Edit a playlist in Content Hubs

Last Modified on 07/24/2026 10:44 am IDT

This article is designated for all users.

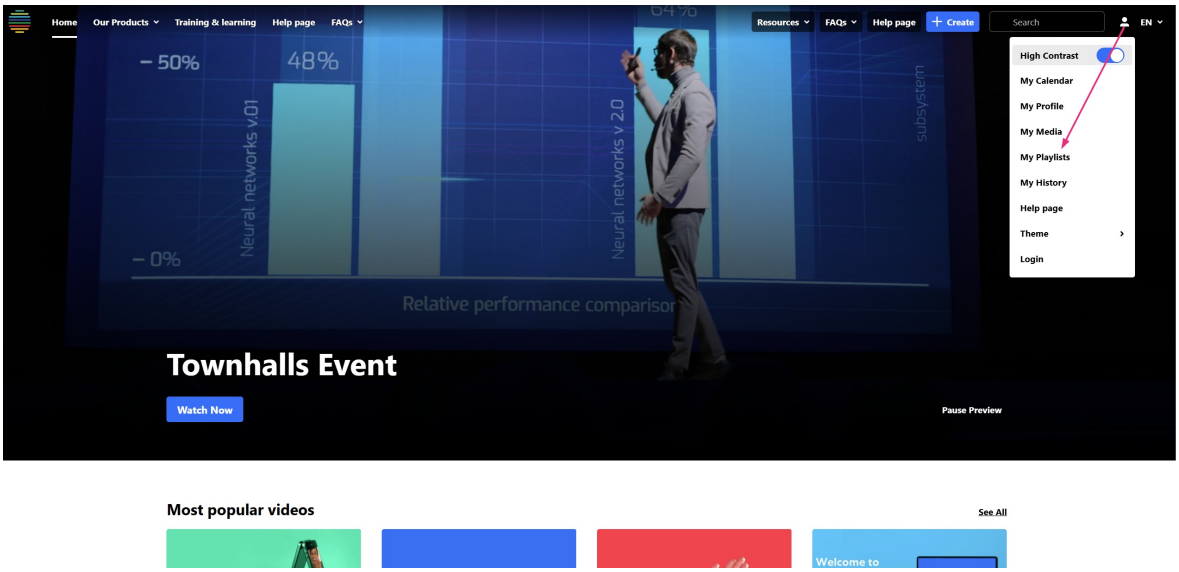
About

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.

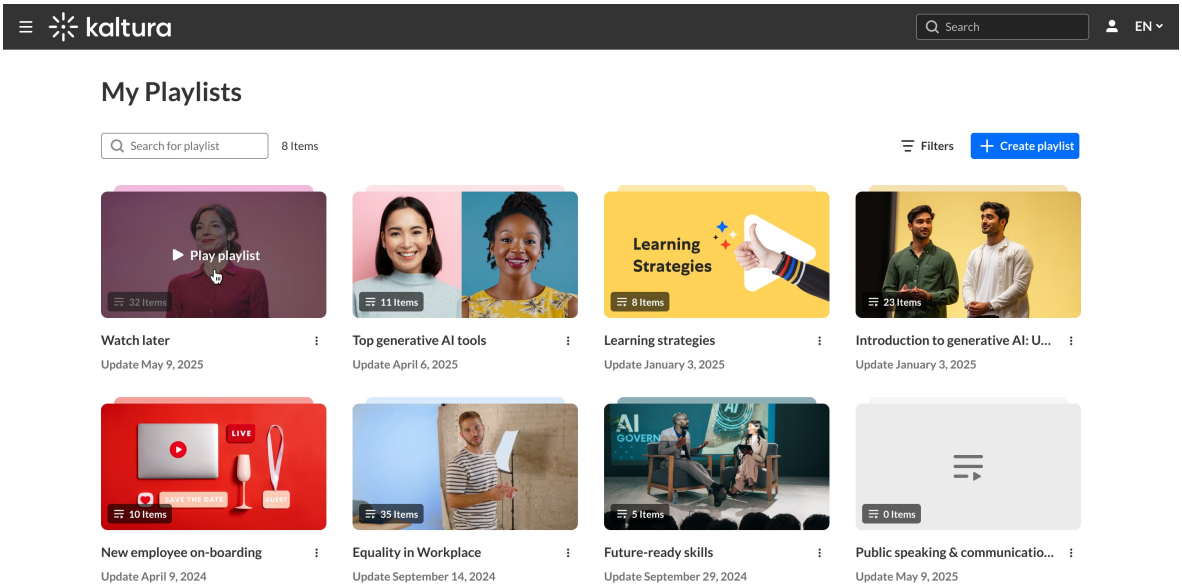
Access the edit playlist page

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

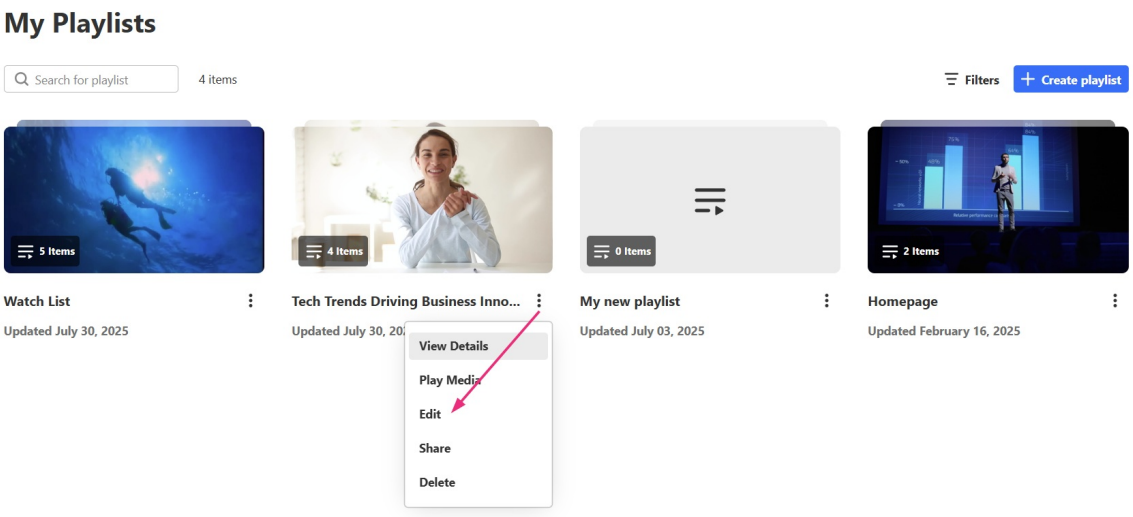


The **My Playlists** page displays.

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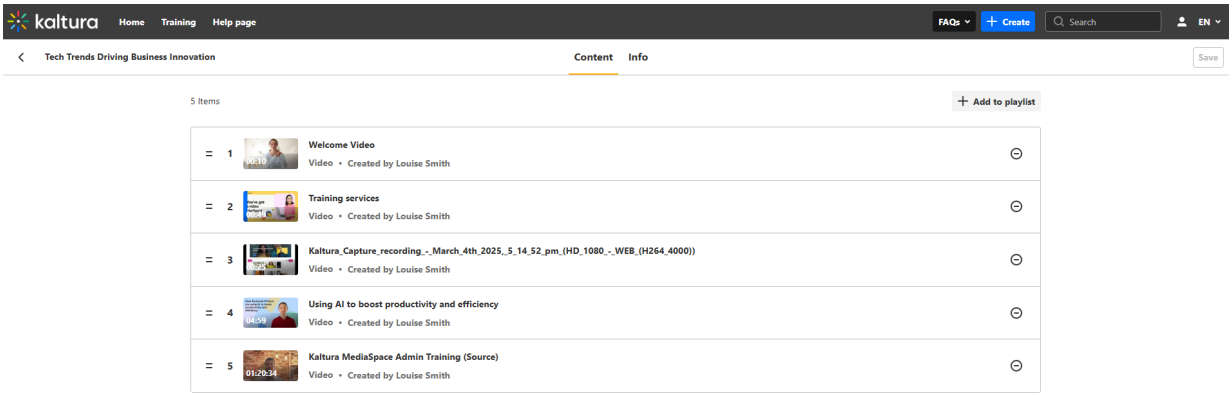


2. Locate the desired playlist, click the **three-dot menu** and select **Edit**.



The edit playlist page displays.

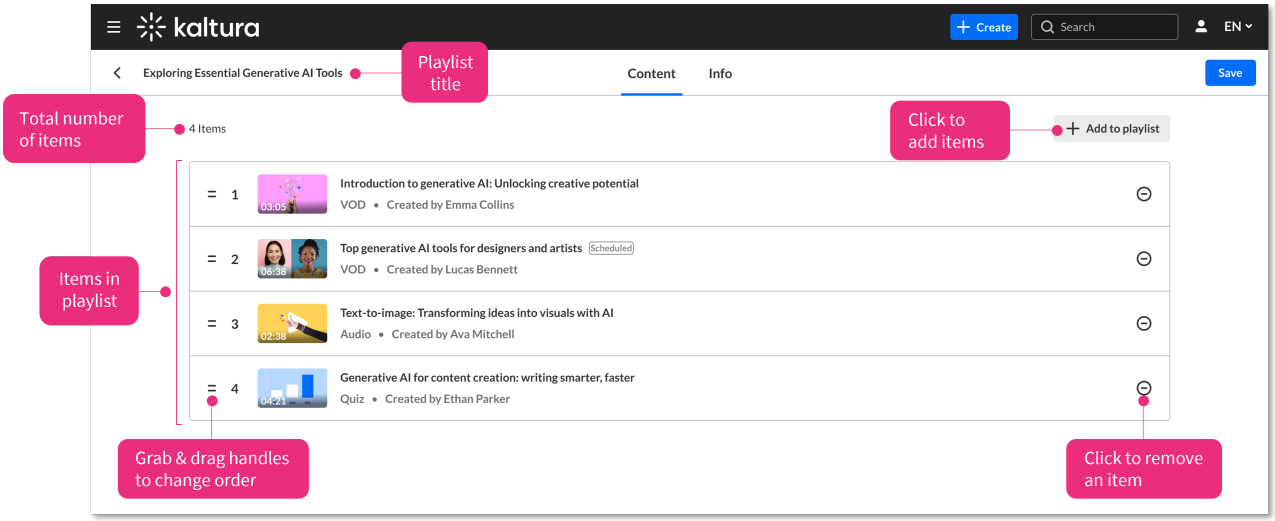
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On the edit page, you'll see a top bar with a **back arrow** and **Save button**, as well as two tabs: **Content** (open by default) and **Info**.

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).

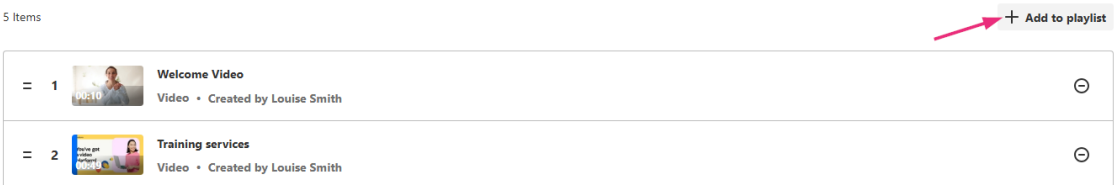
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Remove

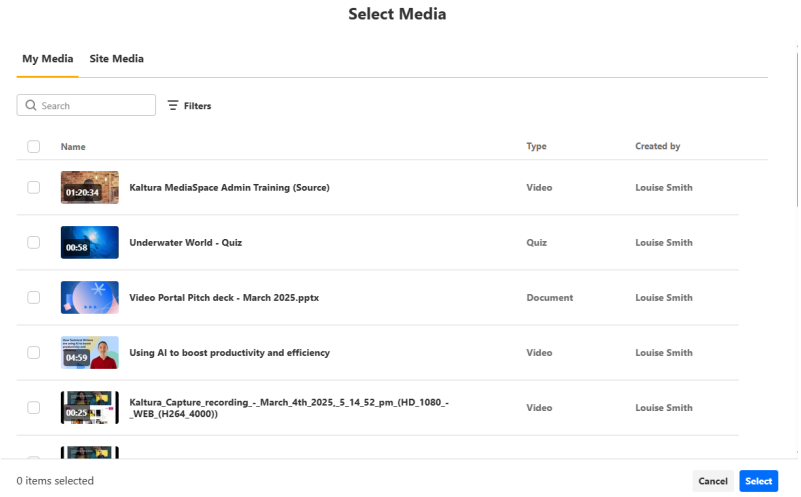
Click the remove icon to the far right of an item to take it off the playlist. This does not delete the media from your account.

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.

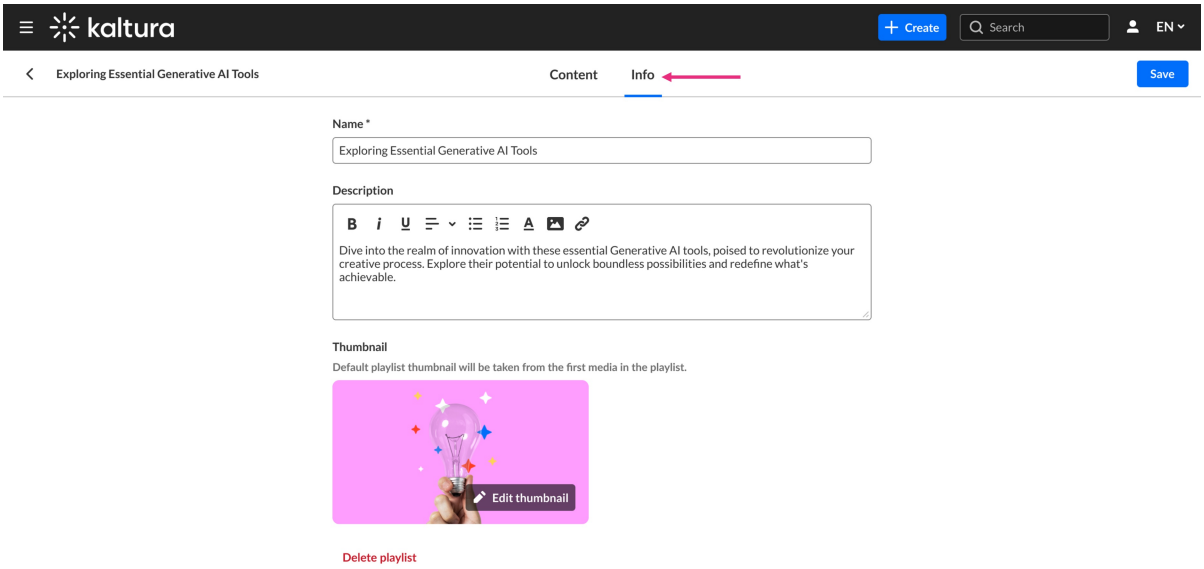
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4. When you're happy with your playlist, click **Save** (top right).

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).

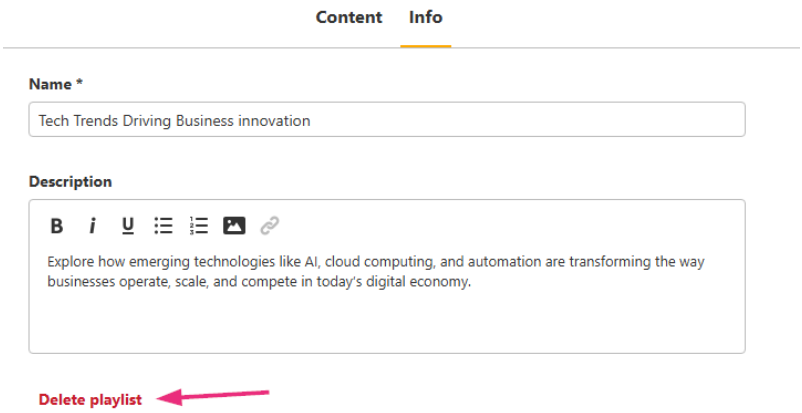
Thumbnail behavior

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

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Delete playlist

1. Click **Delete playlist**.



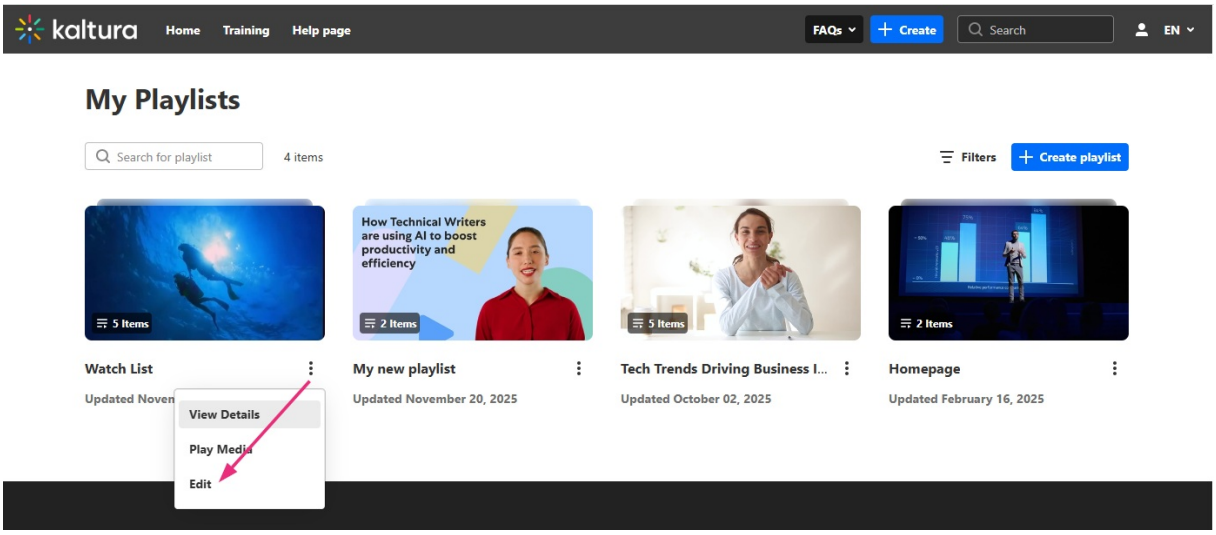
   A confirmation message displays.

2. Click **Delete** to continue.

> This removes the playlist only; media entries aren’t deleted.

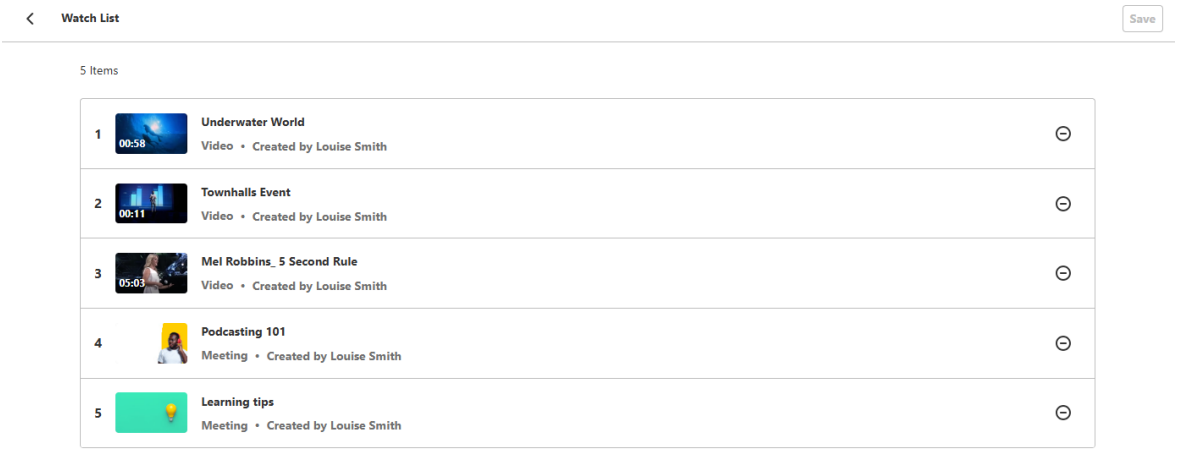
Watch List behavior

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

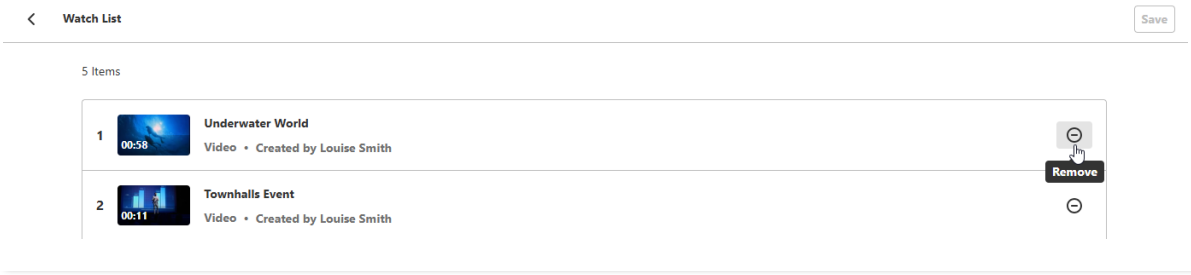


The Watch List opens in a streamlined edit view without the 'Content' or 'Info' tabs.

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



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