

# Manage content in your channel - Theming

Last Modified on 01/01/2026 6:07 pm IST

 This article is designated for all users.

## About

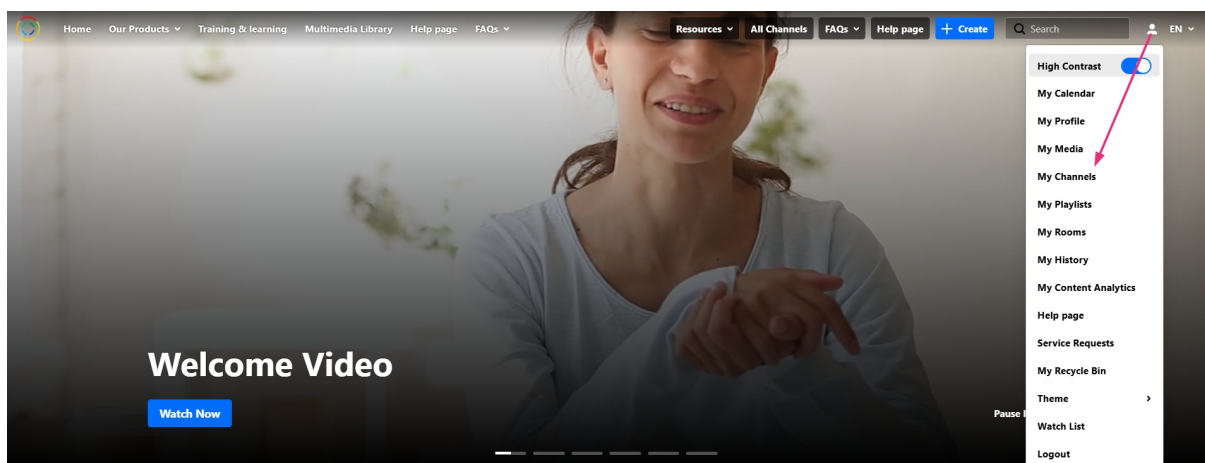
Use the **Manage content** function to control the media that appears in your channel. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.



The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Manage a channel](#).

## Access the Manage Content page

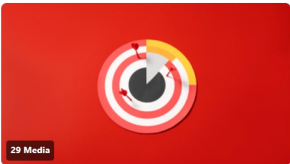
1. From the user menu, select **My Channels**.



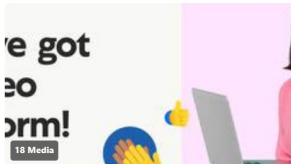
The **My Channels** page displays.

## Channels


Search for channels Membership: 1 Types: All Sort By [+ Create channel](#)



**Training channel**  
3 Members • 0 Subscribers  
[Go to channel](#)



**Shared repository**  
1 Member • 0 Subscribers  
[Go to channel](#) [Subscribe](#)

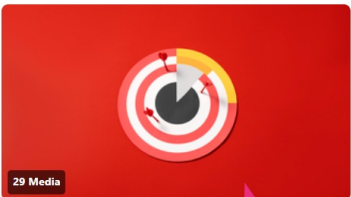


**Enterprise solutions**  
1 Member • 0 Subscribers  
[Go to channel](#) [Subscribe](#)

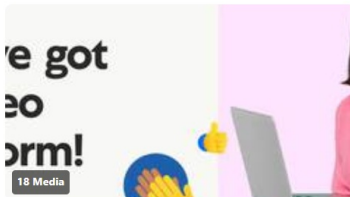
- Find the channel you want to edit and either click **Go to channel** button or the media thumbnail.

## Channels


Search for channels Membership: 1 Types: All Sort By [+ Create channel](#)



**Training channel**  
3 Members • 0 Subscribers  
[Go to channel](#)




**Shared repository**  
1 Member • 0 Subscribers  
[Go to channel](#) [Subscribe](#)



**Enterprise solutions**  
1 Member • 0 Subscribers  
[Go to channel](#) [Subscribe](#)

The channel page displays.

Home Our Products Training & learning Multimedia Library Help page FAQs Resources All Channels FAQs Help page [+ Create](#) Search EN



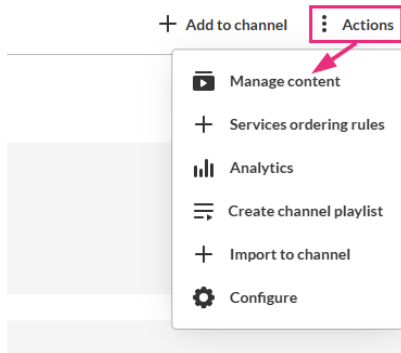
**Training channel**  
This is a description  
[Start Meeting](#)

Media Sessions Playlists Learn More [+ Add to channel](#) [Actions](#)

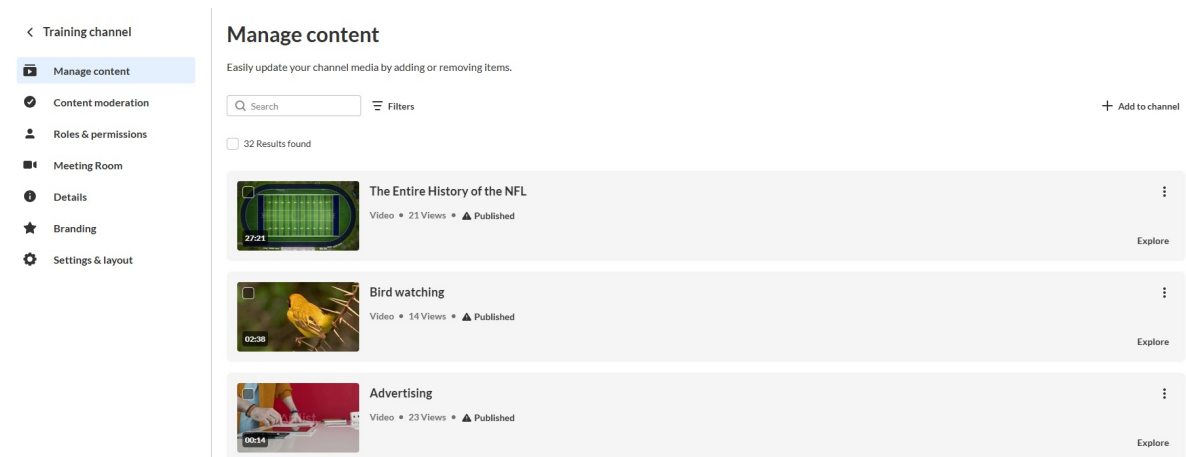
Search in Media [Filters](#)

Test room

- At the far right, click the **Actions** menu and select **Manage content**.



The 'Manage content' page opens with all media currently associated with the channel.



## Add media to the channel

### Add existing media

1. Click **Add to channel** at the far right.









The media selection window displays.

## Select media

Filters

Upload
Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff87f	Meeting	September 25, 2025
<input type="checkbox"/>	 Virtually live!_studio	1_v3gxud20	Meeting	September 25, 2025
<input type="checkbox"/>	 Virtually live!	1_w8hhvlni	Webcast/Live	September 25, 2025
<input type="checkbox"/>	 Virtually live!_studio	1_f621sqf5	Meeting	September 25, 2025
<input type="checkbox"/>	 Virtually live!	1_f4g9czkg	Webcast/Live	September 25, 2025



Cancel
Select

You can use the tools at the top of the 'Select media' page to manage large channels:

- **Search** by media name
- **Filter** by media type (including sessions)







Filters

Upload
Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff87f	Meeting	September 25, 2025

- 2. Check the boxes next the items you want to add to the channel.
- 3. Click **Select** at the bottom right.

## Select media

<input type="checkbox"/>		Test by Tal	1_3una7bm6	Meeting	November 08, 2023
<input checked="" type="checkbox"/>		Chemistry tutorial	1_kq03b4t8	Video	November 07, 2023
<input checked="" type="checkbox"/>		How to create a media playlist.mp4	1_4w6x46tz	Video	November 07, 2023
<input type="checkbox"/>		This is a test	1_xl02fdgt	Meeting	November 07, 2023
<input type="checkbox"/>		My new event	1_vhew8hmc	Meeting	November 07, 2023
<input type="checkbox"/>		test	1_slaf205s	Meeting	November 07, 2023

[<](#)
[1](#)
[2](#)
[3](#)
[>](#)

[Cancel](#)
[Select](#)



The selected media is added to the channel and appears in the list.

## Add new media

Need to upload or record a new video? Use one of the options at the far right:

- **Upload** - Upload one or more files. Wait for uploads to finish before clicking **Save** and **Select**. Visit our article [Upload media](#) for guidance.
- **Express Capture** - Record directly from your webcam. Visit our article [Create a recording with Express Capture](#) for guidance.

## Select media

<input type="text" value="Search"/>		<a href="#">Filters</a>		<a href="#">Upload</a> <a href="#">Express Capture</a>	
<input type="checkbox"/>	Name	ID	Type	Created at ▼	
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025	
<input type="checkbox"/>	 Virtually live!	1_eowff87f	Meeting	September 25, 2025	

## Manage a single media item


Each media item includes a **three-dot menu** at the far right.

## Manage content

Easily update your channel media by adding or removing items.

+ Add to channel

34 Results found




**The Entire History of the NFL**  
Video • 21 Views • Published

☐

Remove from channel

Display in channel header



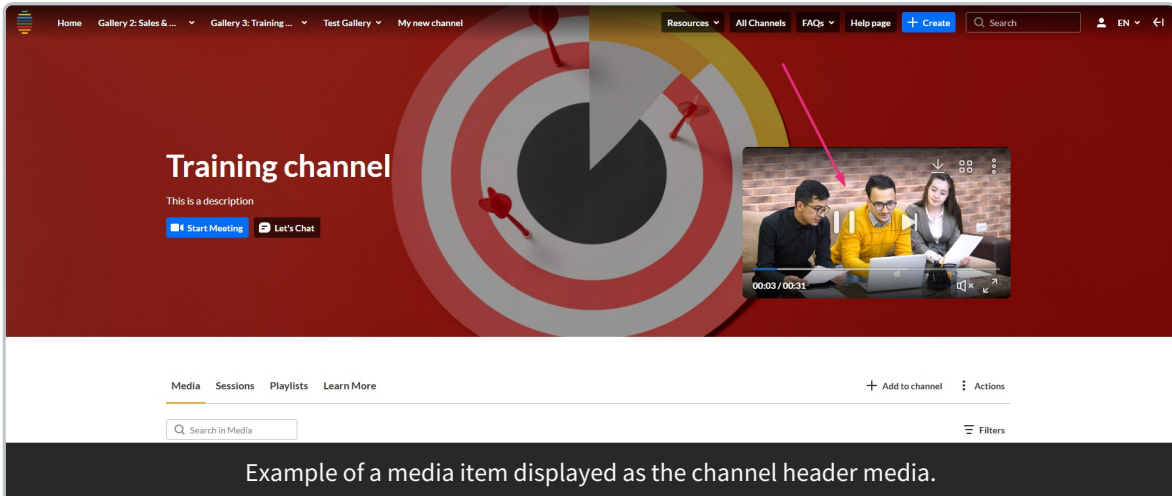
**Bird watching**  
Video • 14 Views • Published

☐

Explore

From there, you have the following options:

- **Remove from channel** - Remove the media from the channel. Removing media from the channel doesn't delete it from [My Media](#).
- **Display in channel header** - Show this media in the channel header area. The media appears in the header area on the right side of the channel page. If that media is already used as header media, you'll see an option to remove it.



Example of a media item displayed as the channel header media.




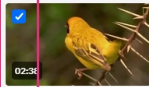








## Remove multiple media items from the channel

1. Check the boxes next to the desired items.
2. Click **Remove from channel** at the top right of the page

## Manage content

Easily update your channel media by adding or removing items.

☐ 34 Results found • 5 Selected

<input checked="" type="checkbox"/> 	<b>The Entire History of the NFL</b> Video • 21 Views •  Published	 <a href="#">Explore</a>
<input checked="" type="checkbox"/> 	<b>Bird watching</b> Video • 14 Views •  Published	 <a href="#">Explore</a>
<input checked="" type="checkbox"/> 	<b>Advertising</b> Video • 23 Views •  Published	 <a href="#">Explore</a>
<input checked="" type="checkbox"/> 	<b>Quiz</b> Video • 6 Views •  Published	 <a href="#">Explore</a>

A confirmation message displays: *Are you sure you want to remove these 2 items from your channel?*

3. Click **Remove** to continue.



### Good to know

- Removing media from a channel doesn't delete it from the system.
- Available actions depend on your role and admin configuration.