

## Edit media details in Content Hubs

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 This article is designated for all users.

### About

The **Details** tab lets you view and update the basic information for a media entry. This includes the media title, description, tags, and additional metadata required for publishing.

### Who can use this

- Media owners
- Co-editors

### Access the Details tab

1. From the user menu, select [My Media](#).



The 'My Media' page displays.

2. Click the **three dots** to the right of the desired media and select **Edit**.

## My Media

Search My-Media  62 Results found

[Clear all filters](#)

- Sort By
- Media Type
- Publish Status
- Webcasts
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date

**Kaltura Architecture – APIs, UI Components & Management Tools (Source)**  
Video • Owner • 1 View • 1 Play • Private Explore

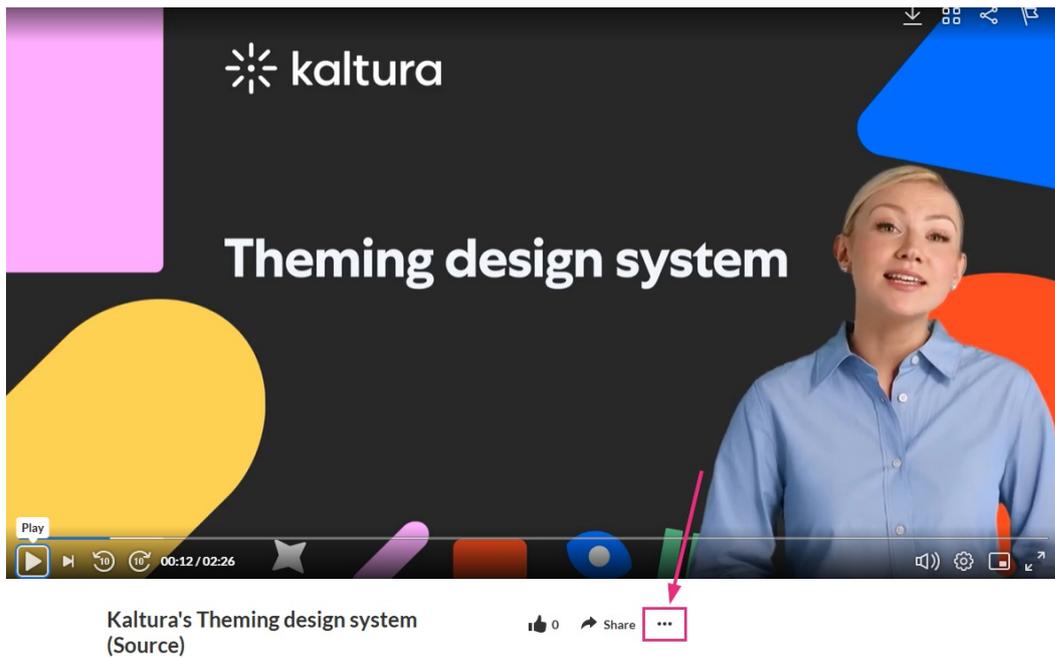
**Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)**  
Video • Owner • 0 Views • 0 Plays • Private Explore

**Kaltura's Theming design system (Source)**  
Video • Owner • 5 Views • 5 Plays • Private Explore

**Test room**  
Meeting • Owner • Unlisted Explore

- Publish status
- Edit
- Analytics
- Delete

Alternatively, you can access the edit page from the [media page](#) by clicking the **three dots** below the player and selecting **Edit**.



The edit page opens on the **Details** tab by default, with a left-hand navigation.

< Kaltura's Theming design system (Source)

**Details**

Theme & layout

Schedule

Thumbnail

Privacy

Assets

Roles & permissions

Accessibility

## Details

Save

Edit basic details for your media.

Name \*

Kaltura's Theming design system (Source)

Description

**B** *i* u    

Tags

single text

multi text

+ Add

single date no time

 dd/mm/yyyy

multi date with time

 dd/mm/yyyy  hh:mm aa

## Update media details

You can update the following fields and then click **Save** in the top-right corner to apply your changes:

- **Name** - Enter a name for the media (required).
- **Description** - Enter a description using the rich text editor. You can format text, add links, and include images.
- **Tags** - Add tags to help categorize and search for the media. Start typing to select existing tags or create new ones.



Additional fields may appear depending on your site configuration. These fields are defined by your administrator.

## Delete media

Only media owners and administrators can delete media. If you don't have permission, the **Delete media** option isn't shown.

1. Scroll to the bottom of the tab and click **Delete media**.

## Details

Save

Edit basic details for your media.

Name \*

Kaltura's Theming design system (Source)

Description

**B** *i* U    

Tags

kaltura  internal content 

Delete media 

A confirmation displays: *Are you sure you want to delete the media "[title]"?*

2. Click **Delete** to continue.