Make your media private in Content Hubs

Content updated: 11/09/2025

This article is designated for all users.

About

To hide media from other users, you must change its publishing status to **Private**.

This unpublishes the media and removes it from every channel and gallery where it appeared. The media remains available to you in My Media, and you can publish it again later.

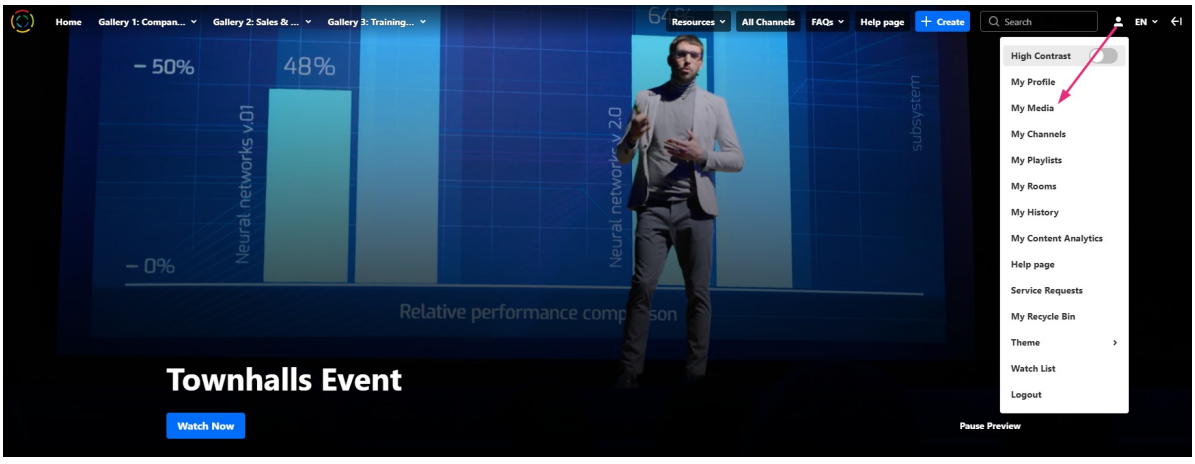
If the edit page for your media has a Privacy tab, you can also make media private from there. For details, see Edit media privacy in Content Hubs.

You need the appropriate permissions to publish/unpublish in channels or galleries. If the options described below aren't available, contact your administrator.

Make a single item private

From My Media

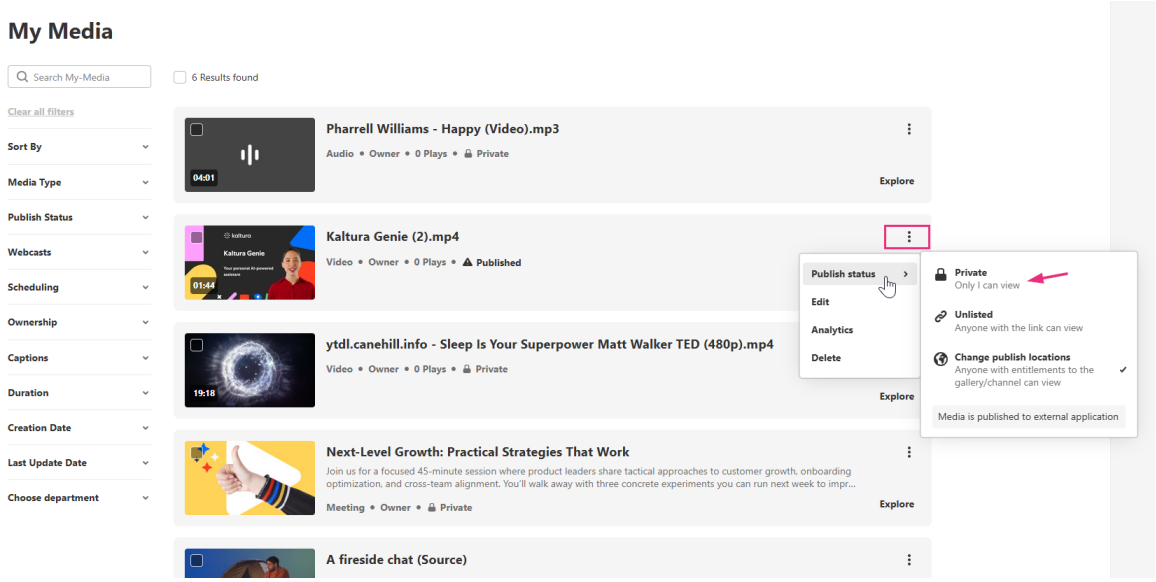
1. Select My Media from the user menu.



The My Media page opens.

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2. Click the **three dots** to the right of the desired media, select **Publish status**, then from the extended menu click **Private**.

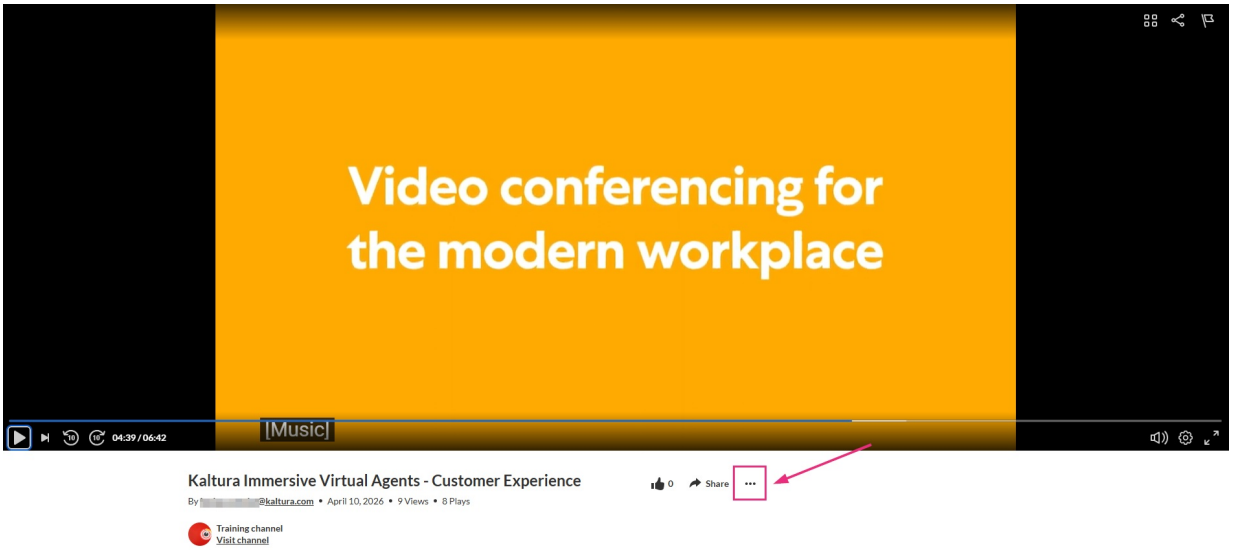


A confirmation message displays.

3. Click **Save**.
   The media is unpublished and removed from all channels and galleries where it previously appeared.

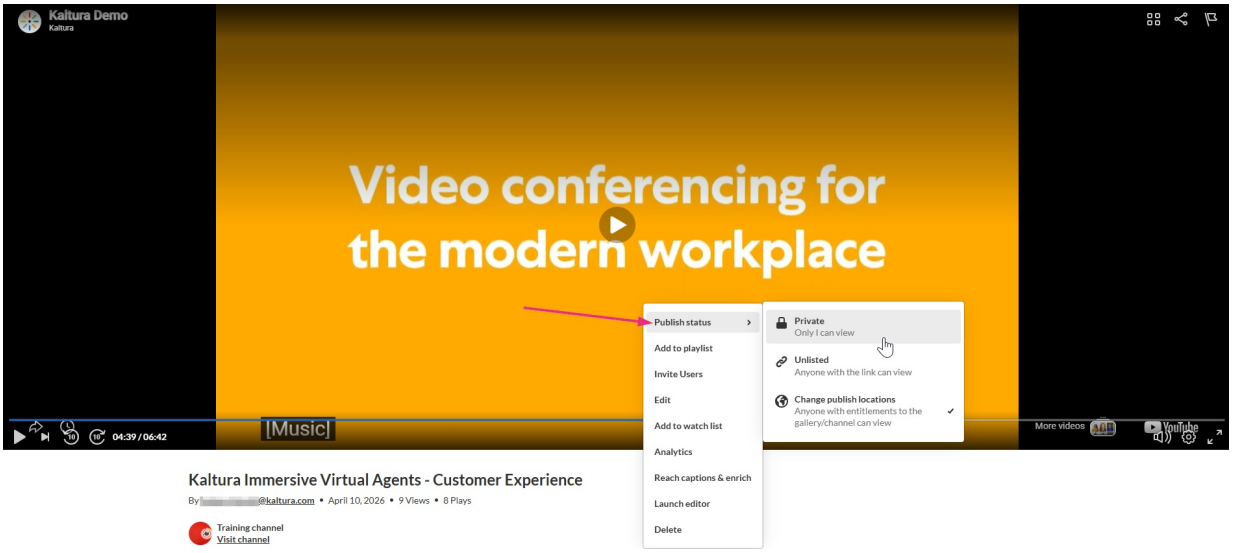
From the media page

1. Go to the media page of the item you want to unpublish.
2. Click the **three dots** below the player.



3. Click **Publish status**, then from the extended menu, select **Private**.

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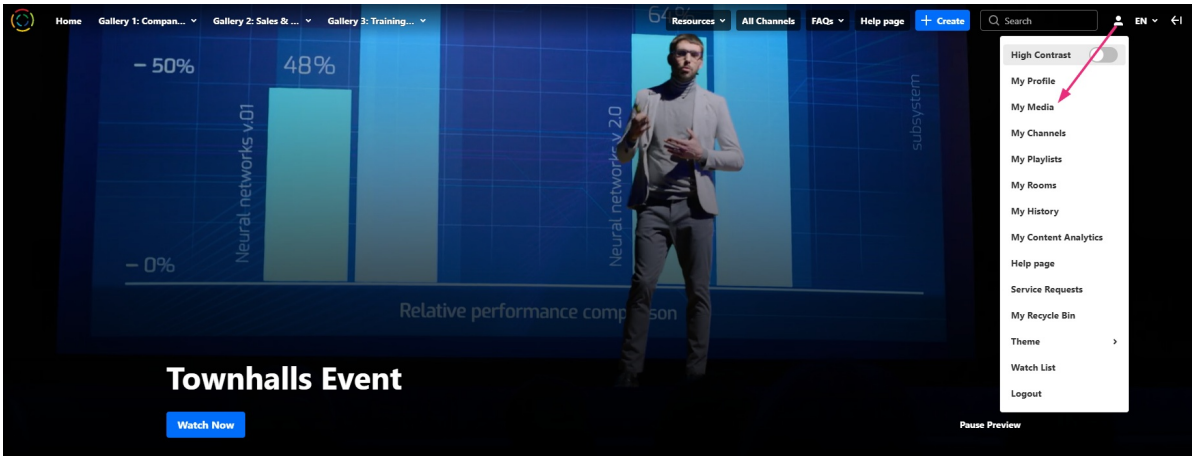


A confirmation message displays.

4. Click **Save**.
   The media is unpublished and removed from all channels and galleries where it previously appeared.

Make multiple items private

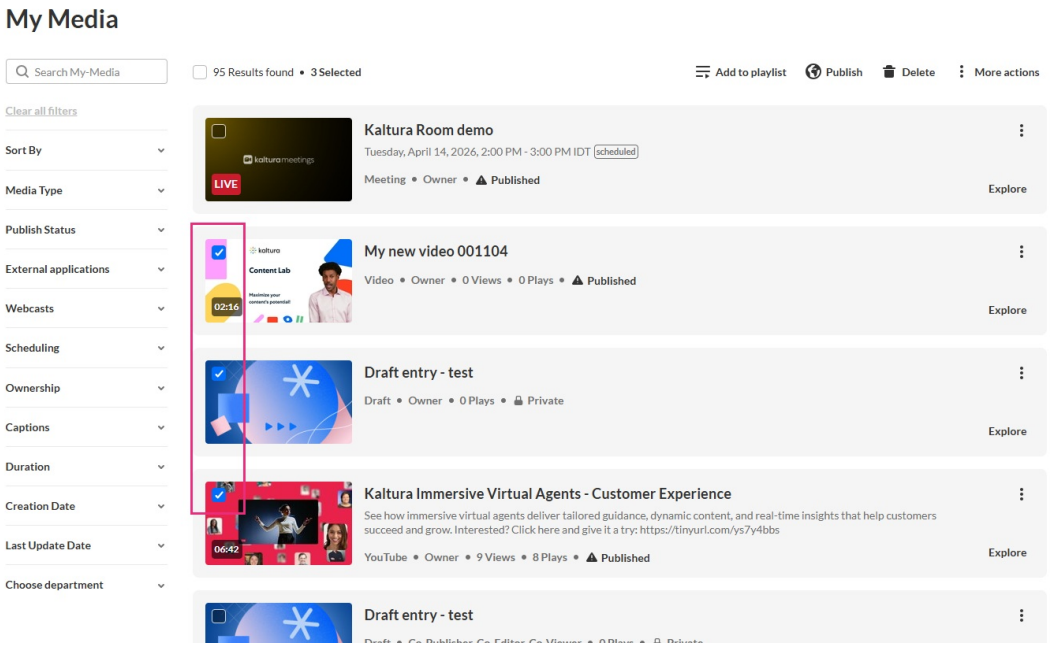
1. Select My Media from the user menu.



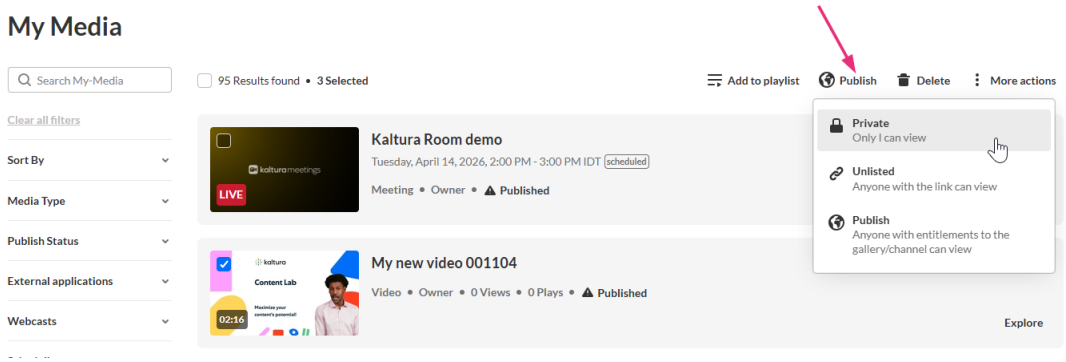
The 'My Media' page opens.

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

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3. At the top of the page, click **Publish**, then select **Private** from the drop-down menu.



A confirmation message displays.

4. Click **Save** to continue.
   The selected media is unpublished and removed from all channels and galleries where it previously appeared.

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