

Edit a playlist in Content Hubs

Last Modified on 04/14/2026 7:15 pm IDT

 This article is designated for all users.

About

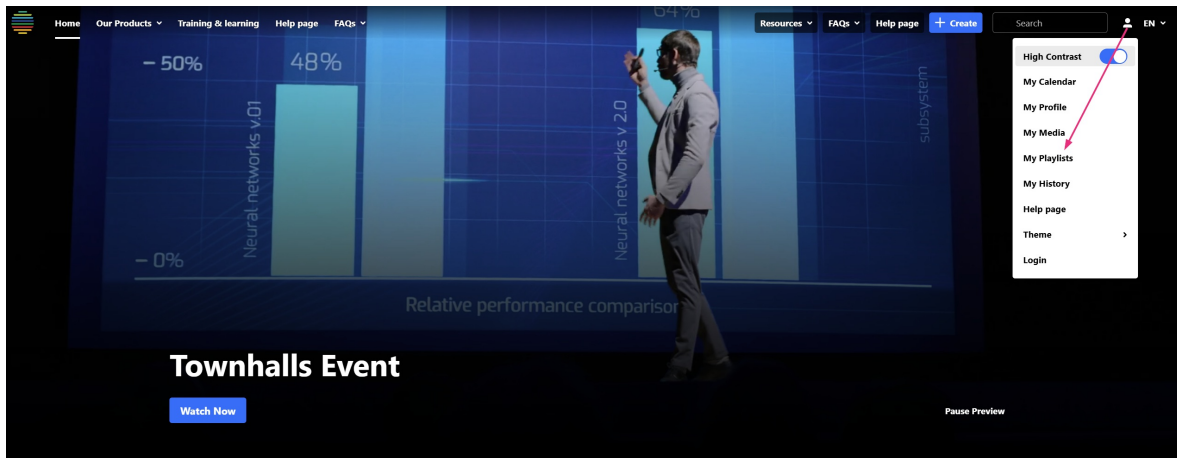
Use the edit playlist page to rename the playlist, update the description, add or remove items, and set the order.



If you can't access the edit playlist page, ask your administrator to give you the required permission.

Access the edit playlist page

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



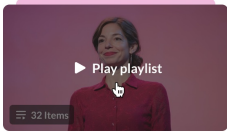
Most popular videos



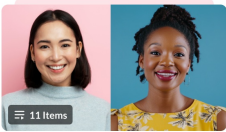
The **My Playlists** page displays.

My Playlists


🔍 Search for playlist 8 Items ☰ Filters + Create playlist




Watch later
Update May 9, 2025



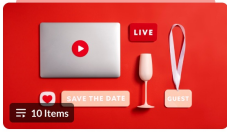
Top generative AI tools
Update April 6, 2025



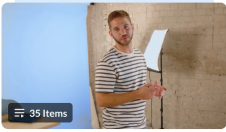
Learning strategies
Update January 3, 2025



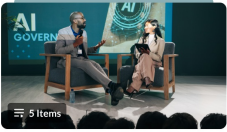
Introduction to generative AI: U...
Update January 3, 2025



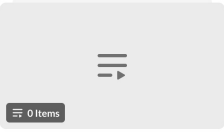
New employee on-boarding
Update April 9, 2024



Equality in Workplace
Update September 14, 2024



Future-ready skills
Update September 29, 2024

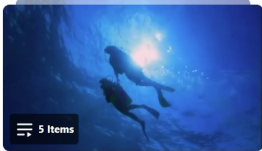


Public speaking & communication...
Update May 9, 2025


2. Locate the desired playlist, click the **three-dot menu** and select **Edit**.

My Playlists

🔍 Search for playlist 4 items ☰ Filters + Create playlist

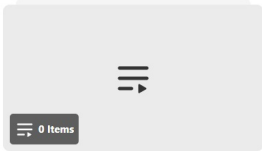


Watch List
Updated July 30, 2025




Tech Trends Driving Business Inno...
Updated July 30, 2025

- View Details
- Play Media
- Edit**
- Share
- Delete

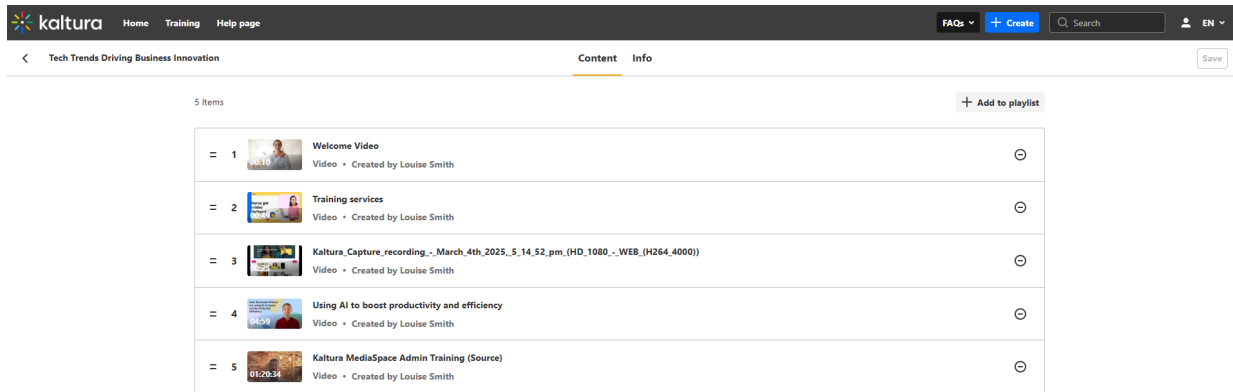


My new playlist
Updated July 03, 2025



Homepage
Updated February 16, 2025

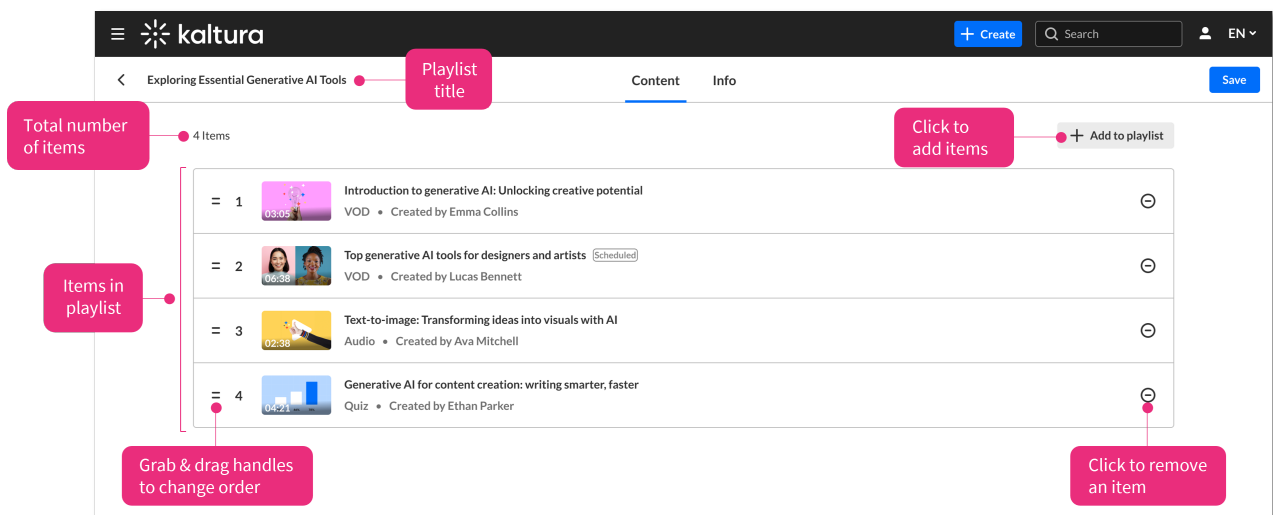
The edit playlist page displays.



On the edit page, you'll see a top bar with a **back arrow** and **Save button**, as well as two tabs: **Content** (open by default) and **Info**.

Content tab

Use the **Content tab** to review, reorder, and remove items.



What you see:

- Type, title, creator/owner, and duration for each entry
- Live indicator for live entries
- Scheduled badge for items with a publishing schedule
- Duplicates are allowed (the same item can appear more than once)

Reorder

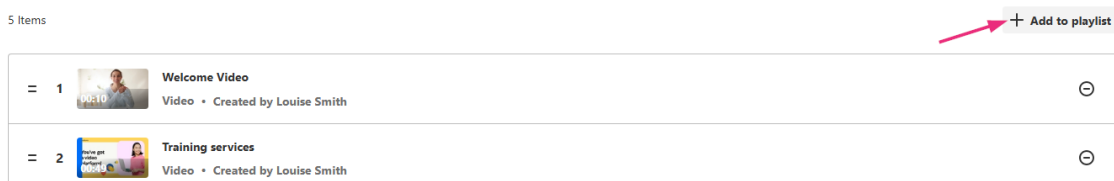
- **Mouse:** Drag the handles (two lines) on the left to move the item.
- **Keyboard:** Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

Remove

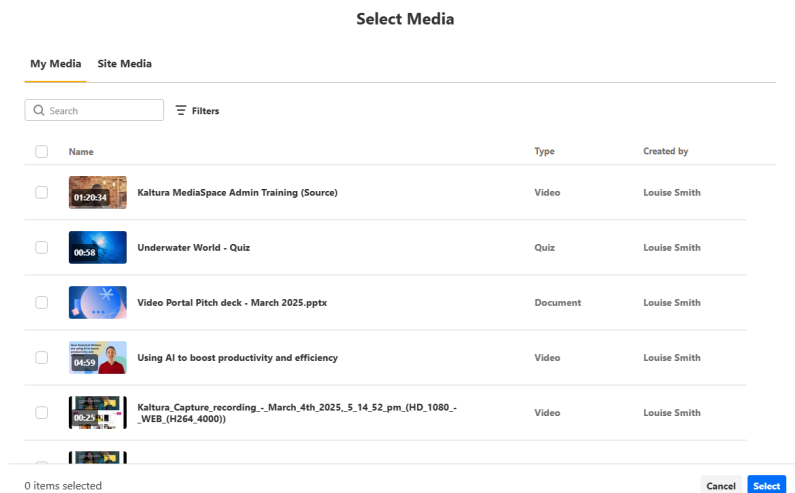
Click the remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

Add media

1. Click **Add to playlist** at the top right.



The 'Select media' window opens.



2. Check the boxes next to the items you want to add in the tabs:

- **My Media** - add media from My Media
- **Site media** - add items from the site-wide repository that you're entitled to use

You can use the search function to find the media.

3. Click **Select** (bottom right).

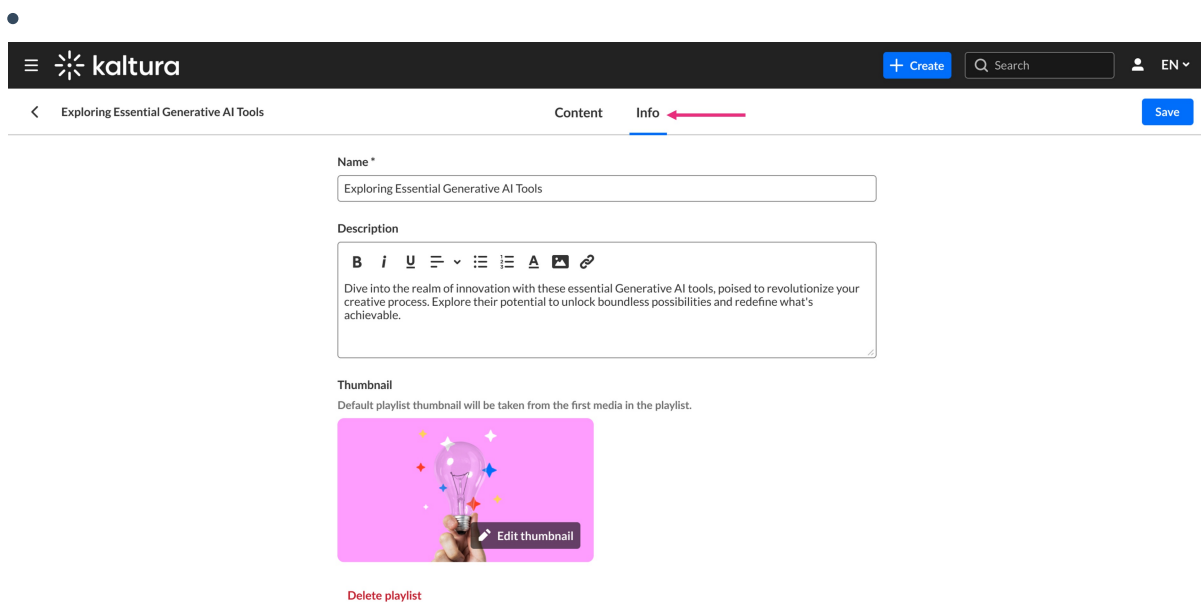
The playlist **Content** tab displays.



4. When you're happy with your playlist, click **Save** (top right).

Info tab

Use the Info tab to update playlist-level details and actions.



Edit details

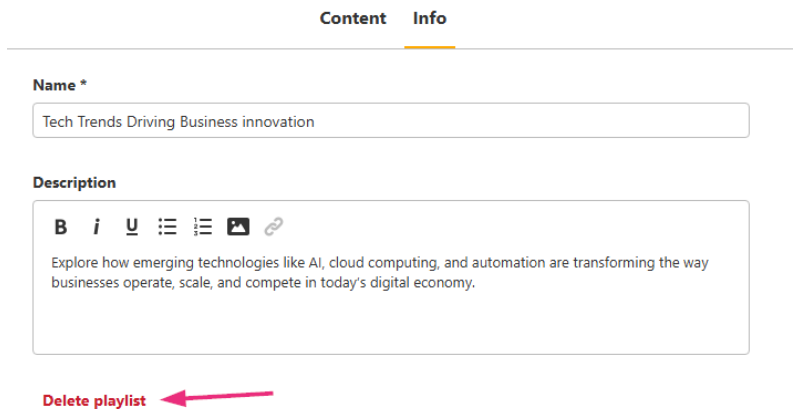
1. On the **Info** tab, update the playlist name and description.
2. Click **Save** (top right).

Thumbnail behavior

The playlist thumbnail defaults to the first item in the playlist. When you change the order, the default thumbnail updates after you save.

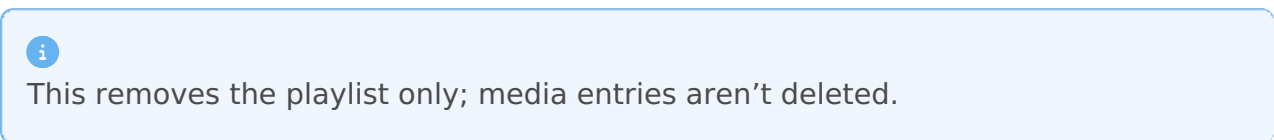
Delete playlist

1. Click **Delete playlist**.



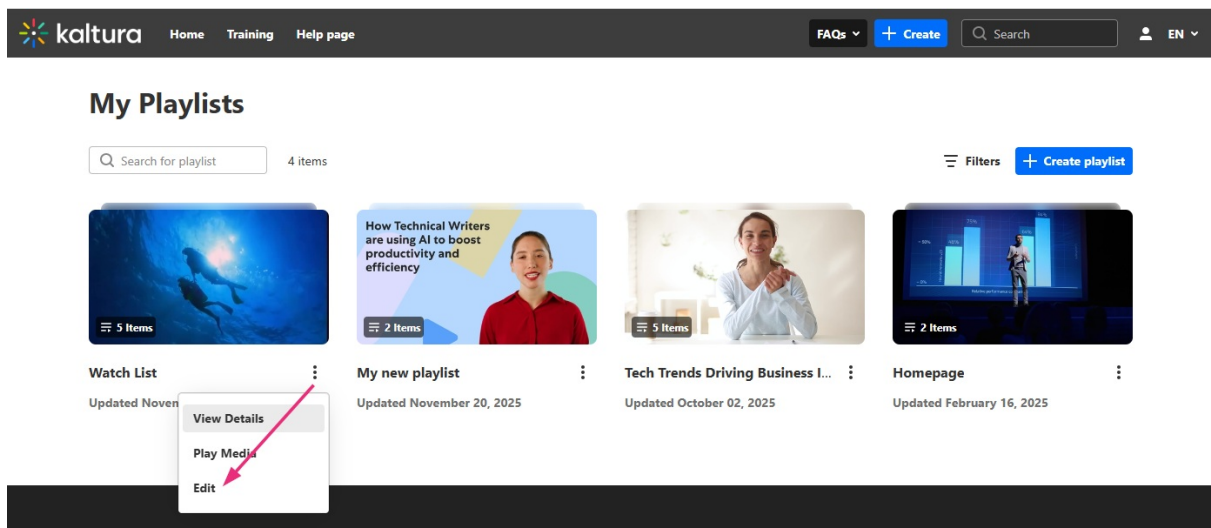
A confirmation message displays.

2. Click **Delete** to continue.








Watch List behavior

Under the Watch list card, click the **three-dot menu**, and select **Edit**.





The Watch List opens in a streamlined edit view without the 'Content' or 'Info' tabs.

5 Items

- | | | |
|---|---|---|
| 1 |  Underwater World
Video • Created by Louise Smith | ⊖ |
| 2 |  Townhalls Event
Video • Created by Louise Smith | ⊖ |
| 3 |  Mel Robbins_5 Second Rule
Video • Created by Louise Smith | ⊖ |
| 4 |  Podcasting 101
Meeting • Created by Louise Smith | ⊖ |
| 5 |  Learning tips
Meeting • Created by Louise Smith | ⊖ |

You can remove items from your list to keep it up to date.

5 Items

- | | | |
|---|--|--------------------|
| 1 |  Underwater World
Video • Created by Louise Smith | ⊖
Remove |
| 2 |  Townhalls Event
Video • Created by Louise Smith | ⊖ |

