

Unpublish media in legacy Video Portal


Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

About

In Kaltura, publishing controls who can see your media and where it appears. To share media with others, you need to publish it. To remove it from shared locations, you need to unpublish it.

When you unpublish media, it's removed from all [channels](#) and [galleries](#) where it was visible. The media stays in [My Media](#), but only you can see it unless you publish it again later.

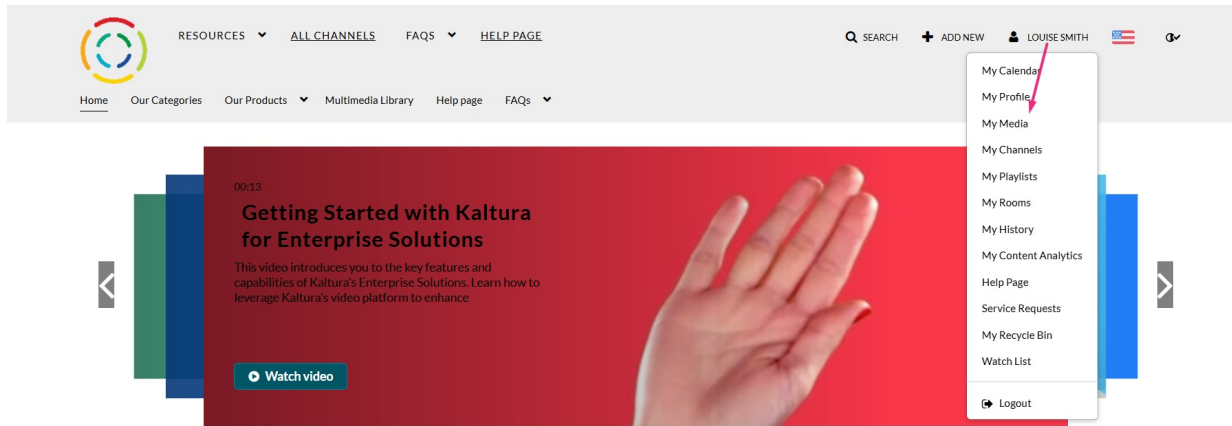
 You must have permission to publish to [channels](#) and/or [galleries](#). Ask your administrator to give you the required permission.

These instructions apply to the **legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

Unpublish a single item

Access the edit page

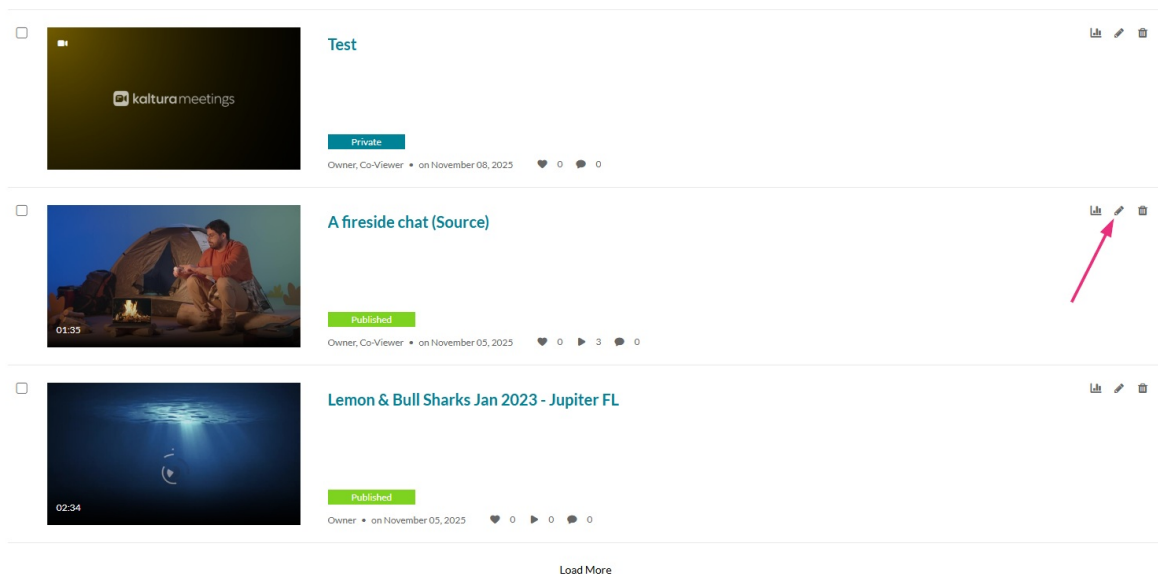
1. Access [My Media](#) from the user menu.



START HERE >



2. Locate the desired media and click the pencil icon to the far right.



3. The edit page displays with the **Details** tab open by default..



Basic Info
Creator: Louise Smith
Owner: [Louise Smith](#)
Media Entry ID: 1_1gxf6km0
Media Type: Video
Publish Status: Published
Creation date:
November 05, 2025 3:11 PM Asia/Jerusalem
Update date:
November 08, 2025 5:20 PM Asia/Jerusalem
Media asset update date:
November 05, 2025 3:11 PM Asia/Jerusalem

[Launch Editor](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#) [Display](#) [Chat](#)

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List] [List] [List] [List] [Link] [Image]

Change status to private

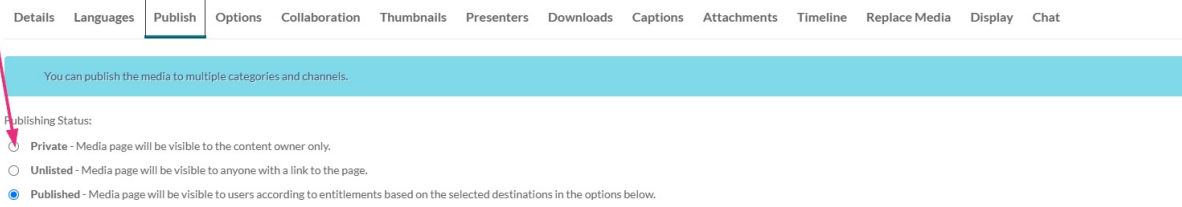
1. On the edit page, click the **Publish** tab.

[Details](#) [Languages](#) **[Publish](#)** [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Downloads](#) [Captions](#) [Attachments](#) [Timeline](#) [Replace Media](#)

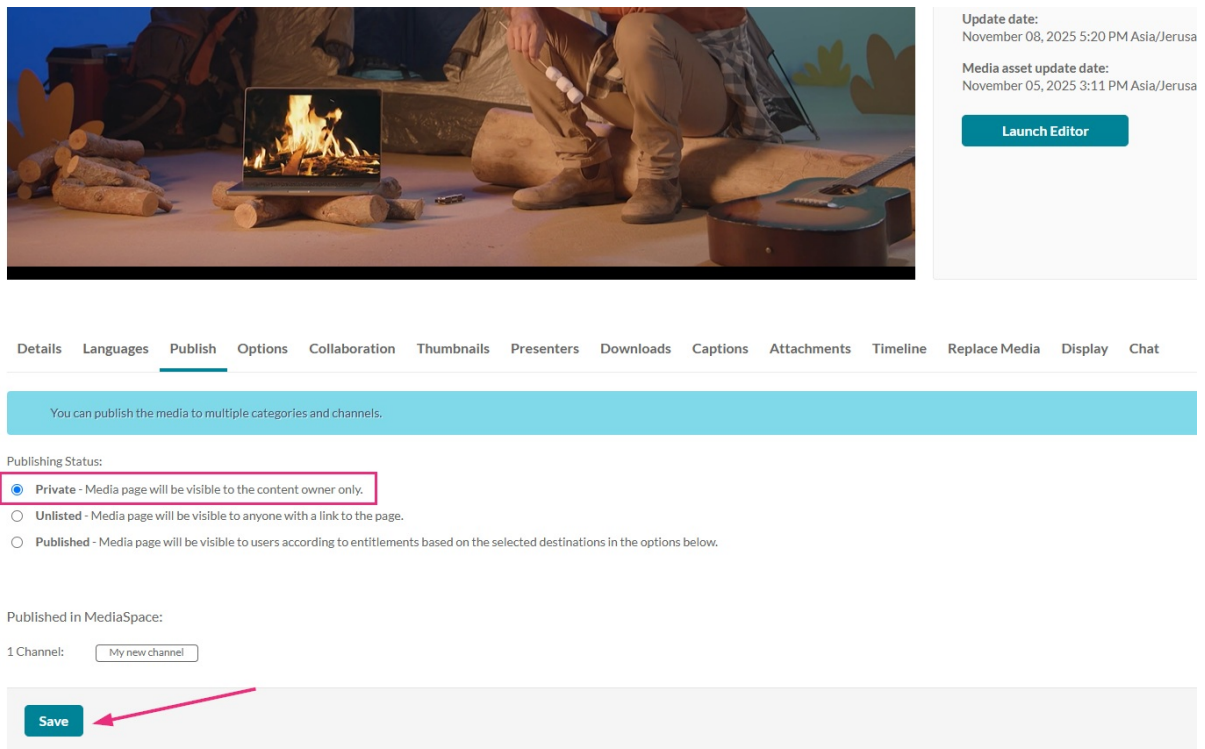
Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List] [List] [List] [List] [Link] [Image]

2. Under **Publishing options** click **Private**.



3. Click **Save**.



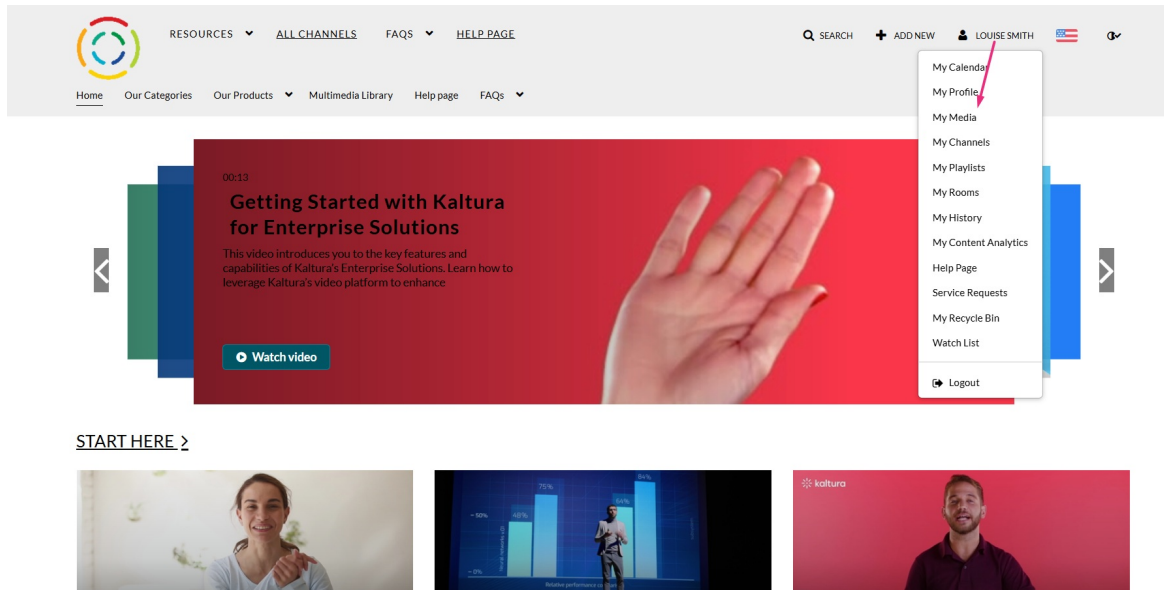
A warning message displays: *You are about to un-publish the media from all categories/channels. Are you sure you want to continue?*

4. Click **OK** to continue.

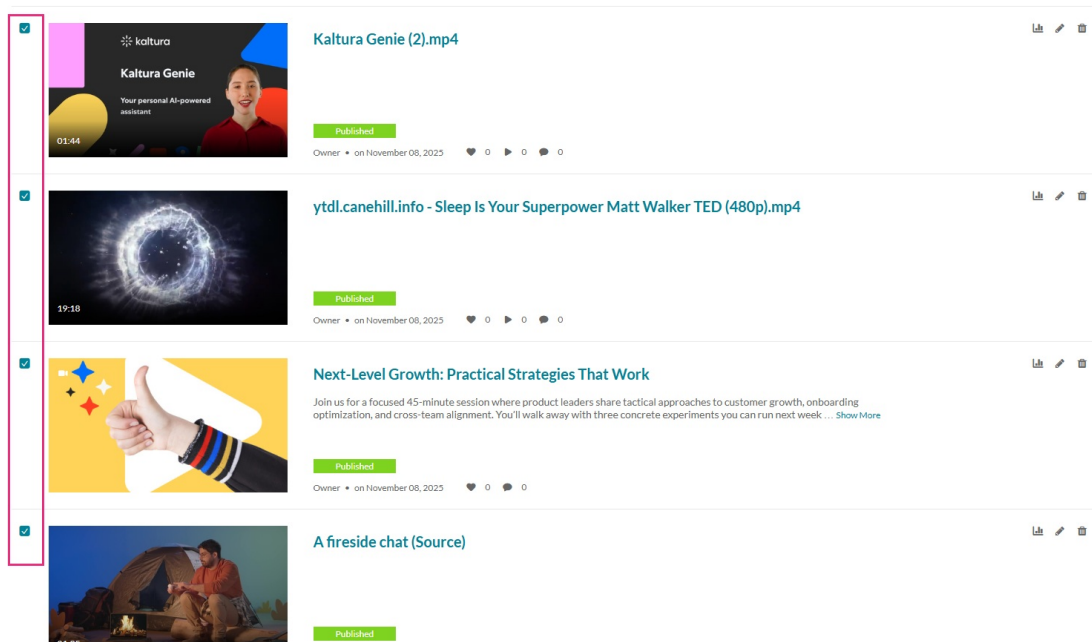
A confirmation displays: *Media successfully set to Private.*

Unpublish in bulk

1. Access **My Media** from the user menu.



2. Check the boxes next to the media you want to unpublish.



3. At the top of the page, click the **Actions** menu and select **Publish**.

My Media

🔍 Search My Media

Filters > Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

ACTIONS ▾

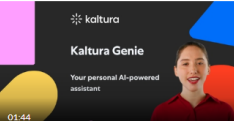
- Publish
- Add to playlist
- Delete

04:01

Pharrell Williams - Happy (Video).mp3

Private

Owner • on November 08, 2023



Kaltura Genie (2).mp4

Published

The publishing status page displays.

My Media

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

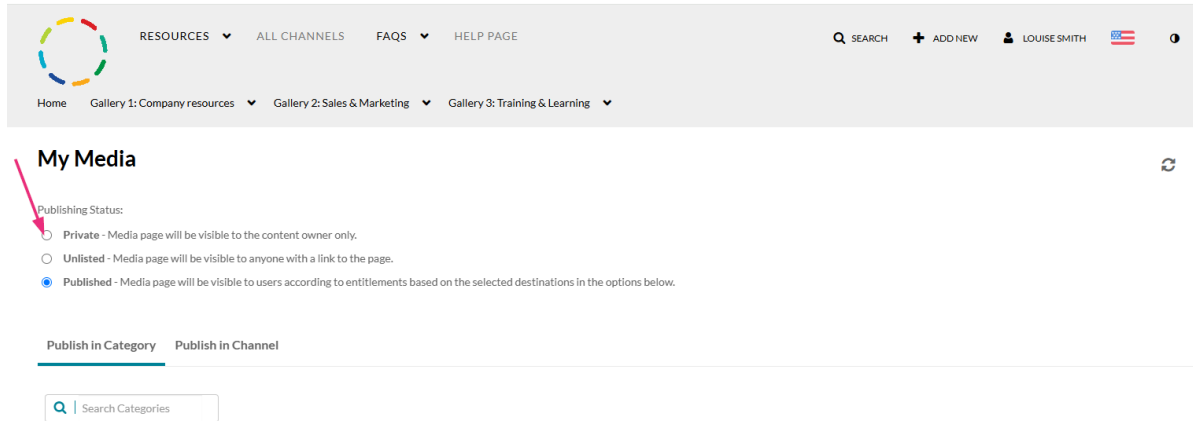
Publish in Category **Publish in Channel**

🔍 Search Categories

- Gallery 1: Company resources
 - Policies and procedures
- Gallery 2: Sales & Marketing
 - Sub-gallery: Customer Stories
 - Sub-gallery: Marketing Campaigns
 - Sub-gallery: Sales Enablement
- Gallery 3: Training & Learning
 - Sub-gallery: Onboarding Essentials
 - Sub-sub-gallery: Security & Compliance

* Moderated Open

4. Click **Private**.

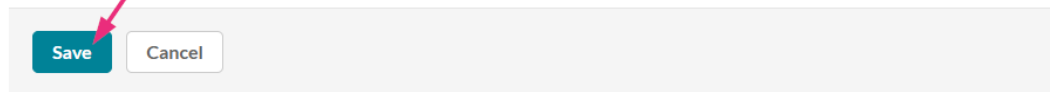


5. Click **Save**.

My Media

Publishing Status:

- Private - Media page will be visible to the content owner only.
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- Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.



A warning message displays: *You are about to un-publish the media from all categories/channels. Are you sure you want to continue?*

6. Click **OK** to continue.

A confirmation displays: *Media successfully set to Private*