

Create and manage folders in Content Hubs

Last Modified on 04/26/2026 3:56 pm IDT

 This article is designated for all users.

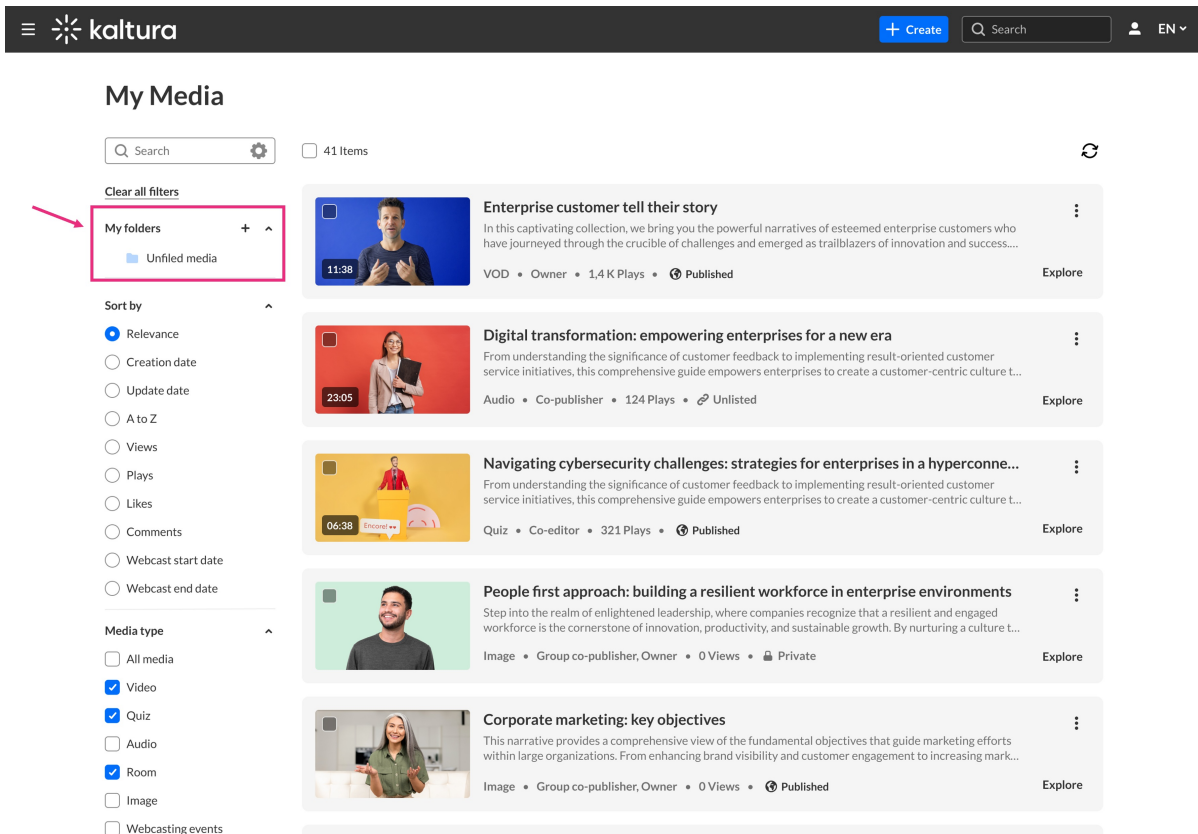
About

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.

 This feature requires the [Folders module](#) to be enabled.

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**.

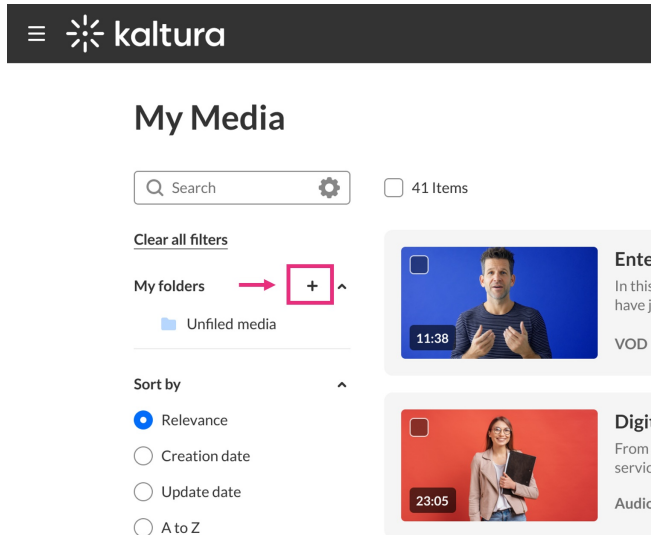


The screenshot shows the Kaltura user interface. At the top, there is a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon labeled 'EN'. Below this is the 'My Media' section. On the left, there is a sidebar with a search bar, '41 Items', and a 'Clear all filters' button. The 'My folders' section is highlighted with a red box and a red arrow pointing to it. It contains two items: 'My folders' (with a plus and up arrow) and 'Unfiled media'. Below this is a 'Sort by' section with options: Relevance (selected), Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, and Webcast end date. The 'Media type' section has options: All media, Video (selected), Quiz, Audio, Room (selected), Image, and Webcasting events. The main content area displays a list of media items:

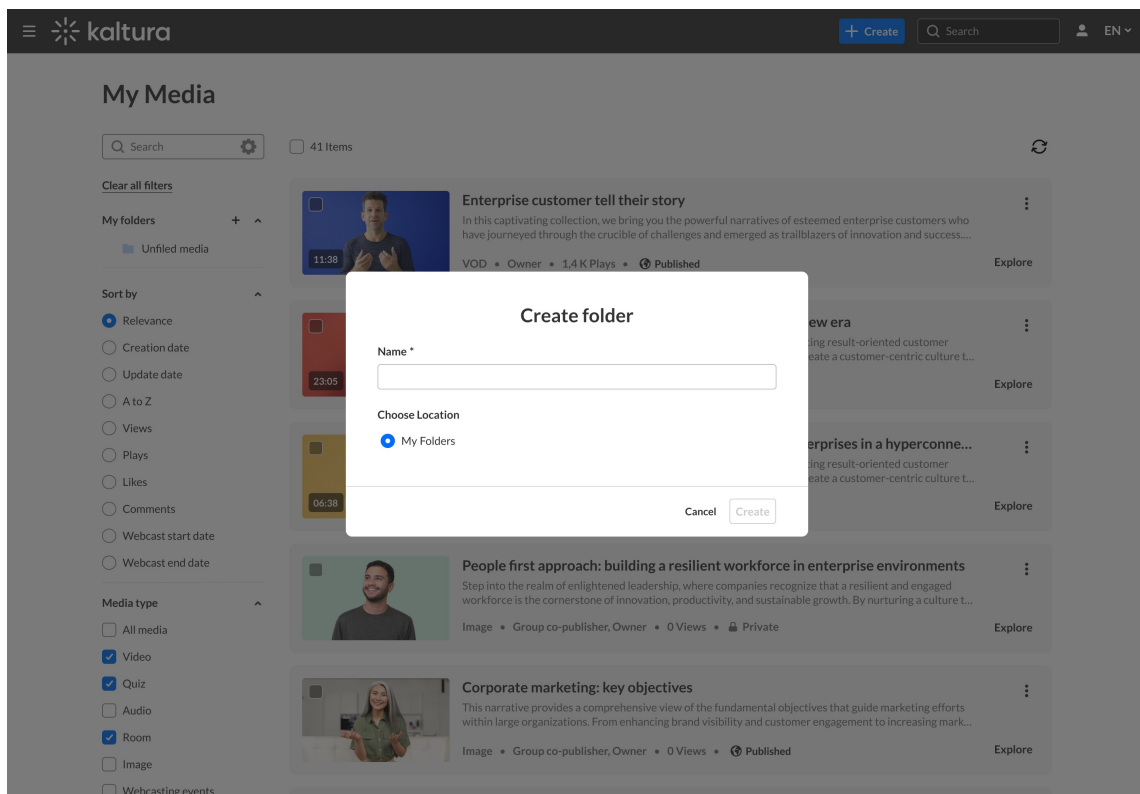
- Enterprise customer tell their story**: Video, 11:38, Owner, 1.4 K Plays, Published. Description: In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success... Explore
- Digital transformation: empowering enterprises for a new era**: Audio, 23:05, Co-publisher, 124 Plays, Unlisted. Description: From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture... Explore
- Navigating cybersecurity challenges: strategies for enterprises in a hyperconne...**: Quiz, 06:38, Co-editor, 321 Plays, Published. Description: From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture... Explore
- People first approach: building a resilient workforce in enterprise environments**: Image, 0 Views, Private. Description: Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t... Explore
- Corporate marketing: key objectives**: Image, 0 Views, Published. Description: This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts within large organizations. From enhancing brand visibility and customer engagement to increasing mark... Explore

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 *

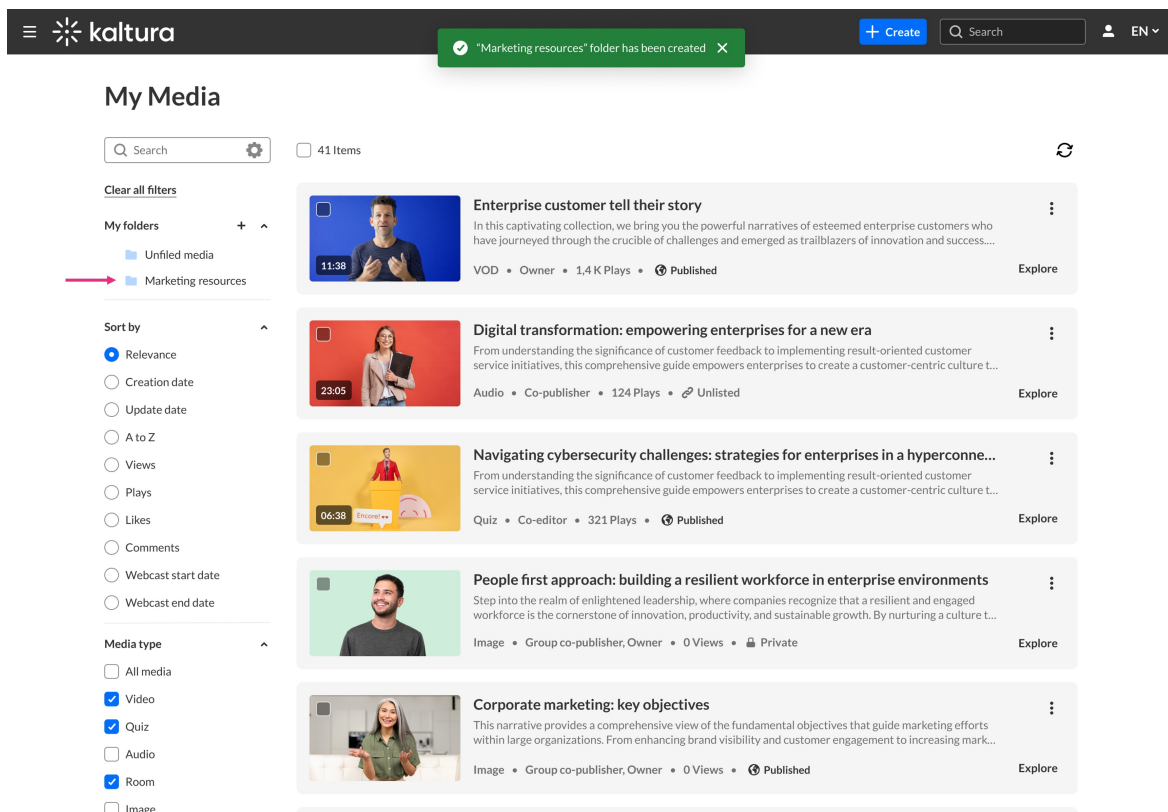
Choose Location

My Folders

Cancel Create

5. Click **Create**.

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



The screenshot shows the Kaltura user interface. At the top, a dark navigation bar contains the Kaltura logo, a search bar, and a user profile icon. A green notification banner at the top center states: "Marketing resources" folder has been created. Below the navigation bar, the "My Media" section is visible. On the left, there is a sidebar with "My folders" and "Sort by" options. Under "My folders", the "Marketing resources" folder is highlighted with a red arrow. The main content area displays a list of media items, including videos, audio, and quizzes, each with a thumbnail, title, and metadata.

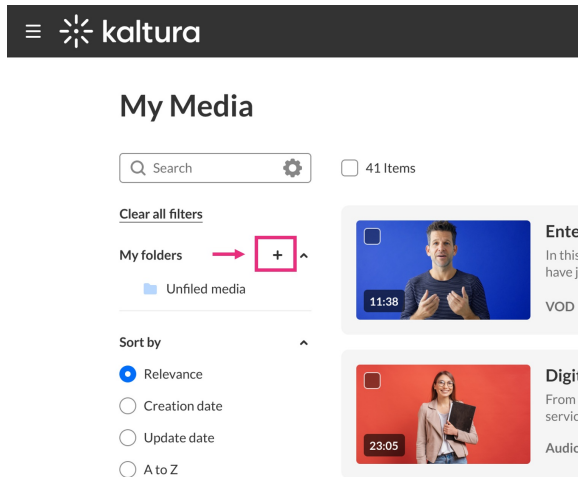
Repeat these steps to create more folders.

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

Create a subfolder

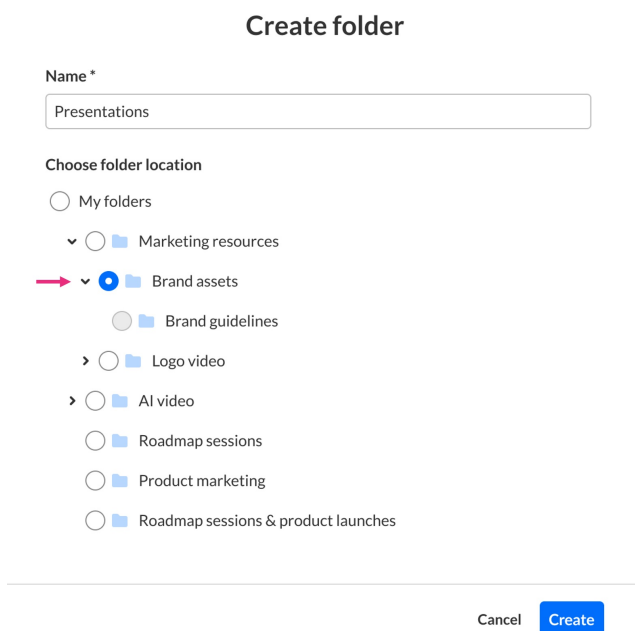
You can create folders up to three levels deep.

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.



4. Click **Save**.

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

folder.

☰ kaltura
+ Create
Q Search
EN ▾

My Media

Q Search ⚙️

41 Items ↻

Clear all filters

My folders + ^

- Unfiled media
- ▾ Marketing resources
 - Brand assets
 - Presentations
 - Logo video
 - AI video
 - Roadmap sessions
 - Roadmap & product la...
 - Product marketing

Sort by ^

- Relevance
- Creation date
- Update date
- A to Z
- Views
- Plays
- Likes

Enterprise customer tell their story

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

VOD • Owner • 1,4 K Plays • Published

Explore

⋮

Digital transformation: empowering enterprises for a new era

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...

Audio • Co-publisher • 124 Plays • Unlisted

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People first approach: building a resilient workforce in enterprise environments

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...

Image • Group co-publisher, Owner • 0 Views • Private

Explore

⋮

Corporate marketing: key objectives

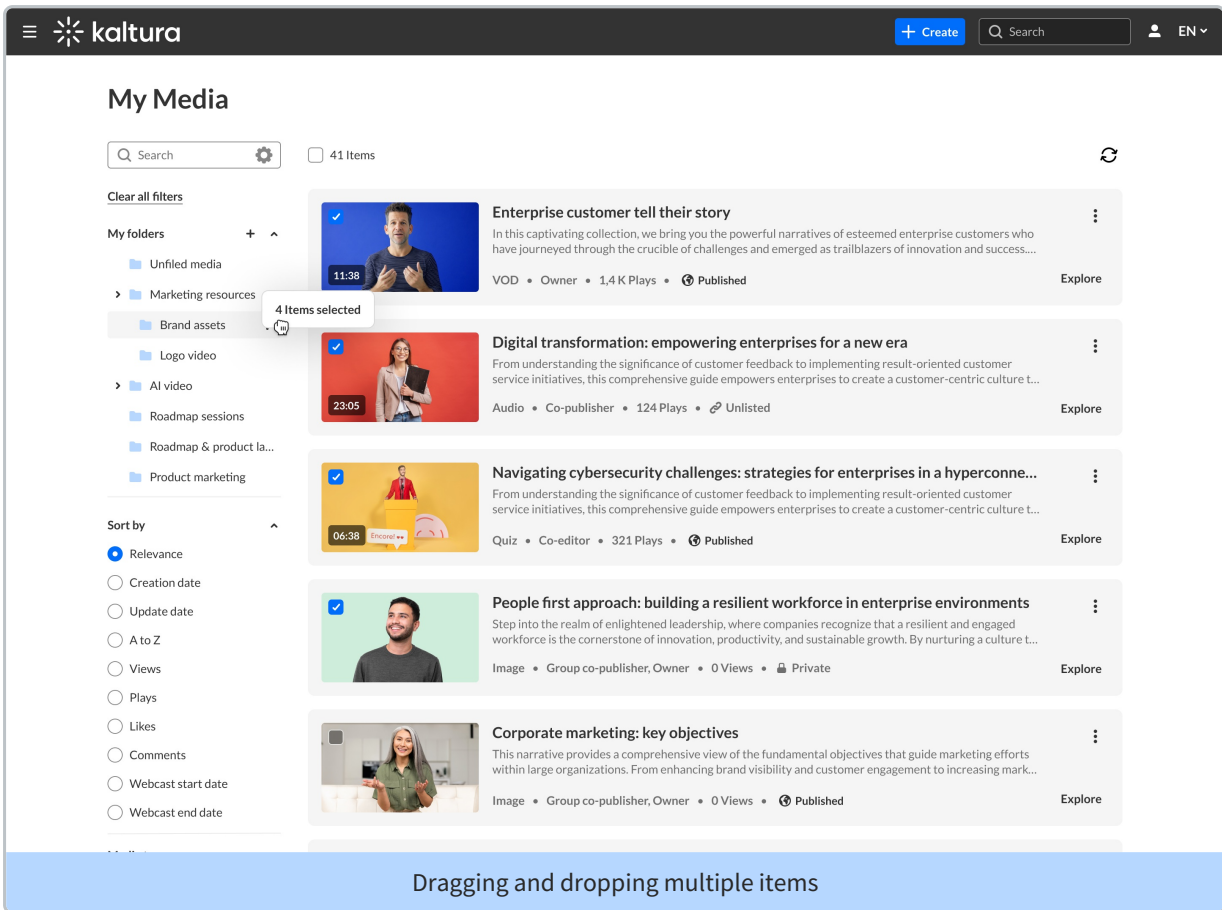
This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts

⋮

Add media to a folder

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.



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**.

My Media

My Media > Roadmap sessions & product launches

5 Items
↻

Clear all filters

My folders

- Unfiled media
- Marketing resources
- AI video
 - Roadmap sessions
 - Roadmap & product la...
 - Product marketing

Sort by

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

Media type

Product roadmap 2025 Q2

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

VOD • Owner • 1,4 K Plays • Published

[Explore](#)

⋮

Focus AI innovation - product roadmap 2025 Q1

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture t...

Audio • Co-publisher • 124 Plays • Unlisted

[Explore](#)

⋮

Overview product roadmap 2024 Q4

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a custome...

Quiz • Co-editor • 321 Plays • Published

⋮

- Edit
- Publish status
- Add to playlist
- Add/Remove from folders
- Remove from this folder
- Analytics
- Delete

Product Roadmap 2024 Q3

Step into the realm of enlightened leadership, where companies recognize that a resilient workforce is the cornerstone of innovation, productivity, and sustainable growth. By nu...

Image • Group co-publisher, Owner • 0 Views • Private

⋮

Future of Cybersecurity

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture t...

Image • Group co-publisher, Owner • 0 Views • Private

[Explore](#)

⋮

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

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

☰ kaltura

[+ Create](#)

EN

My Media > Roadmap sessions & product launches

5 Items • 2 Selected

[Add to playlist](#)
[Publish](#)
[Delete](#)
⋮ More actions

Clear all filters

My folders

- Unfiled media
- Marketing resources
- AI video
 - Roadmap sessions
 - Roadmap & product la...
 - Product marketing

Sort by

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

Media type

Add/Remove from folders

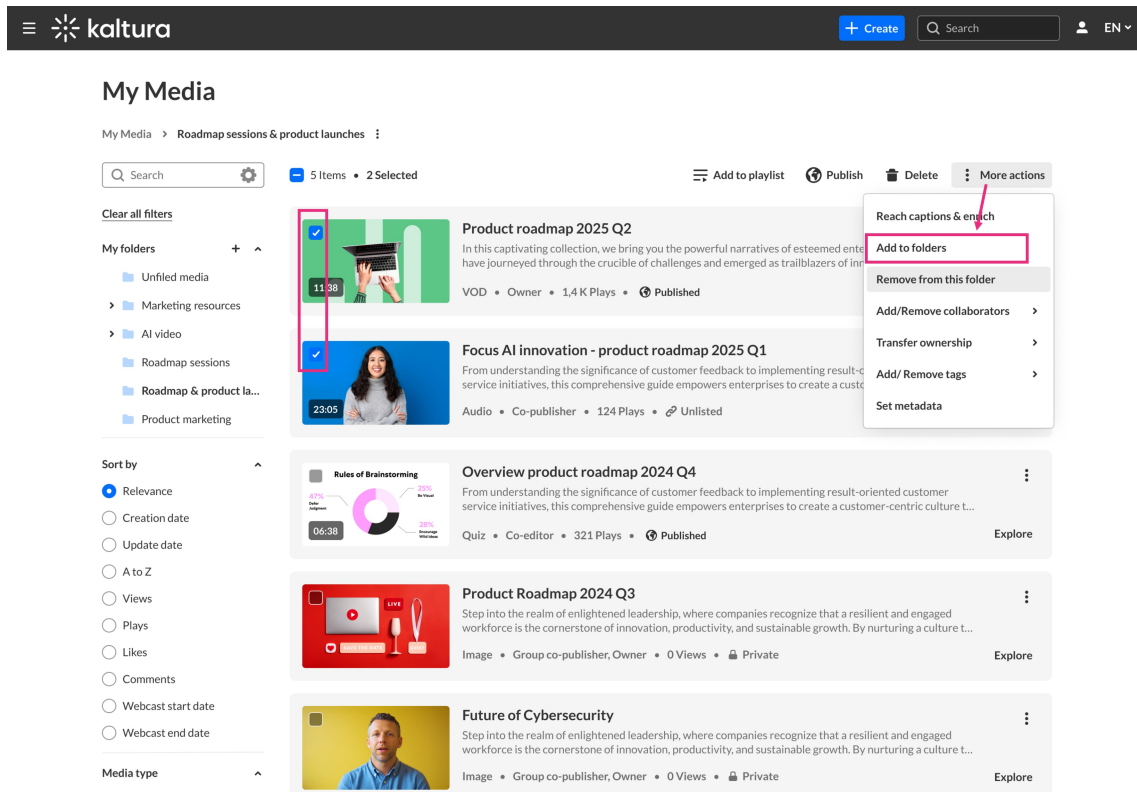
Choose Location

- Marketing resources
- Brand assets
- Logo video
- AI video
 - Roadmap sessions
 - Product marketing
 - Roadmap videos for all teams

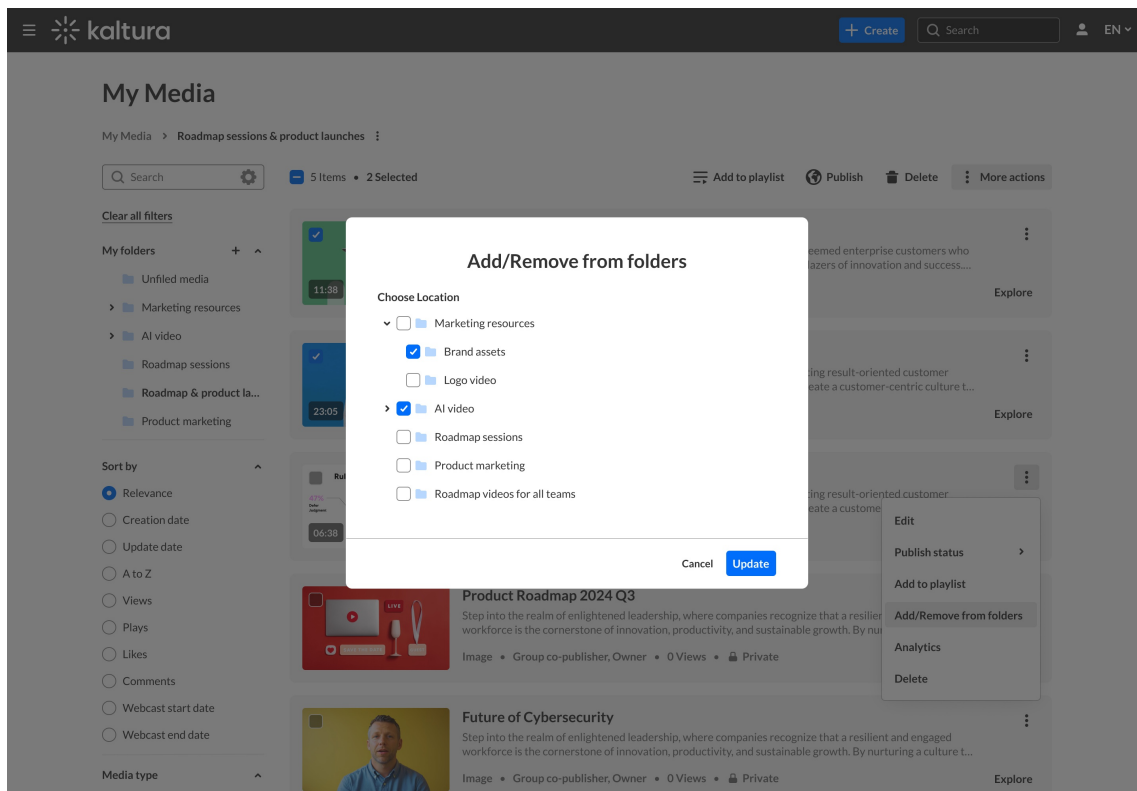
Cancel
Update

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 'Add to / Remove from folders' window opens.

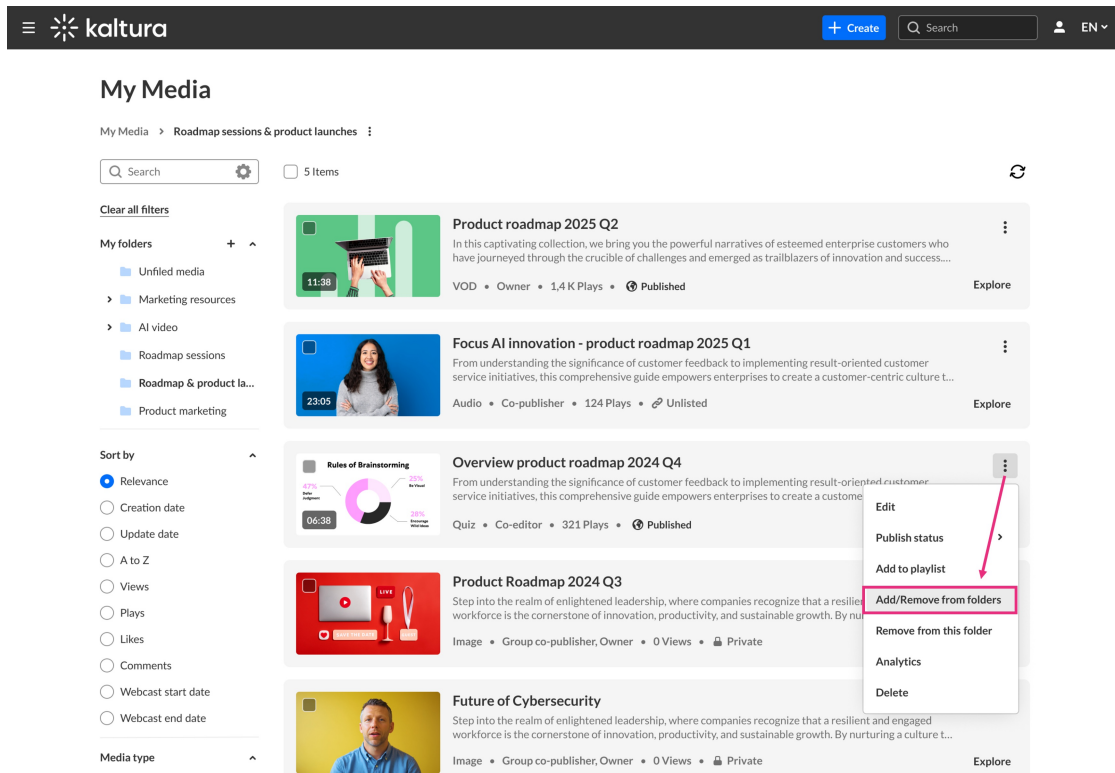


3. Choose your folder(s) and click **Update**.
The items are added to the chosen folders.

Remove media from a folder

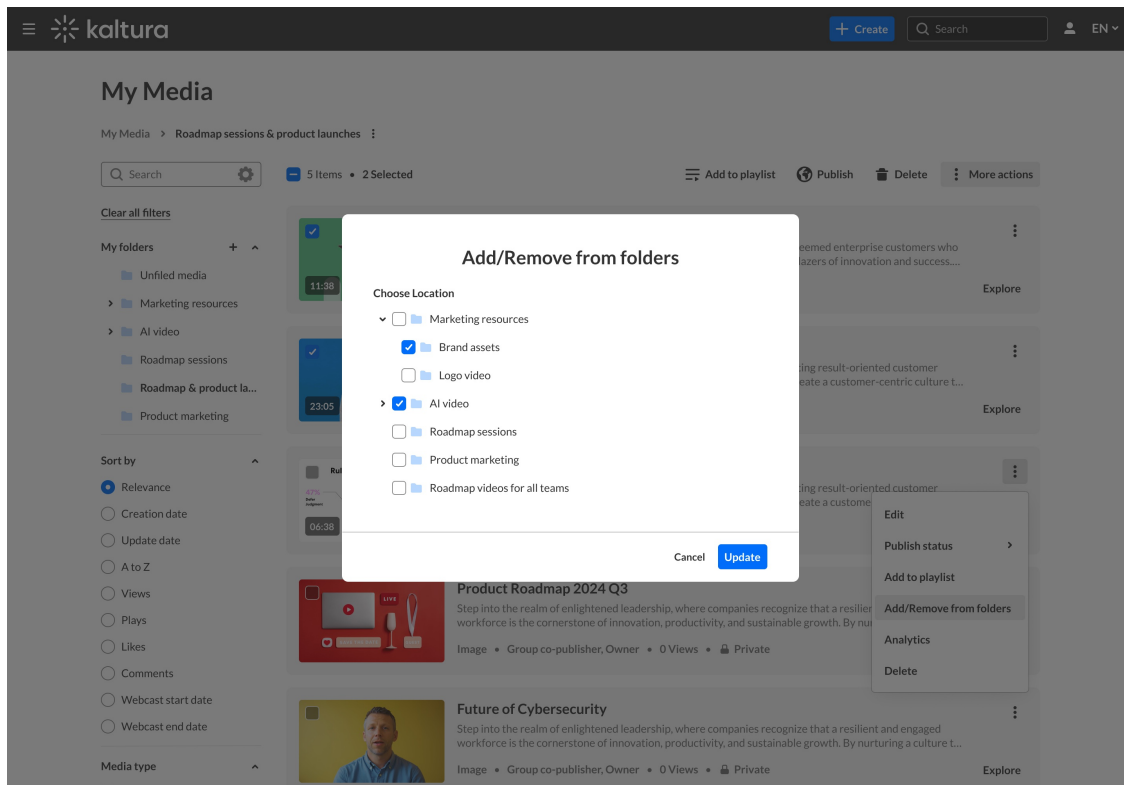
Single item

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



The '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?

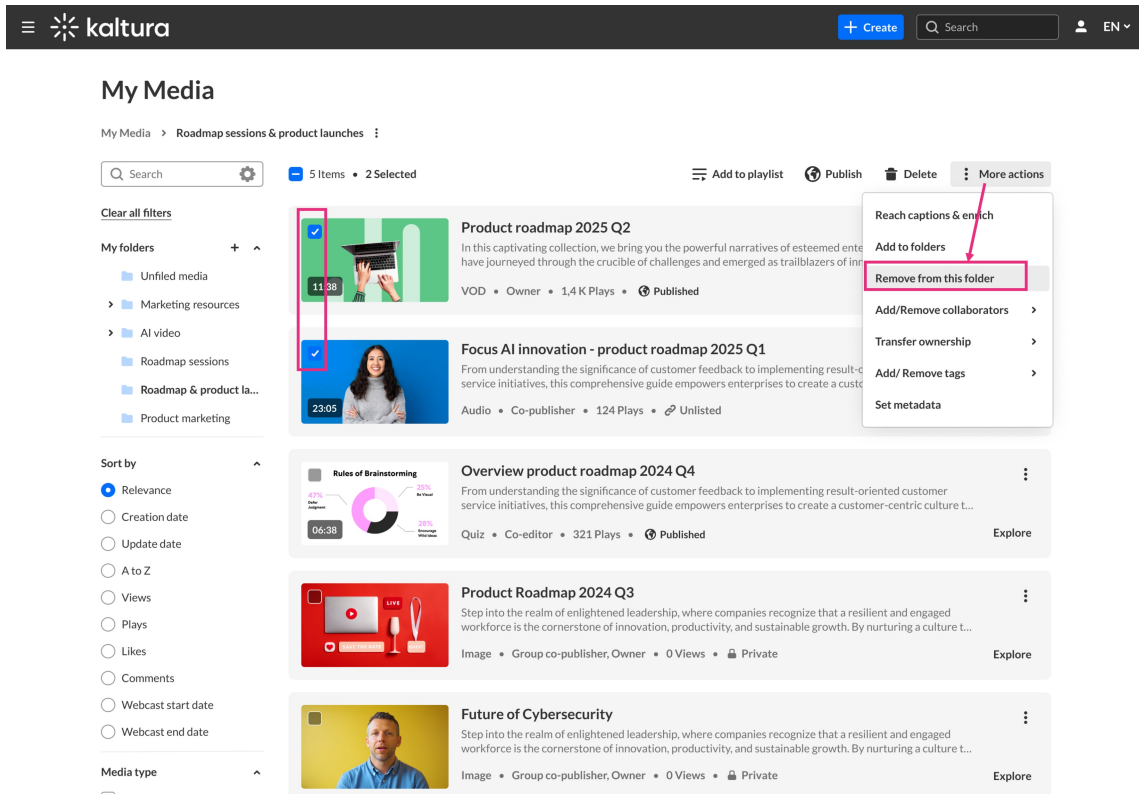
These items will be removed from the folder, but not deleted. This action cannot be undone.

Cancel **Remove**

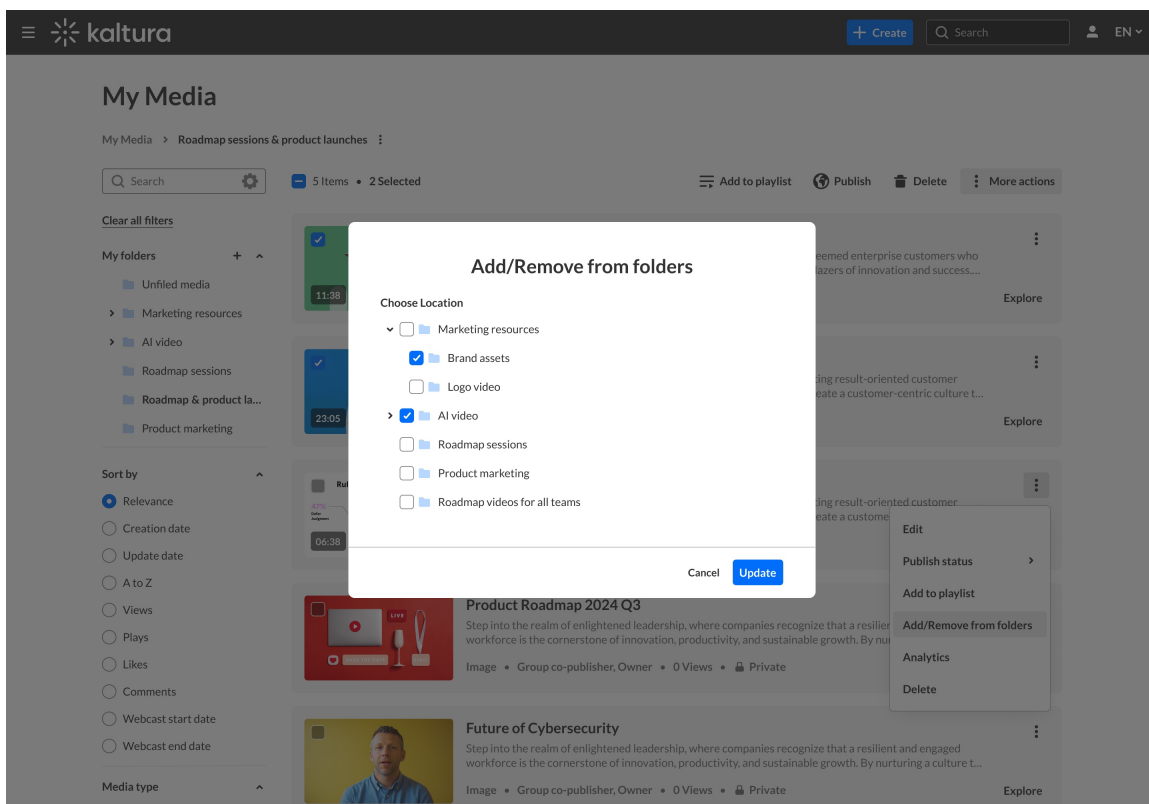
The item is removed from those folders.

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 Add to/Remove from folders window opens.



- 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.

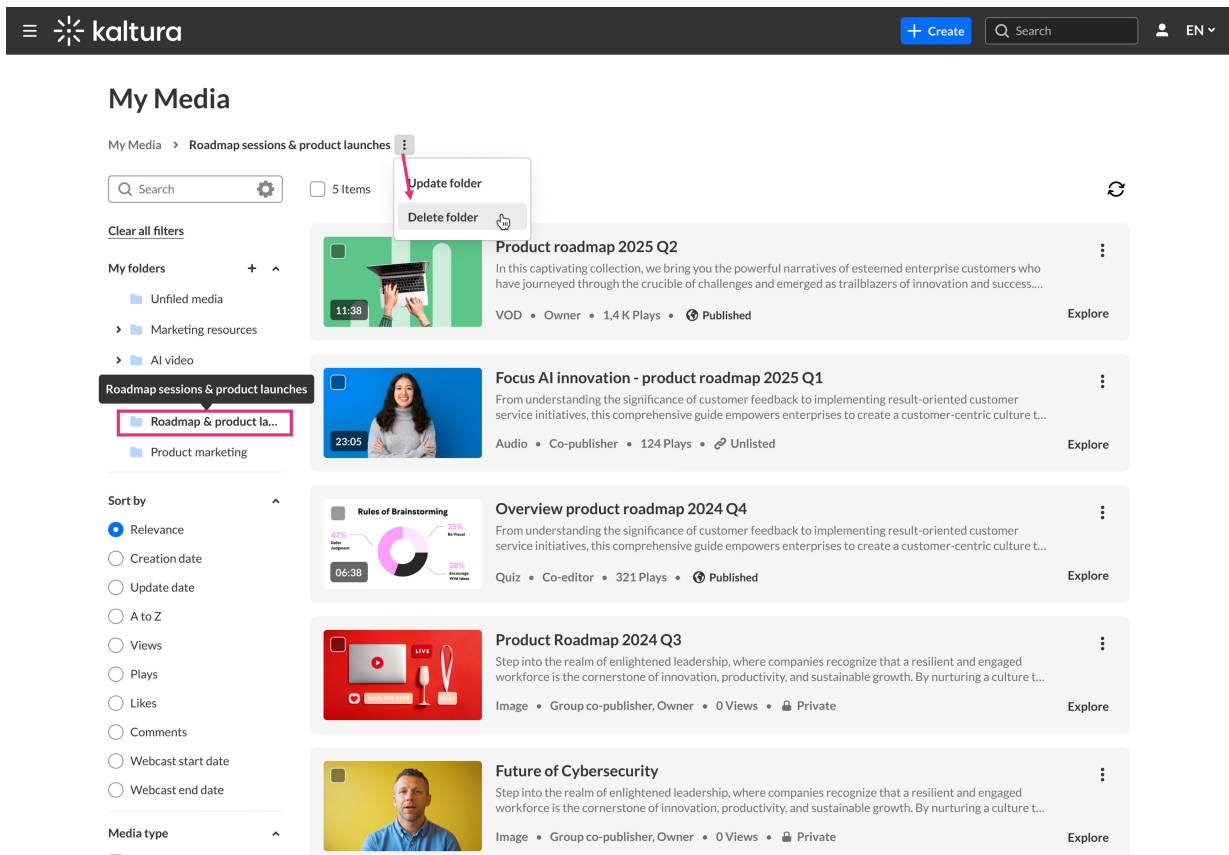
Cancel **Remove**

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 labeled 'EN'. Below the navigation bar, the 'My Media' section is active, showing a breadcrumb path: 'My Media > Roadmap sessions & product launches'. A confirmation message is displayed over the interface, asking 'Remove from folder?' with options to 'Cancel' or 'Remove'. The message states: 'These items will be removed from the folder, but not deleted. This action cannot be undone.' Below the message are 'Cancel' and 'Remove' buttons. The main content area shows a list of media items under the 'Roadmap sessions & product launches' folder. The folder name in the breadcrumb path is highlighted with a red box, and a three-dot menu is open next to it, showing 'Update folder' and 'Delete folder' options. The media items listed include 'Product roadmap 2025 Q2', 'Focus AI innovation - product roadmap 2025 Q1', 'Overview product roadmap 2024 Q4', 'Product Roadmap 2024 Q3', and 'Future of Cybersecurity'. On the left side, there's a sidebar with 'My folders' (Unfiled media, Marketing resources, AI video, Roadmap sessions & product launches) and 'Sort by' options (Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, Webcast end date). At the bottom left, there's a 'Media type' section.

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.

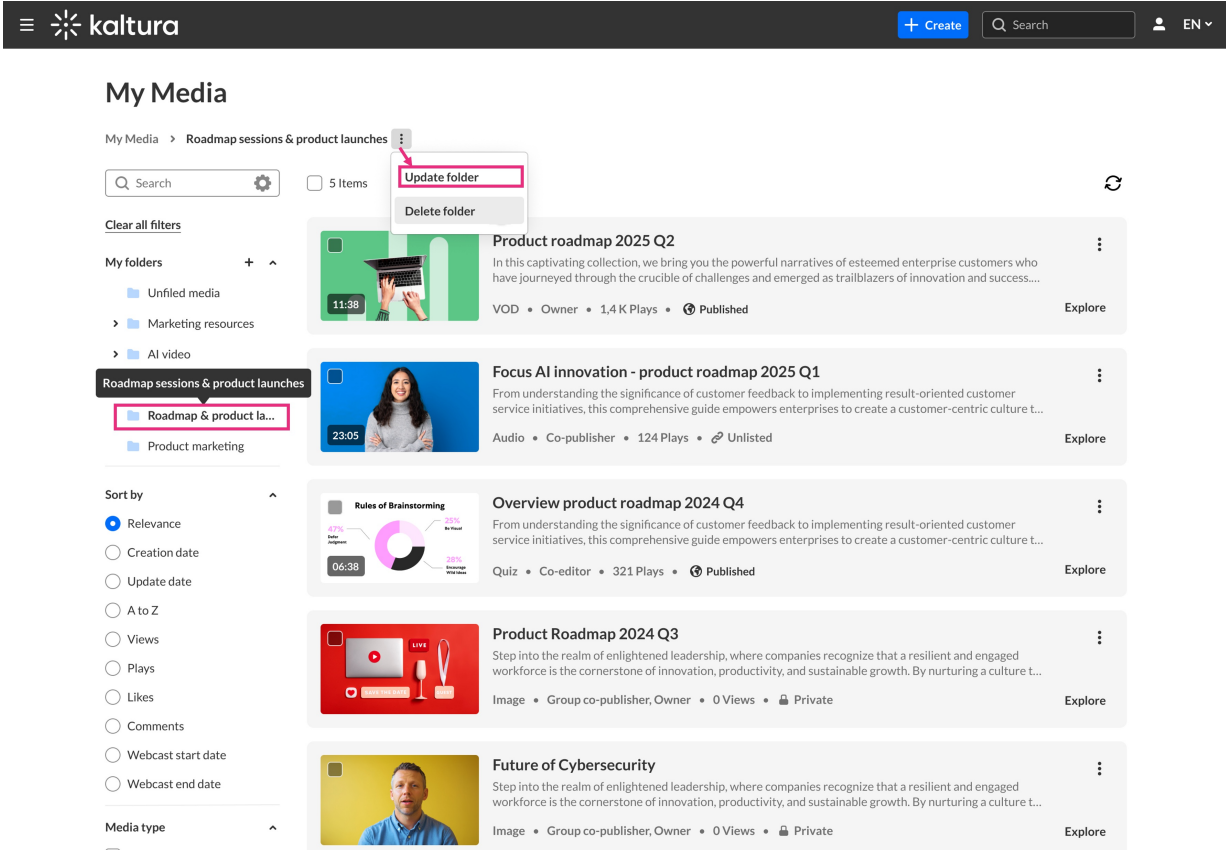
Cancel **Delete**

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.

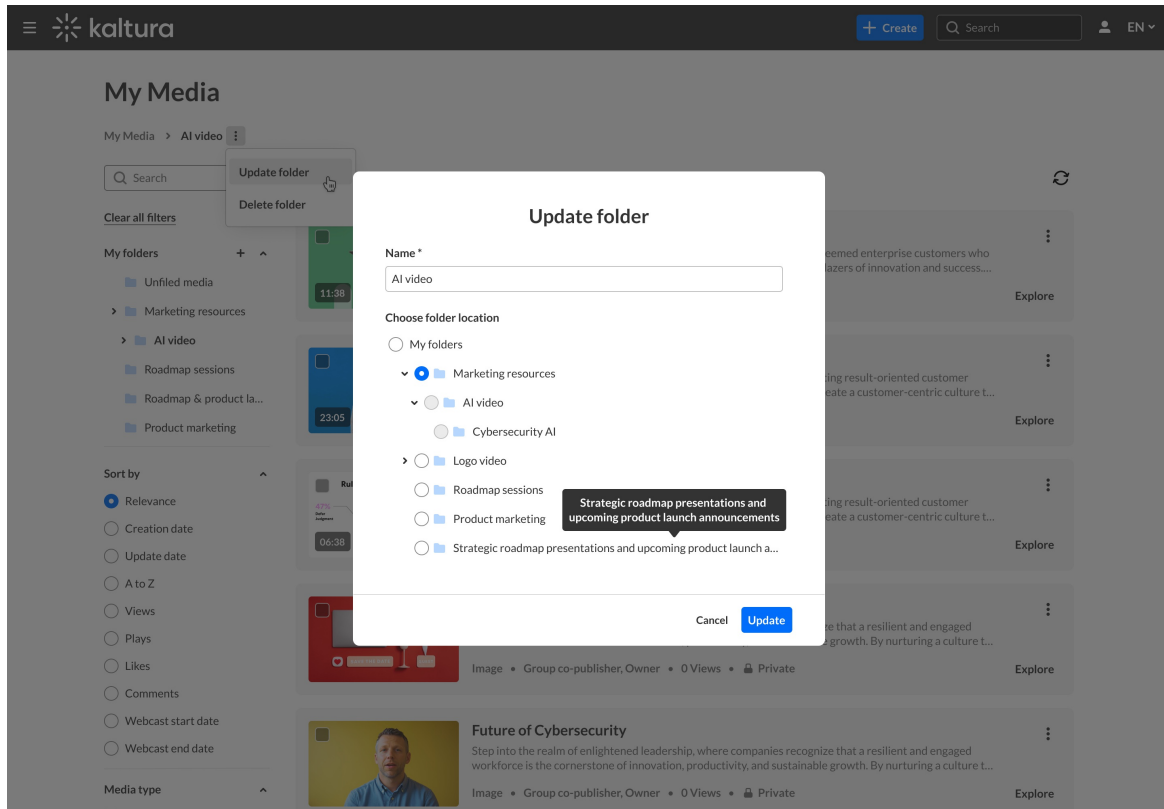
1. In the **My Folders** section, select the folder you want to update.
2. At the top of the page, you'll see the folder's location displayed as a navigation path (showing where you are in your folder structure).
3. Next to the folder name in this path, click the **three-dot menu** and select **Update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



The screenshot shows the Kaltura 'My Media' interface. At the top, there is a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon labeled 'EN'. Below the navigation bar, the 'My Media' section is visible. A navigation path is shown: 'My Media > Roadmap sessions & product launches'. A dropdown menu is open next to 'Roadmap sessions & product launches', showing 'Update folder' and 'Delete folder' options. The 'Update folder' option is highlighted with a red box. In the left sidebar, under 'My folders', the 'Roadmap sessions & product launches' folder is selected, and its subfolder 'Roadmap & product la...' is also highlighted with a red box. The main content area displays a list of media items, including 'Product roadmap 2025 Q2', 'Focus AI innovation - product roadmap 2025 Q1', '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', 'Audio', 'Image', 'Plays', and 'Published' status.

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

🔍 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