are removed from those folders.

Delete a folder

Deleting a folder also deletes any subfolders inside it, but your media remain safe - it's moved back to **Unfiled media** or to the parent folder, if applicable.

1. In the **My Folders** section, find the folder you want to delete and click on it.
2. At the top left of the page, you'll see the folder's location displayed as a navigation path (showing where you are inside your folder structure). This helps you confirm which folder you're working in.
3. Next to the folder name in this path, click the **three-dot menu** and select **Delete folder**.



The screenshot shows the Kaltura 'My Media' interface. At the top, there's a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon. Below the navigation bar, the 'My Media' section is active. On the left, there's a sidebar with 'My folders' and 'Sort by' options. The 'My folders' list includes 'Unfiled media', 'Marketing resources', 'AI video', and 'Roadmap sessions & product launches'. The 'Roadmap sessions & product launches' folder is selected, and its three-dot menu is open, showing 'Update folder' and 'Delete folder' options. The main content area displays a list of media items:

- Product roadmap 2025 Q2**: Video, 11:38, VOD, Owner, 1,4 K Plays, Published. Explore
- Focus AI innovation - product roadmap 2025 Q1**: Audio, 23:05, Co-publisher, 124 Plays, Unlisted. Explore
- Overview product roadmap 2024 Q4**: Quiz, 06:38, Co-editor, 321 Plays, Published. Explore
- Product Roadmap 2024 Q3**: Image, 0 Views, Private. Explore
- Future of Cybersecurity**: Image, 0 Views, Private. Explore

A confirmation message displays.

Delete this folder and its subfolders?

Don't worry - videos and other media won't be deleted.
This action can't be undone.

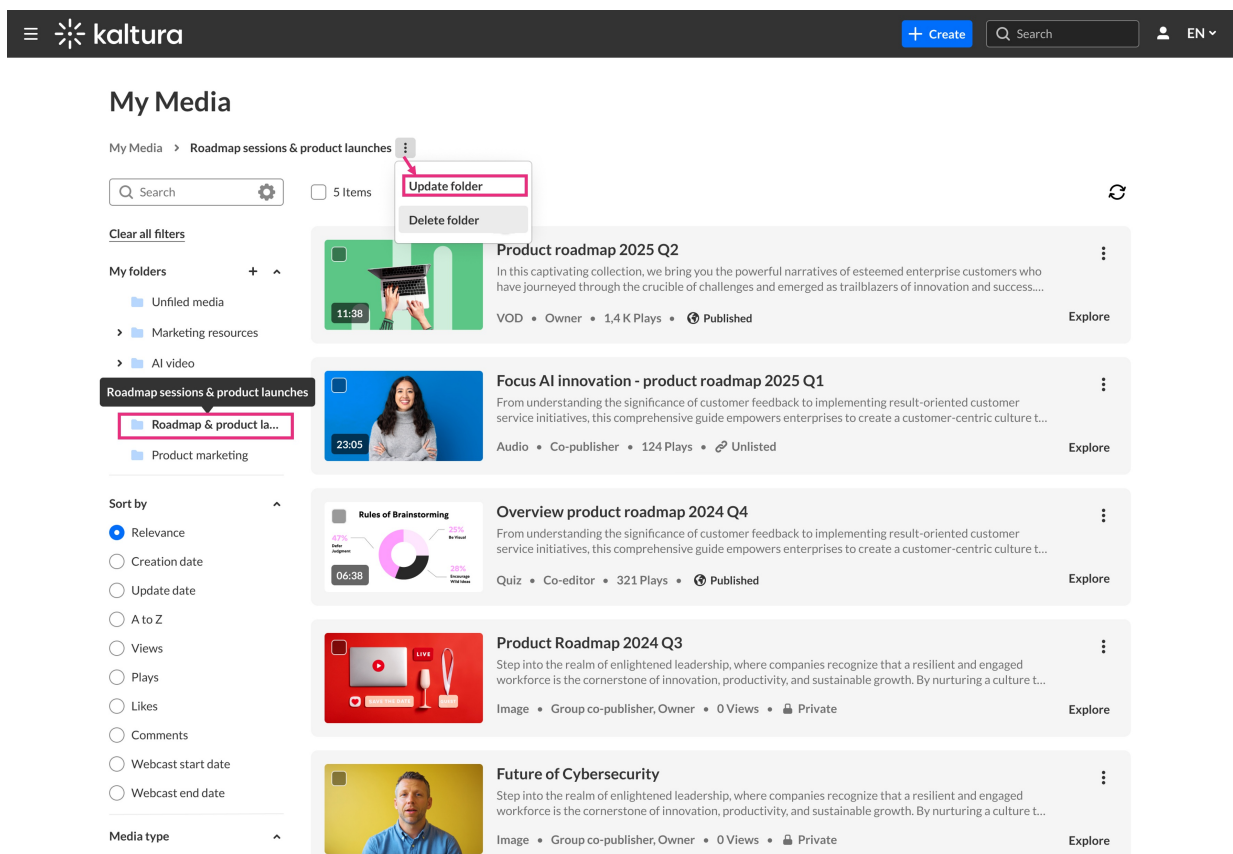
Cancel **Delete**

4. Click **Delete** to continue.

Update a folder

You can rename a folder or move it to a different location in your folder structure. When you move a folder, all its subfolders and media move with it.

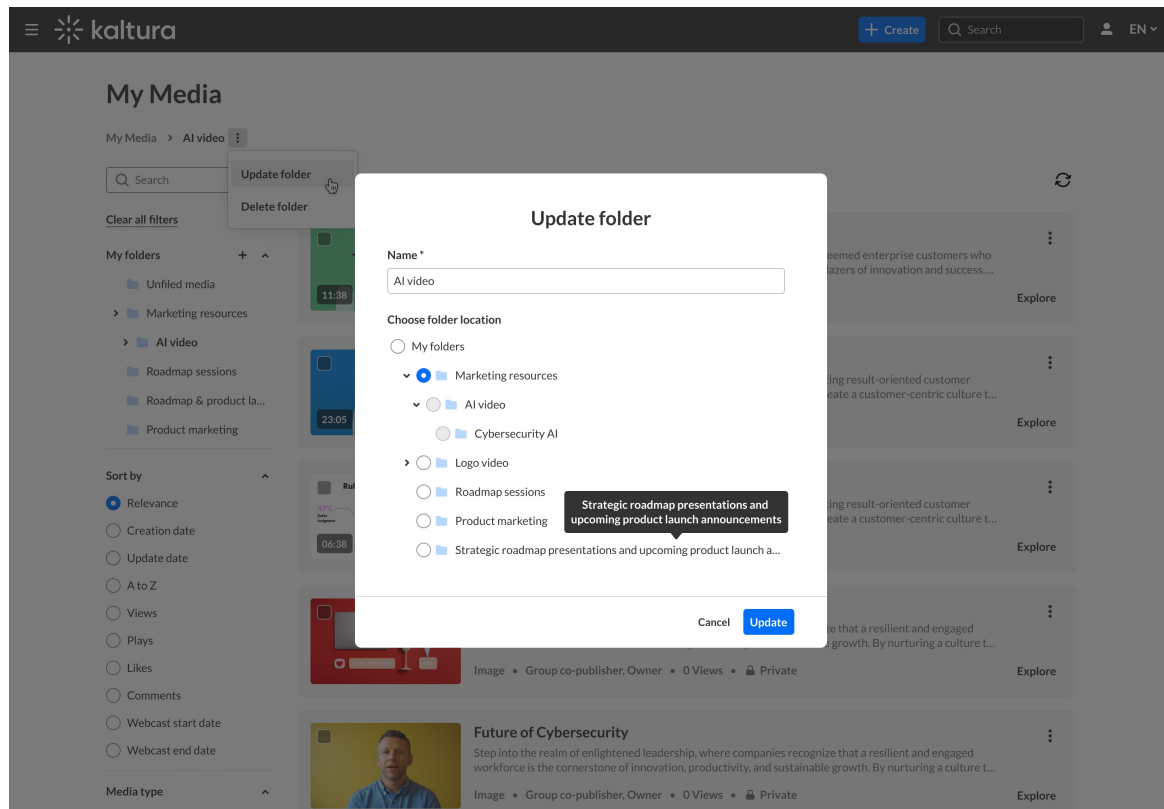
1. In the **My Folders** section, select the folder you want to update.
2. At the top of the page, you'll see the folder's location displayed as a navigation path (showing where you are in your folder structure).
3. Next to the folder name in this path, click the **three-dot menu** and select **Update folder**.



The screenshot shows the Kaltura 'My Media' interface. At the top, there's a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon. Below the navigation bar, the 'My Media' section is visible. On the left, there's a sidebar with 'My folders' and a list of folders: 'Unfiled media', 'Marketing resources', 'AI video', 'Roadmap sessions & product launches' (which is highlighted), and 'Product marketing'. A dropdown menu is open next to 'Roadmap sessions & product launches', showing options: 'Update folder' (highlighted with a red box) and 'Delete folder'. The main content area shows a list of media items, including 'Product roadmap 2025 Q2', 'Focus AI innovation - product roadmap 2025 Q1', 'Rules of Brainstorming', 'Overview product roadmap 2024 Q4', 'Product Roadmap 2024 Q3', and 'Future of Cybersecurity'. Each item has a thumbnail, a title, a description, and metadata like 'VOD', 'Owner', 'Plays', and 'Published' status. There's also a 'Sort by' section on the left with options like 'Relevance', 'Creation date', 'Update date', 'A to Z', 'Views', 'Plays', 'Likes', 'Comments', 'Webcast start date', and 'Webcast end date'.

The 'Update folder' window opens.

4. In the Update folder window you can rename the folder, and / or move it to a different location.



5. Click **Update**.

Search in folders

Use the search bar at the top of My Media to find media within the folder you've opened. All the usual filters, like media type, owner, etc. still work, and apply to the selected folder (and its subfolders).

My Media

My Media > Marketing resources

Q Sales

⚙️

Clear all filters

My folders

+ ^

Unfiled media

Marketing resources

- Sort by

^

☒ Relevance

☐ Creation date

☐ Update date

☐ A to Z

☐ Views

☐ Plays

☐ Likes

☐ Comments

☐ Webcast start date

☐ Webcast end date

- Media type

^

☐ All media

☒ Video

☒ Quiz

☐ Audio

☒ Room