

Upload media from a URL

Last Modified on 05/06/2026 8:41 pm IDT

 This article is designated for administrators.

About

The **Upload from URL** option in the Rich Media Content Management System (Rich Media CMS) lets you add media files hosted online, such as from cloud storage or a public web location.

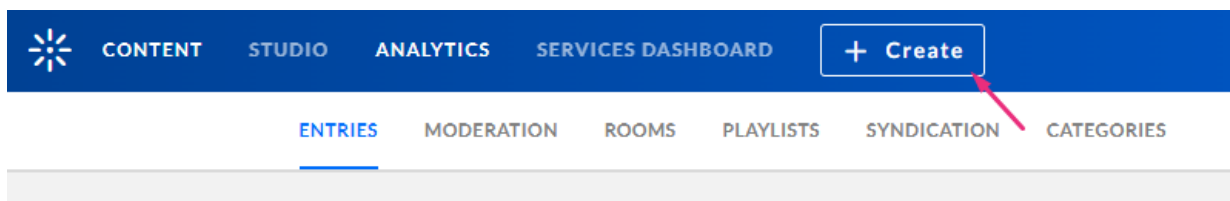
This is a quick alternative to uploading files from your computer.

Before you start

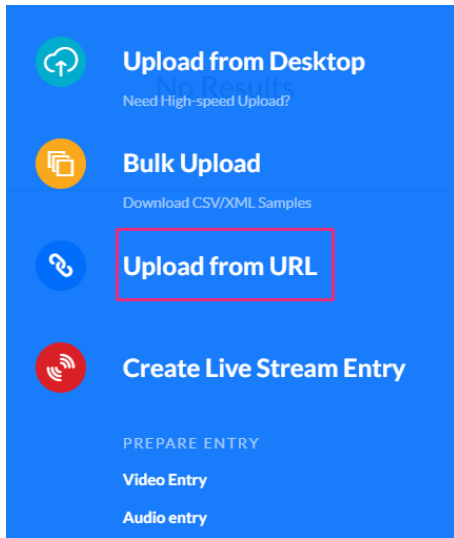
- The file must be publicly accessible (not behind authentication).
- The URL should point directly to the downloadable file:
Example (Google Drive): `https://drive.google.com/uc?id=ABCDEFG&authuser=0&export=download`
- Supported file types include video, audio, image, and document formats. For a full list, please refer to [Supported transcoding formats](#).

Upload from URL

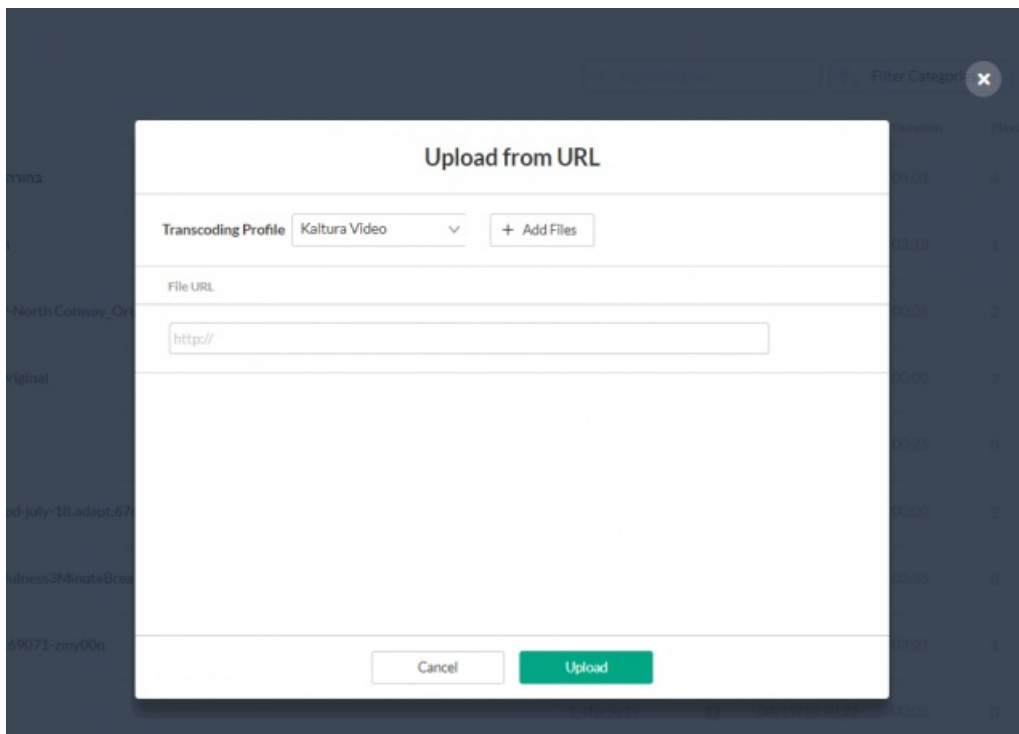
1. In your Rich Media CMS, click **+Create** in the navigation bar.



2. Click **Upload from URL**.



3. The 'Upload from URL' window displays.



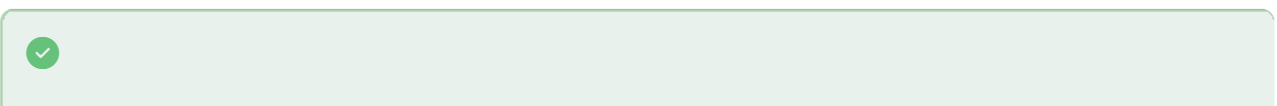
4. From the **Transcoding Profile** drop-down list, select a profile for the media. For more information, see our article [Transcoding](#).

5. In the **File URL** field, paste the direct link to your media file.

6. Click **Upload**.

The file is added to your upload queue.

(Optional) Click **Add Files** at the top to include more URLs.

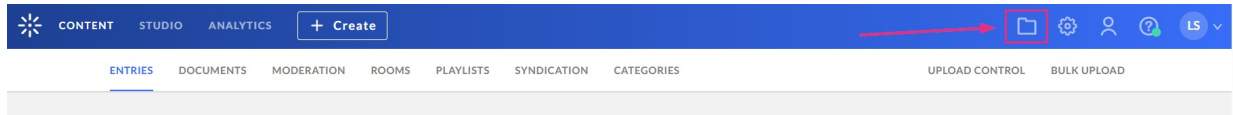


Ensure that URLs are active and accessible until ingestion is complete. If an upload fails, verify the link and retry from the Upload Monitor.

Monitor your uploads

To view the upload status or retry failed uploads:

1. Click the **folder icon** in the navigation bar.



2. Review progress or click **View Details** for more information.

For more details, see [Monitor and manage uploads](#).



For frequent automated ingestion from a server, see [Drop folders service for content ingestion](#).