

Folders in My Media in Video Portal

Last Modified on 08/14/2025 7:43 pm IDT

 This article is designated for all users.

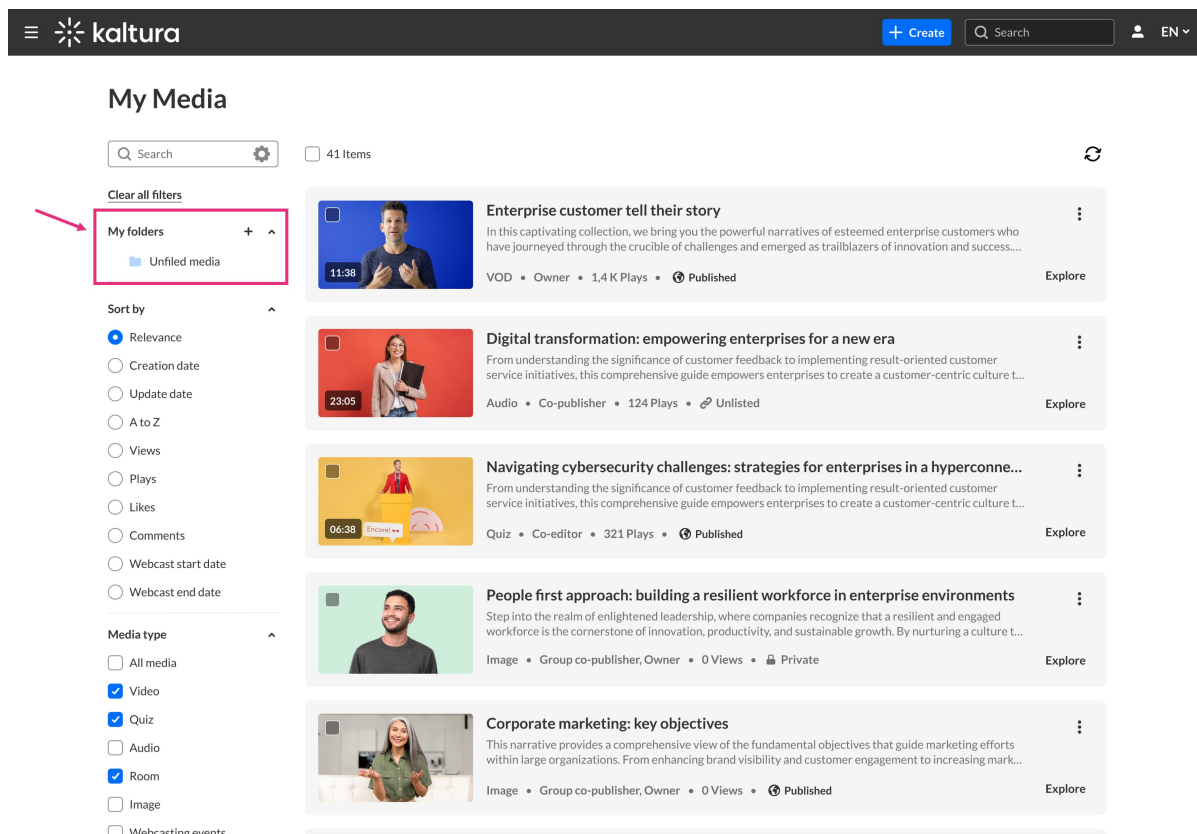
About

You can organize your personal My Media library using folders. 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.

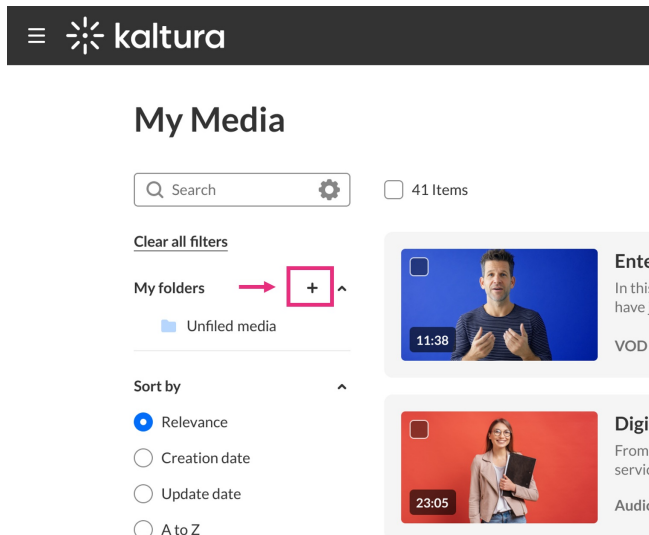
Once folders are enabled, you'll see a **My folders** section at the top left of your **My Media** page. You will also see a **Unfiled media** folder. This shows all media items not yet placed inside any folder. As you organize your media into folders, those items will no longer appear in **Unfiled media**.



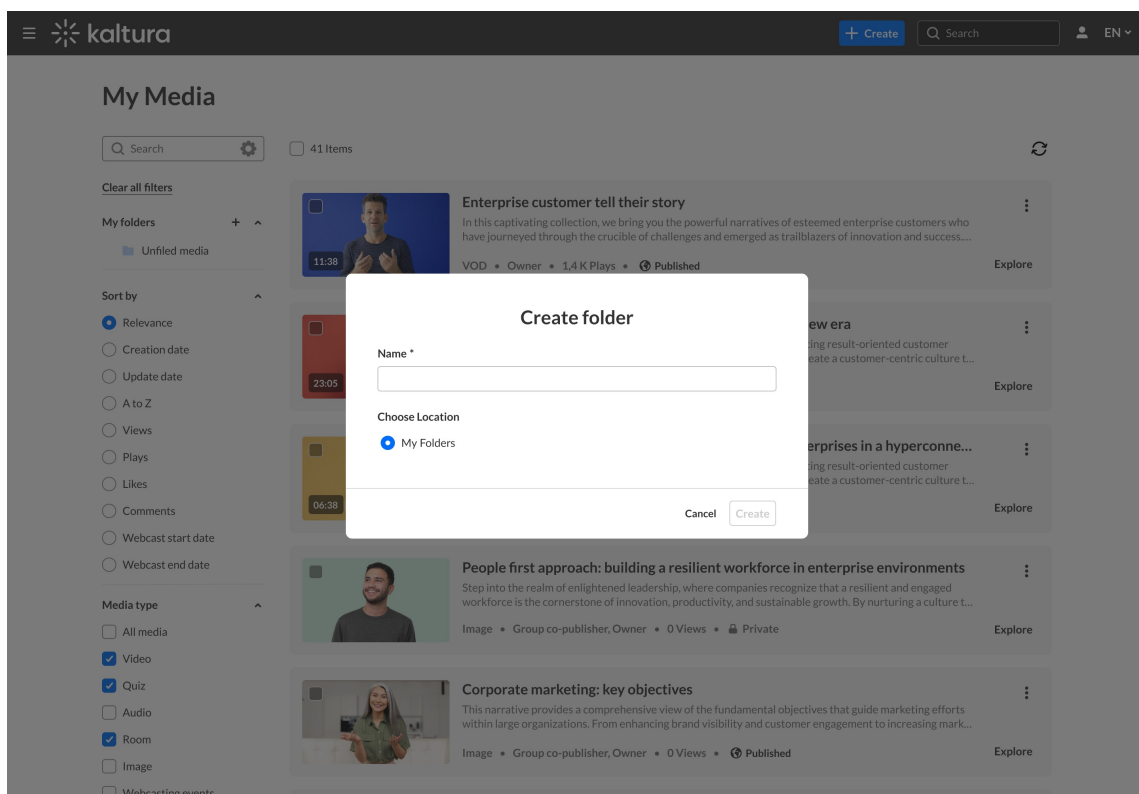
The screenshot shows the Kaltura My Media interface. At the top, there's a navigation bar with the Kaltura logo, a '+ Create' button, a search bar, and a user profile icon. Below the navigation bar, the 'My Media' section is displayed. On the left, there's a sidebar with a search bar, a '41 Items' count, and a 'Clear all filters' button. The 'My folders' section is highlighted with a red box and an arrow, showing 'Unfiled media' as the only folder. Below this, there's a 'Sort by' section with options like Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, and Webcast end date. The 'Media type' section shows options for All media, Video (checked), Quiz, Audio, Room (checked), Image, and Webcasting events. The main content area displays a list of media items, each with a thumbnail, title, description, and metadata. The items are: 'Enterprise customer tell their story' (VOD, Owner, 1,4 K Plays, Published), 'Digital transformation: empowering enterprises for a new era' (Audio, Co-publisher, 124 Plays, Unlisted), 'Navigating cybersecurity challenges: strategies for enterprises in a hyperconne...' (Quiz, Co-editor, 321 Plays, Published), 'People first approach: building a resilient workforce in enterprise environments' (Image, Group co-publisher, Owner, 0 Views, Private), and 'Corporate marketing: key objectives' (Image, Group co-publisher, Owner, 0 Views, Published).

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
- ☐ Webcast end date

Media type ▾

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

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...

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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...

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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...

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Corporate marketing: key objectives

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...

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Repeat these steps to create more folders.

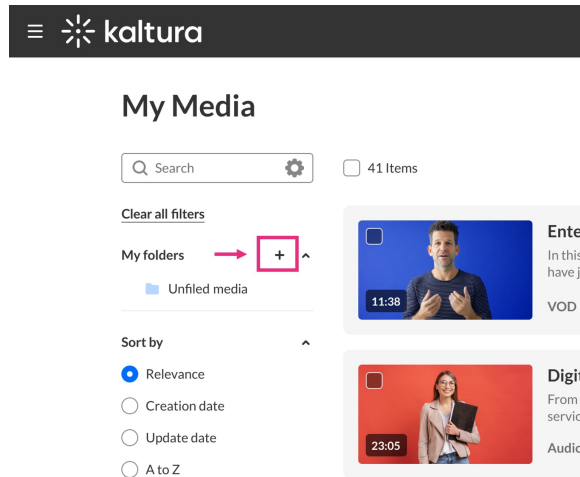


Each user can create up to **500** folders (including subfolders).

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

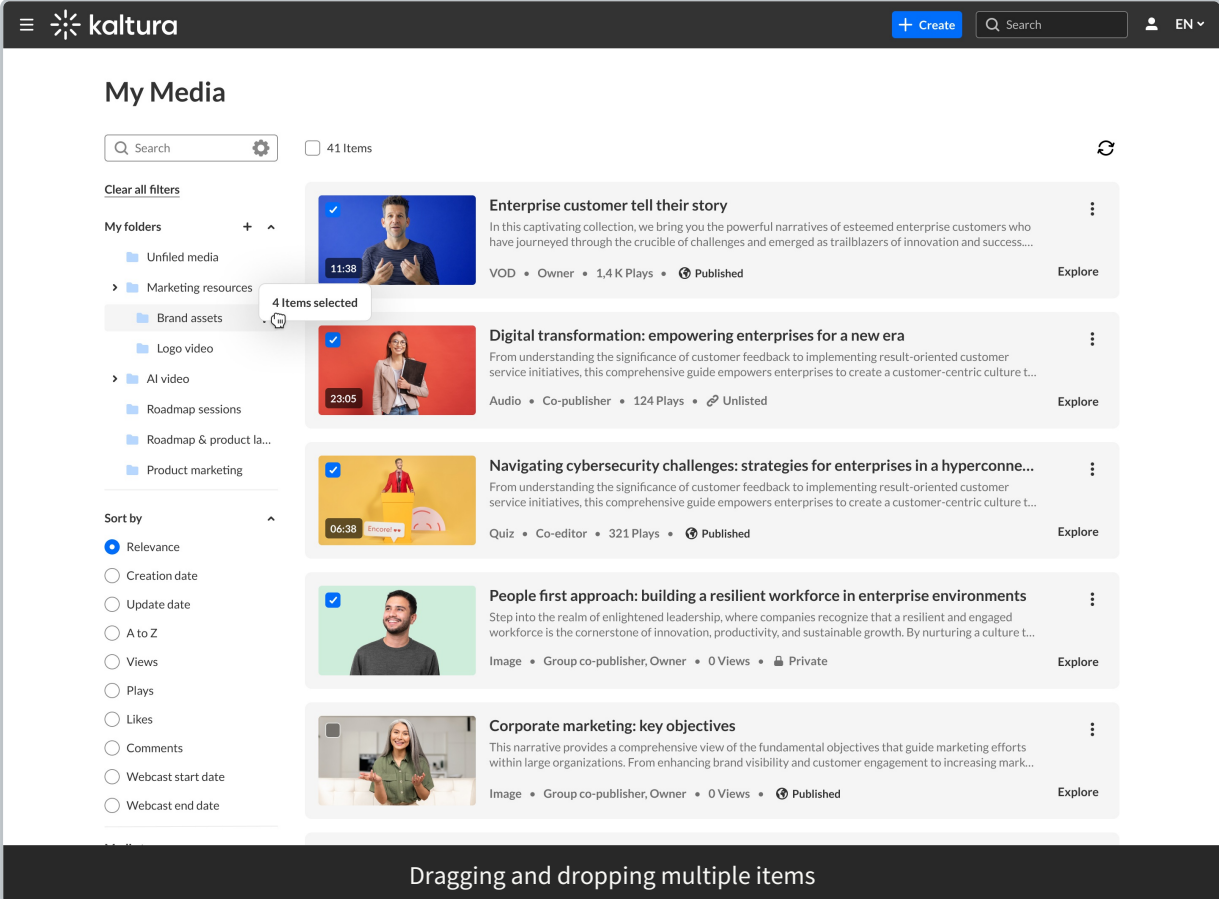
4. Click **Save**.

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.

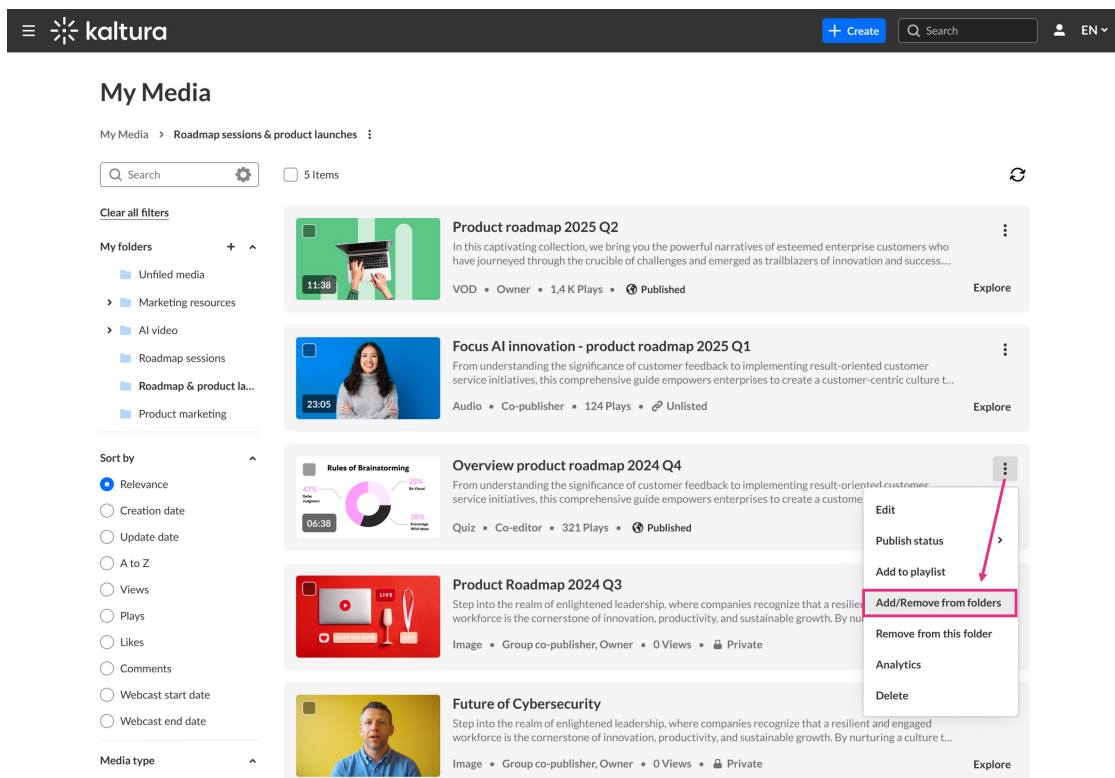


The screenshot shows the Kaltura 'My Media' dashboard. On the left, there's a sidebar with 'My folders' (Unfiled media, Marketing resources, Brand assets, Logo video, AI video, Roadmap sessions, Roadmap & product la..., Product marketing) and 'Sort by' options (Relevance, Creation date, Update date, 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:

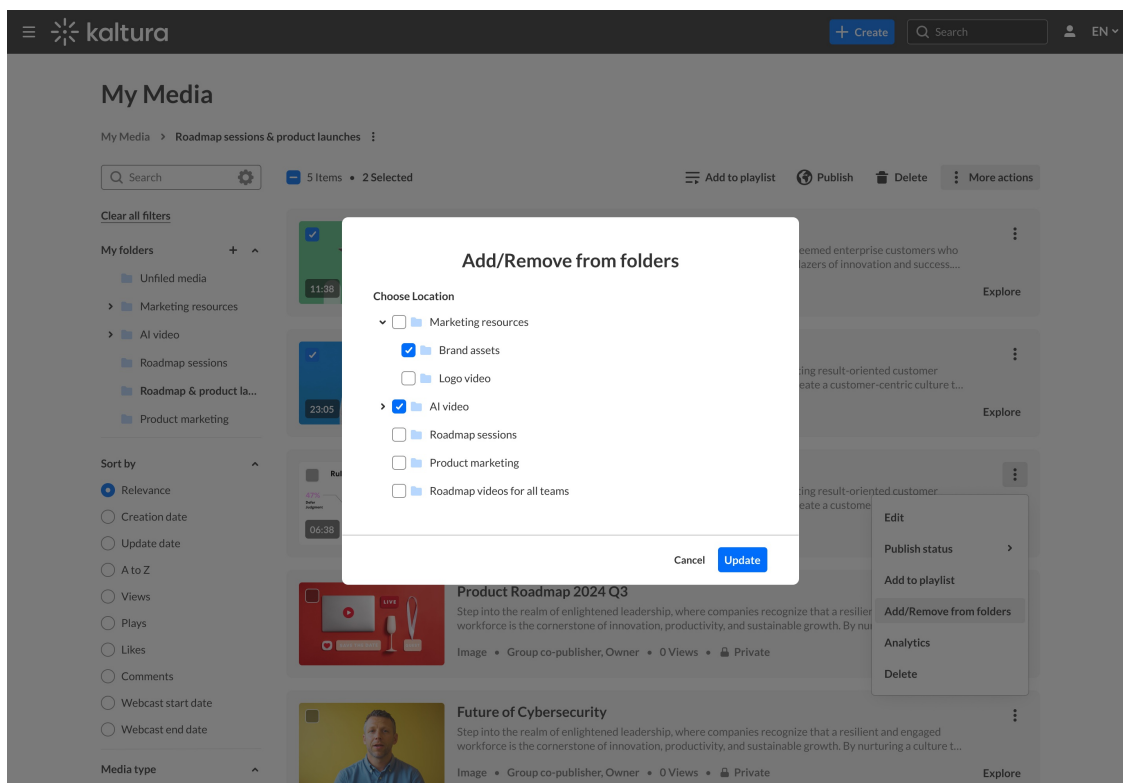
1. Click the **three-dot menu** to the far right of the media item.
2. From the menu, select **Add to / Remove from folders**.



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.

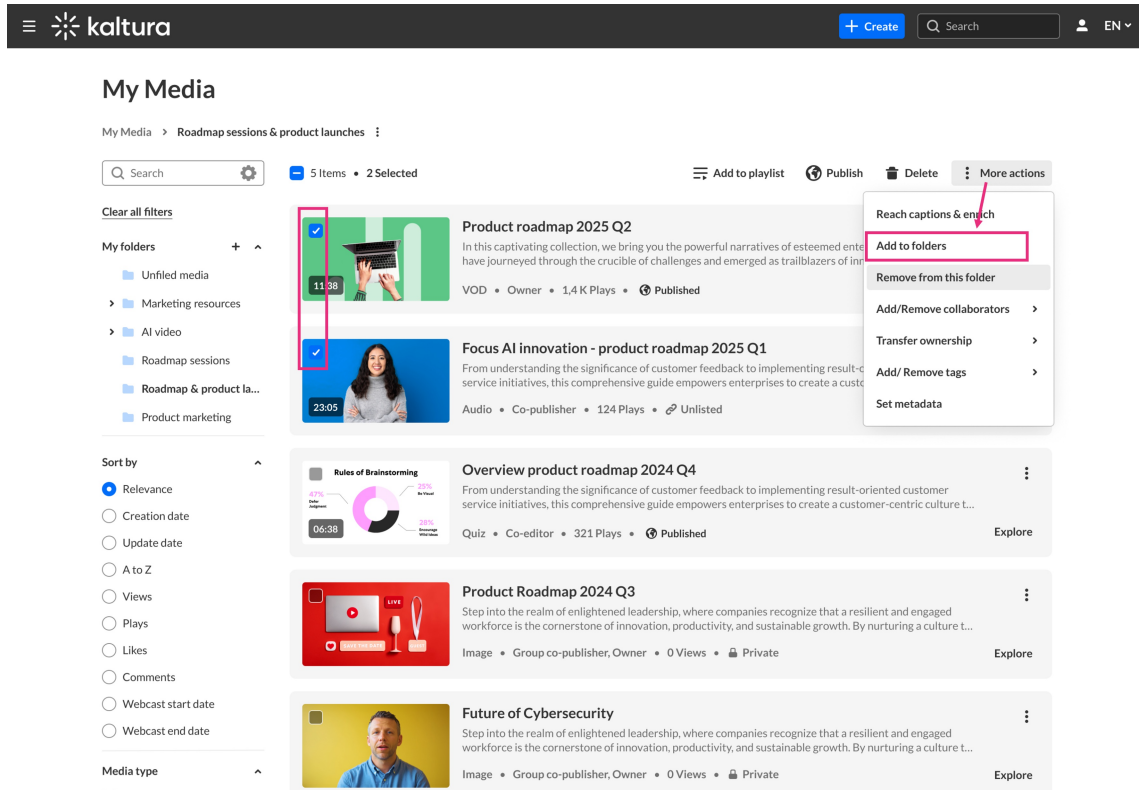
3. Select the desired folder(s) and click **Update**.



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.

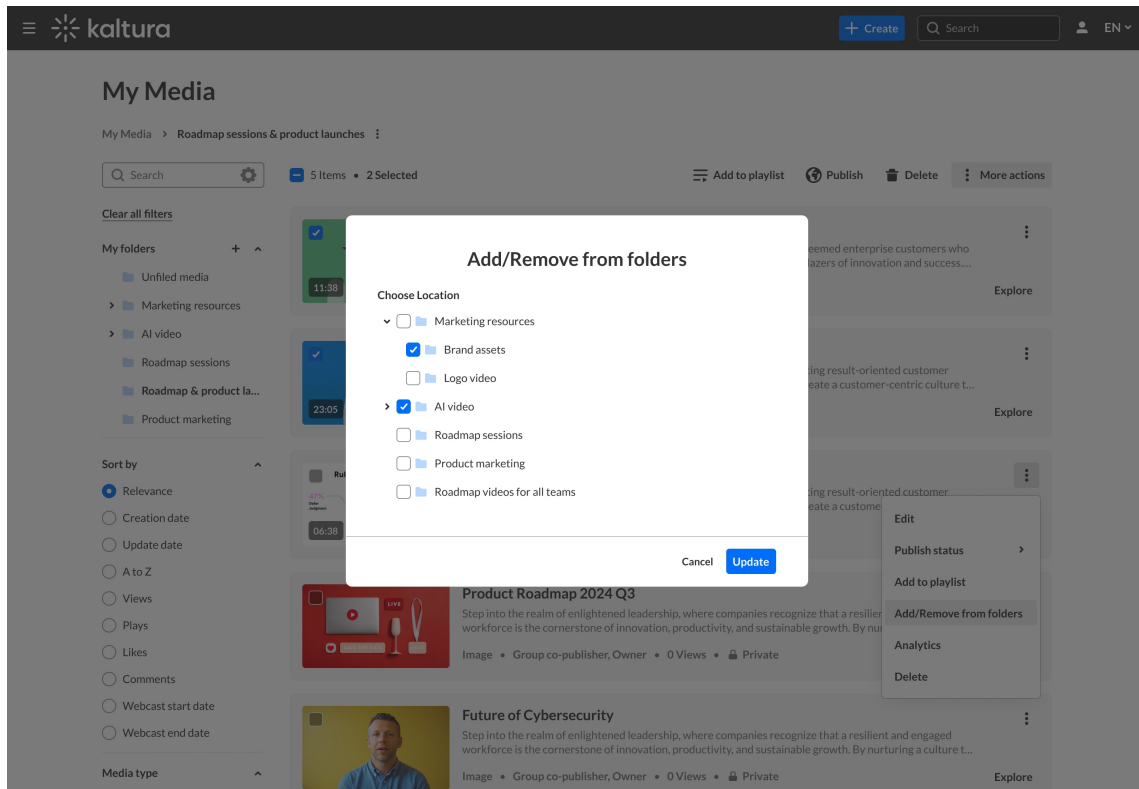
For multiple items:

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 'Roadmap sessions & product launches'. A search bar and a filter icon are present. On the left, there's a 'My folders' list with options like 'Unfiled media', 'Marketing resources', 'AI video', 'Roadmap sessions', 'Roadmap & product la...', and 'Product marketing'. A 'Sort by' section on the left allows filtering by Relevance, Creation date, Update date, A to Z, Views, Plays, Likes, Comments, Webcast start date, and Webcast end date. The main content area shows a list of media items. Two items are selected, indicated by checkboxes. The '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 media items listed include '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'.

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



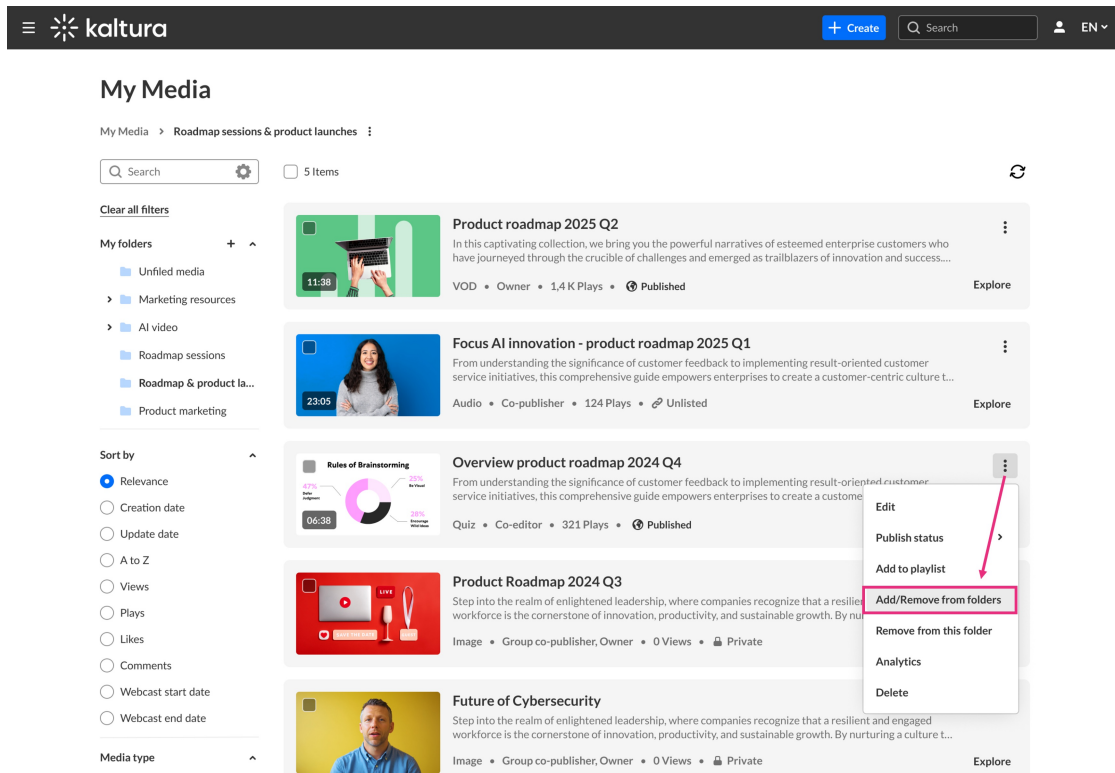
The screenshot shows the Kaltura 'My Media' interface with the 'Add/Remove from folders' dialog box open. The dialog box has a title 'Add/Remove from folders' and a section 'Choose Location'. It lists several folders with checkboxes: 'Marketing resources' (unchecked), 'Brand assets' (checked), 'Logo 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 shows the same 'My Media' interface as the previous screenshot, but it is dimmed.

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

Remove media from a folder

Single item

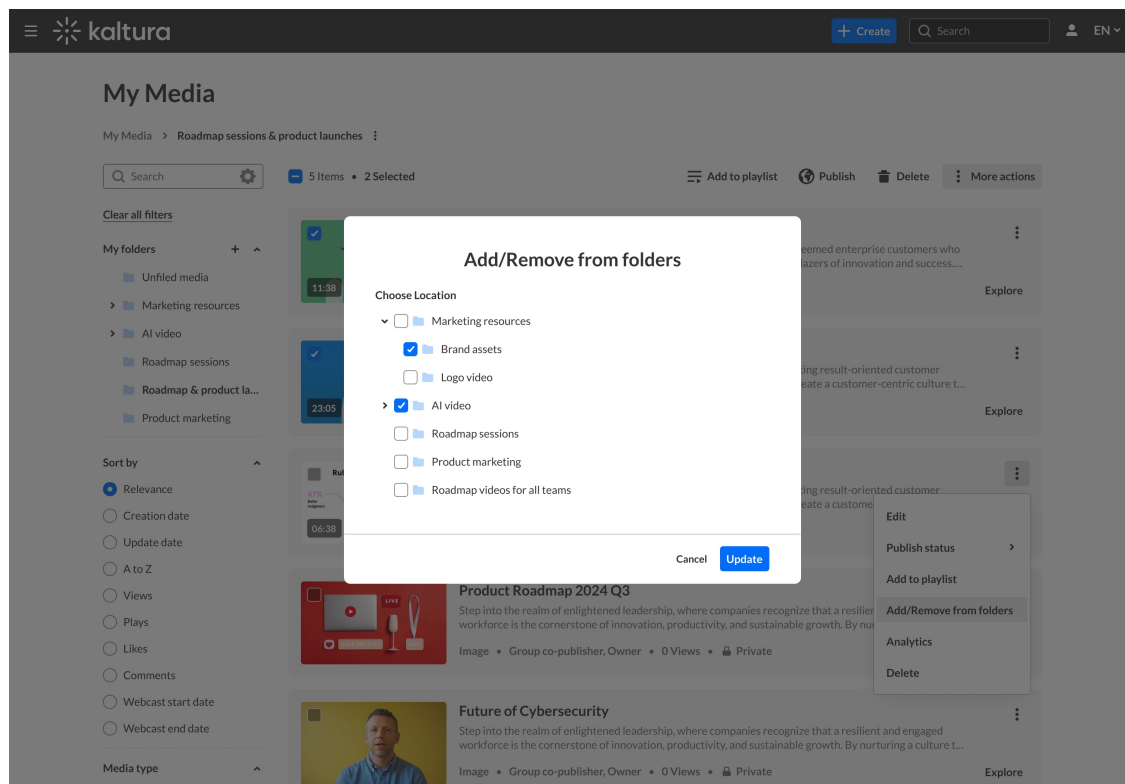
1. Click the **three-dot menu** to the far right of the item.
2. From the menu, select **Add to / Remove from folders**.



The screenshot shows the Kaltura 'My Media' interface. On the left, there are filters for 'My folders' (Unfiled media, Marketing resources, AI video, Roadmap sessions, Roadmap & product la..., Product marketing) and 'Sort by' (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 item 'Product Roadmap 2024 Q3' is selected, and its context menu is open. The menu options are: Edit, Publish status, Add to playlist, Add/Remove from folders (highlighted with a red box and a red arrow), 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?

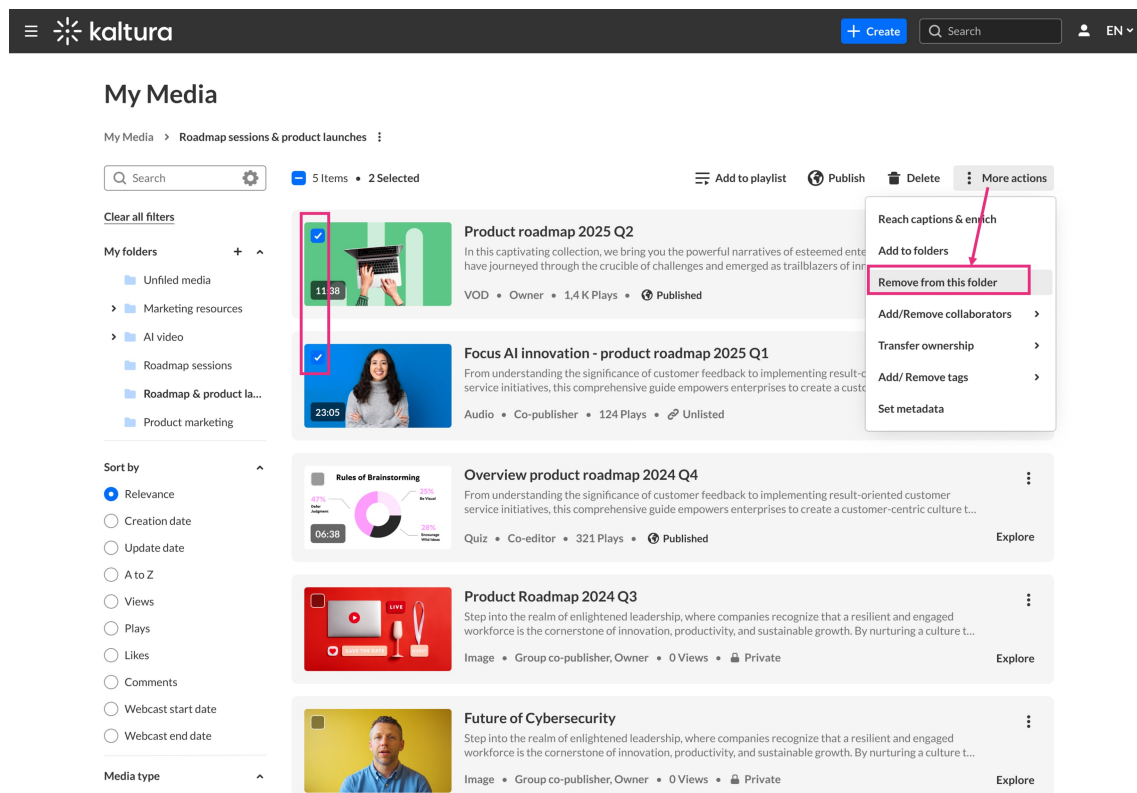
These items will be removed from the folder, but not deleted. This action cannot be undone.

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**.



My Media > Roadmap sessions & product launches

Search [] 5 Items • 2 Selected

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 ente... have journeyed through the crucible of challenges and emerged as trailblazers of in...

VOD • Owner • 1.4 K Plays • Published

Focus AI innovation - product roadmap 2025 Q1

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

Audio • Co-publisher • 124 Plays • Unlisted

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 customer-centric culture t...

Quiz • Co-editor • 321 Plays • Published

Product Roadmap 2024 Q3

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...

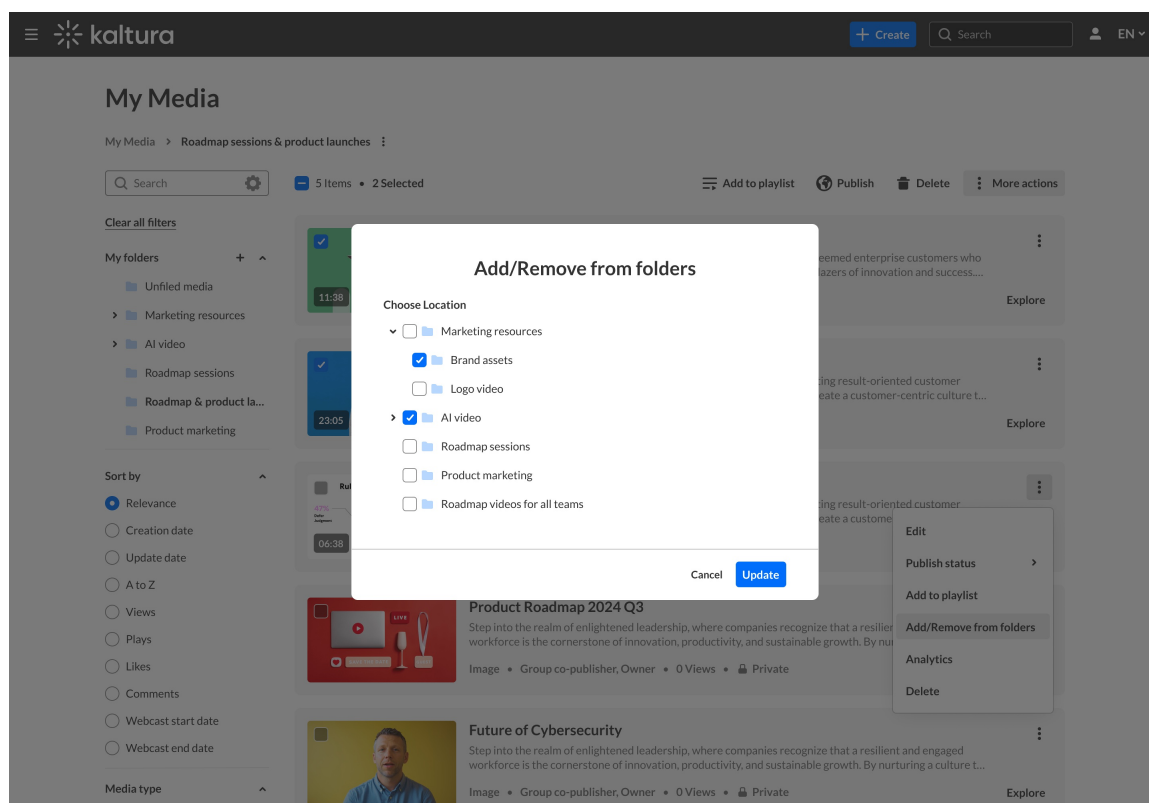
Image • Group co-publisher, Owner • 0 Views • Private

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

The Add to/Remove from folders window opens.



My Media > Roadmap sessions & product launches

Search [] 5 Items • 2 Selected

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

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

Future of Cybersecurity

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

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

- 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

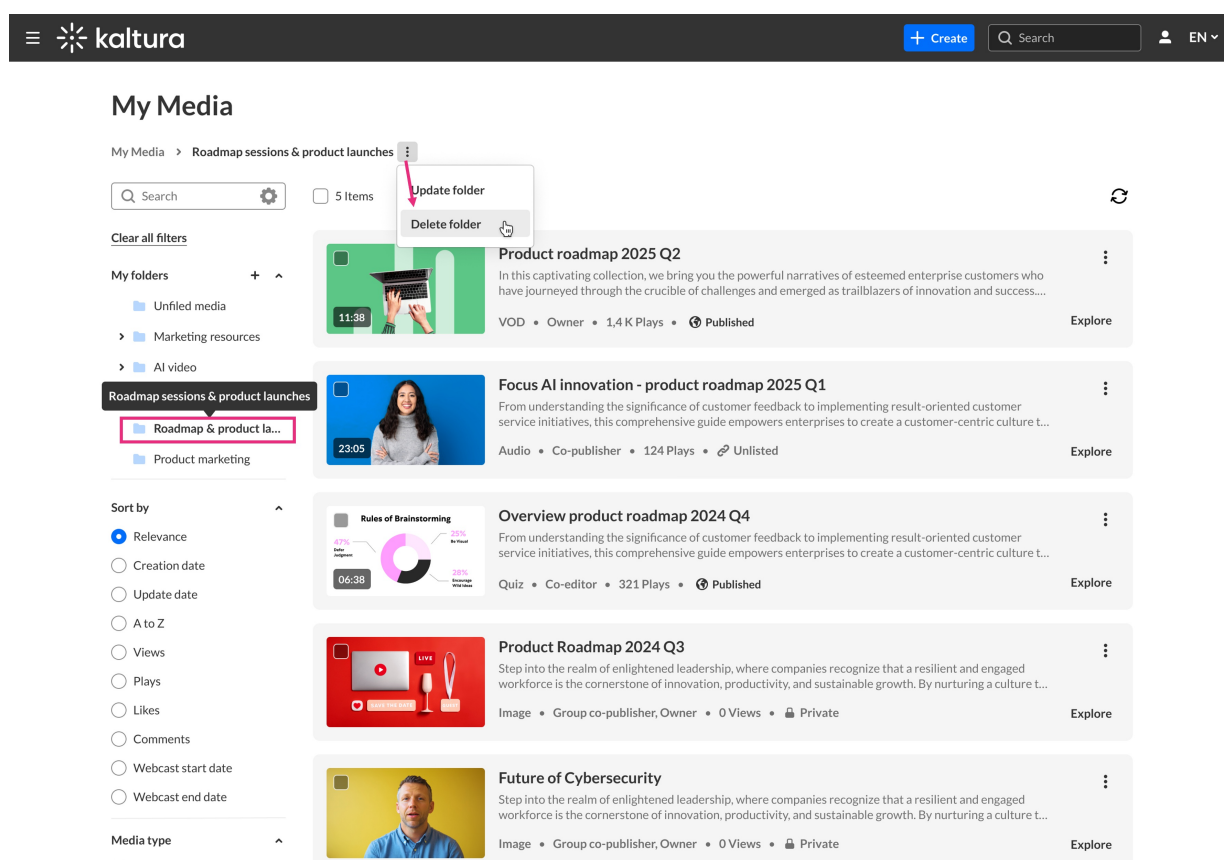
Remove

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. The navigation path at the top left is 'My Media > Roadmap sessions & product launches'. A three-dot menu is open next to 'Roadmap sessions & product launches', 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.

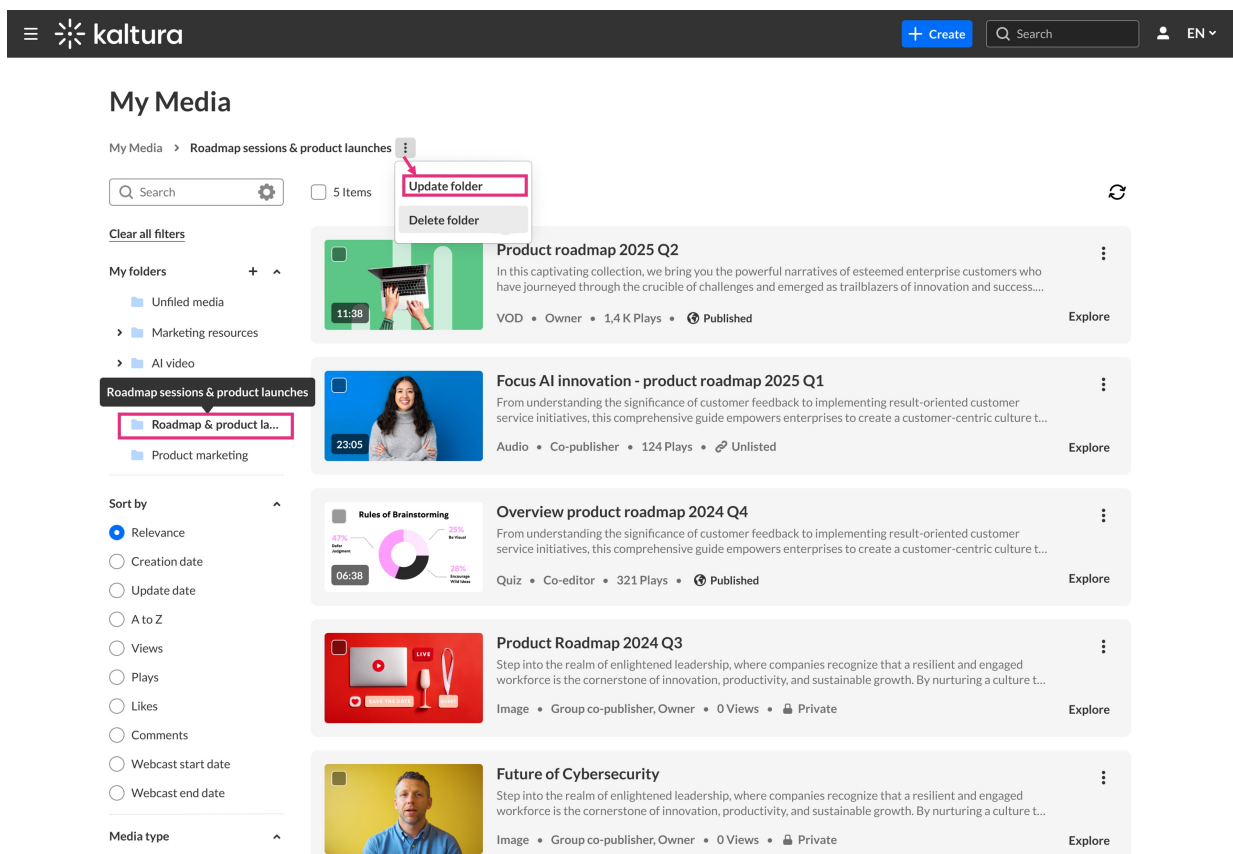
Cancel **Delete**

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.

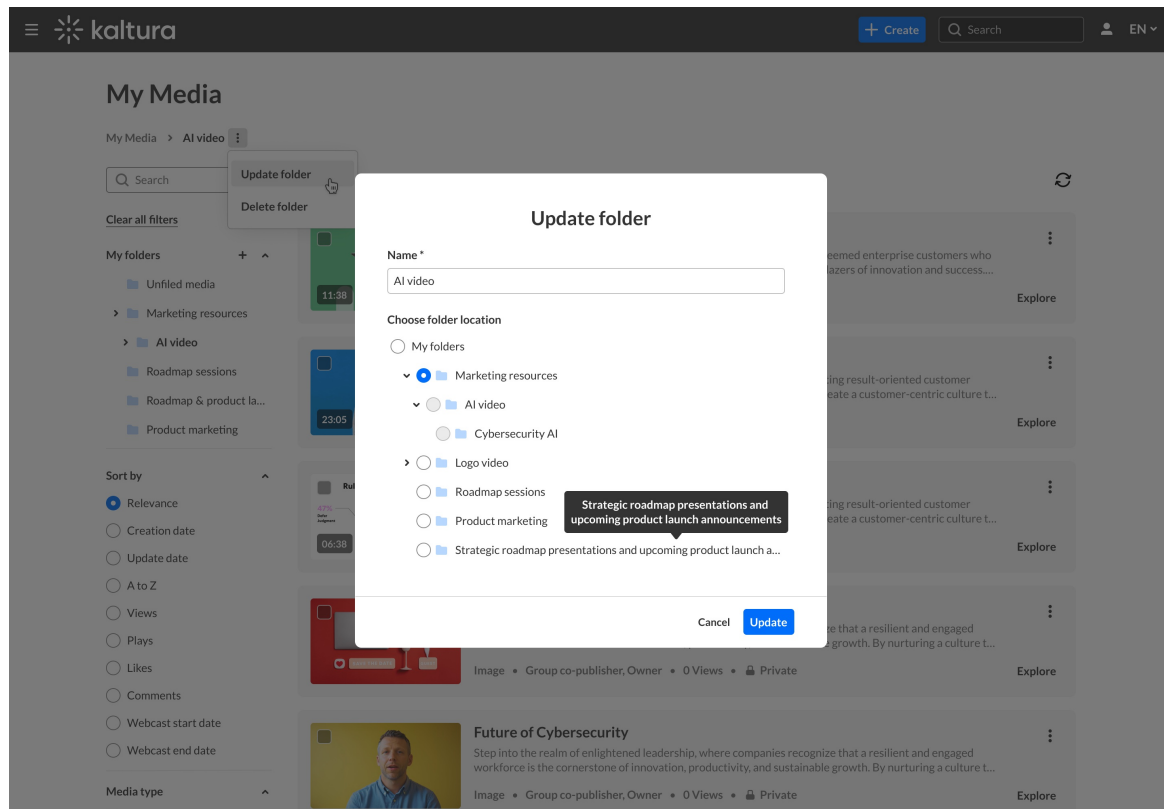
1. In the **My Folders** section, select the folder you want to update.
2. At the top of the page, you'll see the folder's location displayed as a navigation path (showing where you are in your folder structure).
3. Next to the folder name in this path, click the **three-dot menu** and select **Update 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 displayed. 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'. The 'Roadmap sessions & product launches' folder is selected, and its dropdown menu is open, showing 'Update folder' and 'Delete folder' options. The main content area shows a list of media items under the selected folder. The first item is 'Product roadmap 2025 Q2', which is a video. The second item is 'Focus AI innovation - product roadmap 2025 Q1', which is an audio file. The third item is 'Rules of Brainstorming', which is a video. The fourth item is 'Overview product roadmap 2024 Q4', which is a quiz. The fifth item is 'Product Roadmap 2024 Q3', which is an image. The sixth item is 'Future of Cybersecurity', which is an image. Each item has a thumbnail, a title, a description, and a list of metadata (e.g., VOD, Owner, 1,4 K Plays, Published). The 'Update folder' option is highlighted in the dropdown menu.

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