

Unpublish media in Content Hubs

Last Modified on 04/14/2026 2:29 pm 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 need the appropriate permissions to publish/unpublish in channels or galleries. If options are missing, contact your administrator.

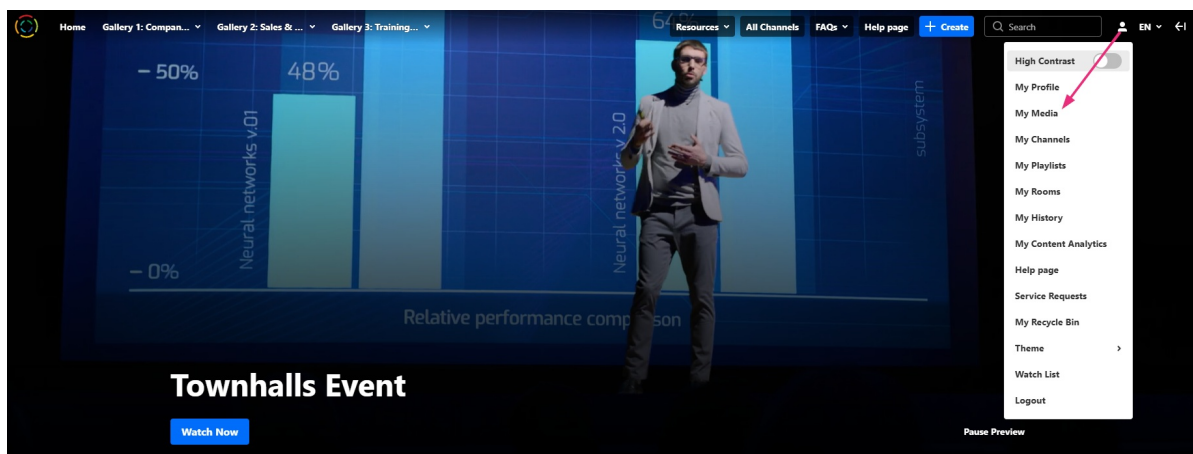
Unpublish a single item

From My Media



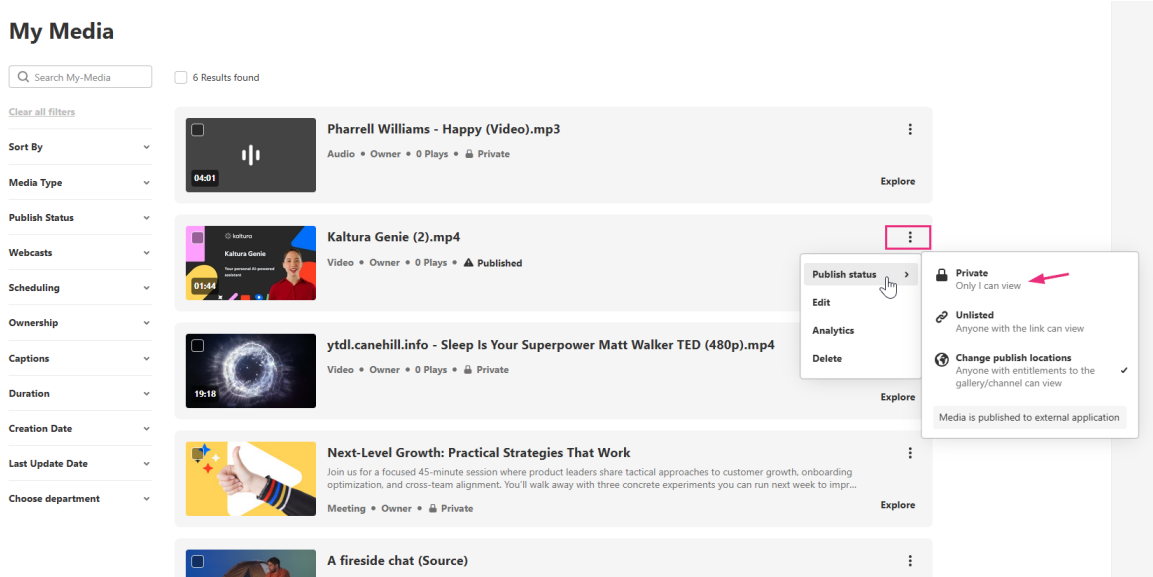
If you can't access My Media actions or editing options, contact your administrator to check your permissions.

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



The My Media page opens.

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

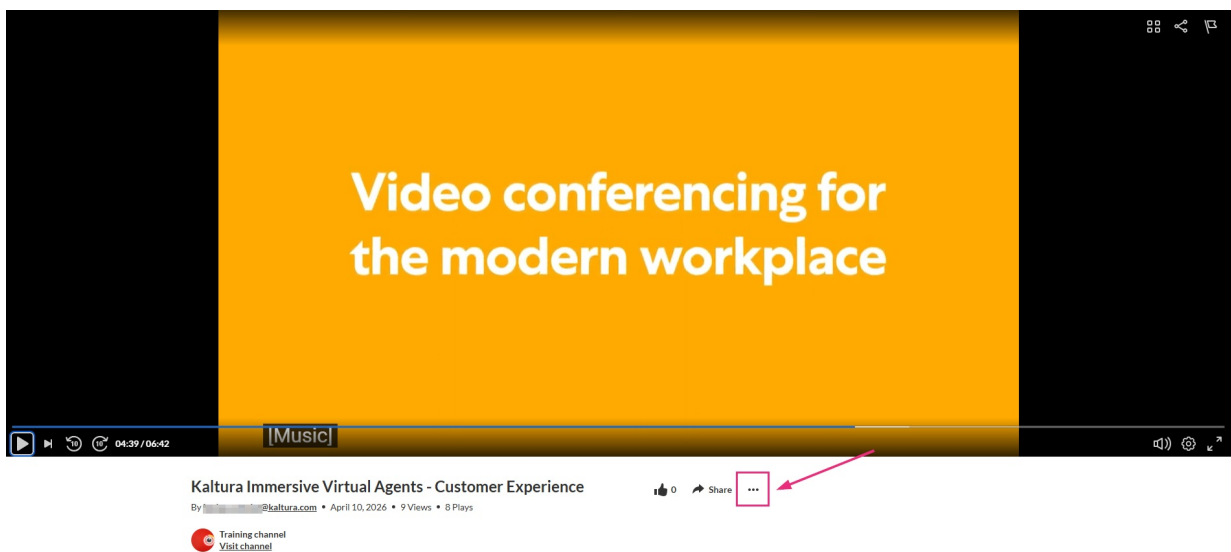


A confirmation message displays.

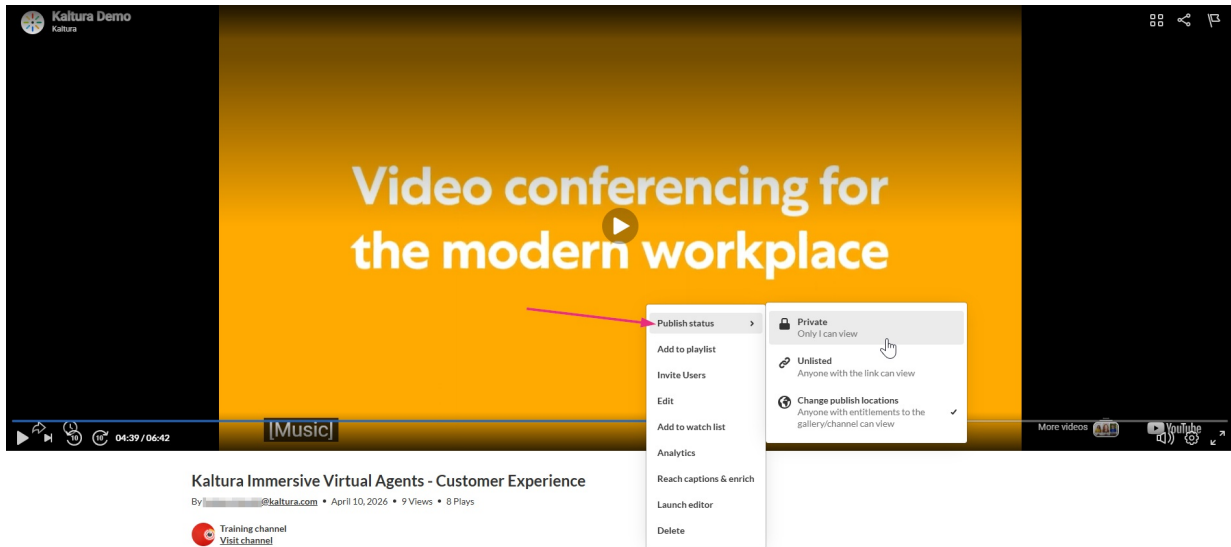
3. Click **Save**.
The media is now private.

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**.



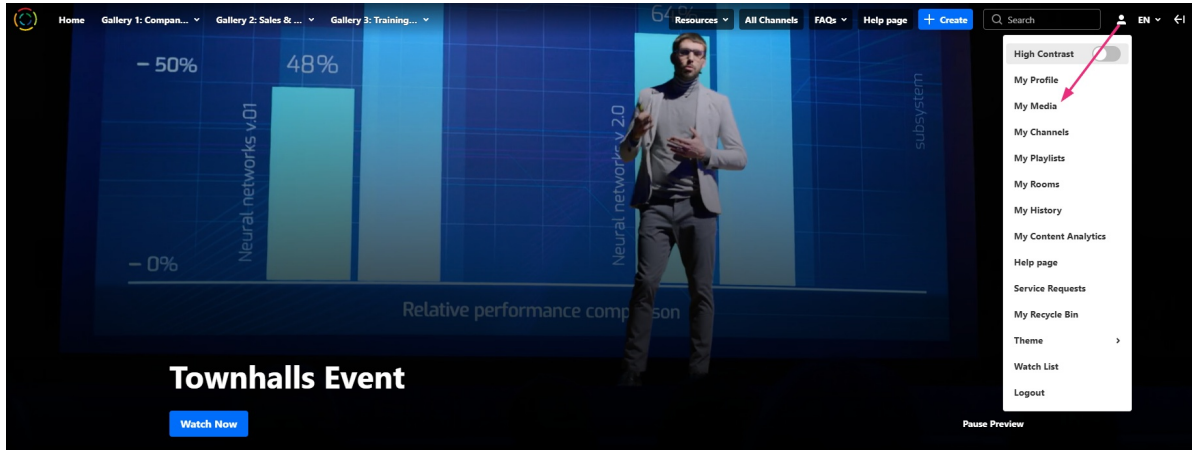
A confirmation message displays.

4. Click **Save**.

The media is now private.

Unpublish multiple items

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.

My Media

Search My-Media 95 Results found • 3 Selected Add to playlist Publish Delete More actions

Clear all filters

Sort By

Media Type

Publish Status

External applications

Webcasts

Scheduling

Ownership

Captions

Duration

Creation Date

Last Update Date

Choose department

- Kaltura Room demo**
Tuesday, April 14, 2026, 2:00 PM - 3:00 PM IDT [scheduled]
Meeting • Owner • Published Explore
- My new video 001104**
Video • Owner • 0 Views • 0 Plays • Published Explore
- Draft entry - test**
Draft • Owner • 0 Plays • Private Explore
- Kaltura Immersive Virtual Agents - Customer Experience**
See how immersive virtual agents deliver tailored guidance, dynamic content, and real-time insights that help customers succeed and grow. Interested? Click here and give it a try: <https://tinyurl.com/ys7y4bbs>
YouTube • Owner • 9 Views • 8 Plays • Published Explore
- Draft entry - test**
Draft • Owner • 0 Plays • Private Explore

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

My Media

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Private
Only I can view

Unlisted
Anyone with the link can view

Publish
Anyone with entitlements to the gallery/channel can view

A confirmation message displays.

4. Click **Save** to continue.
Your selected media is now private.