Import media from a URL in Video Portal

Last Modified on 01/18/2026 12:15 pm IST
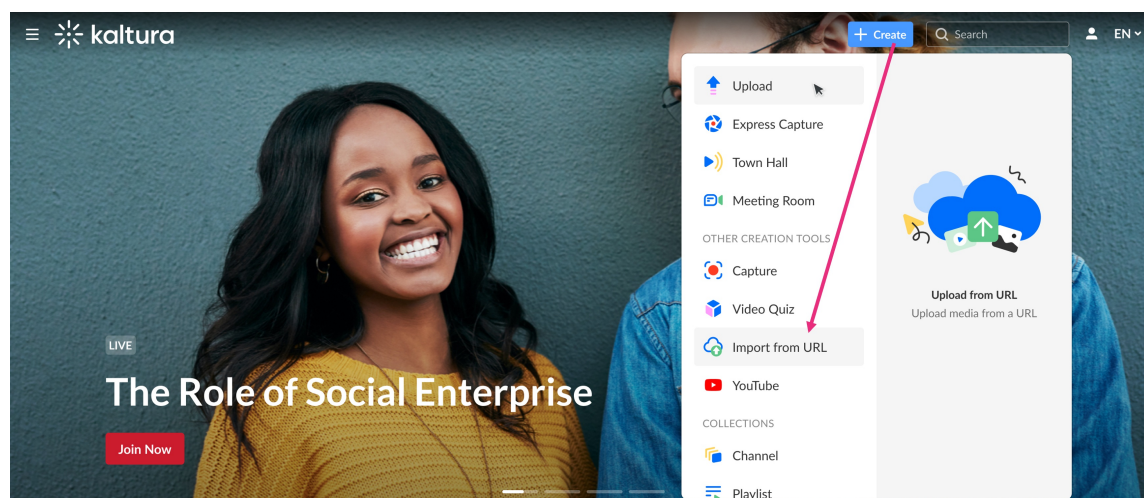
👥 **This article is designated for all users.**

About

You can import content into My Media using a direct URL. This lets you quickly upload video, audio, or image files that are already hosted online.

ℹ️ The URL must be a direct, public link to the media file.

Import from a URL

1. In your Video Portal, click the **Create** button in the top navigation bar and select **Import from URL**.
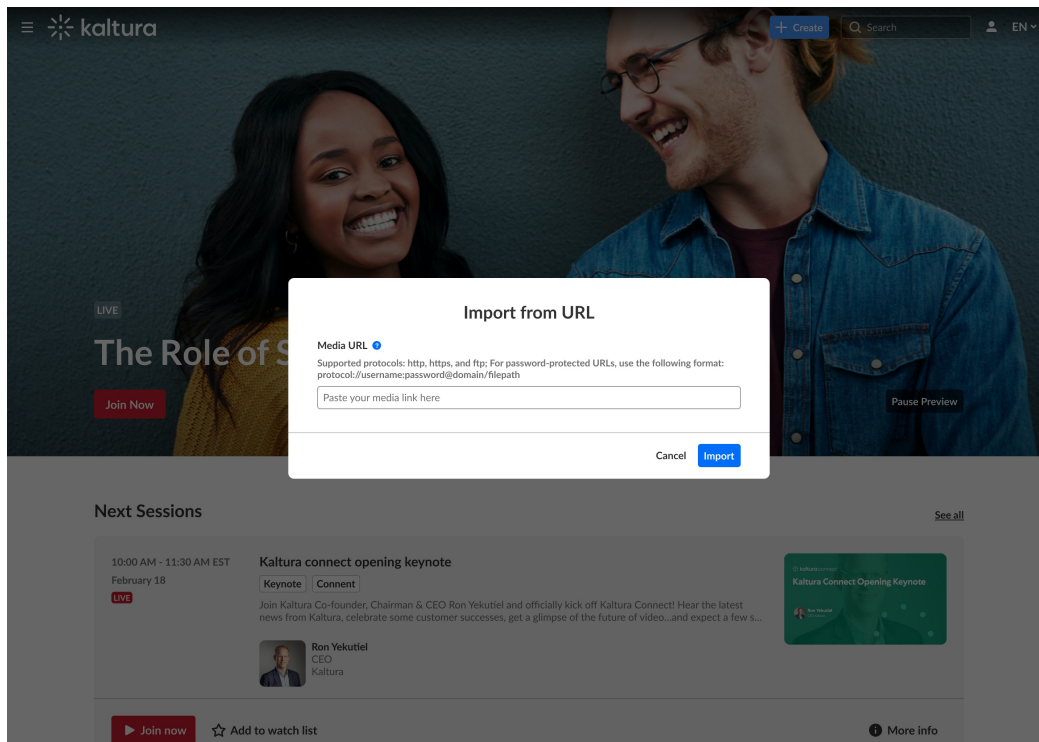

The 'Import from URL' window opens.

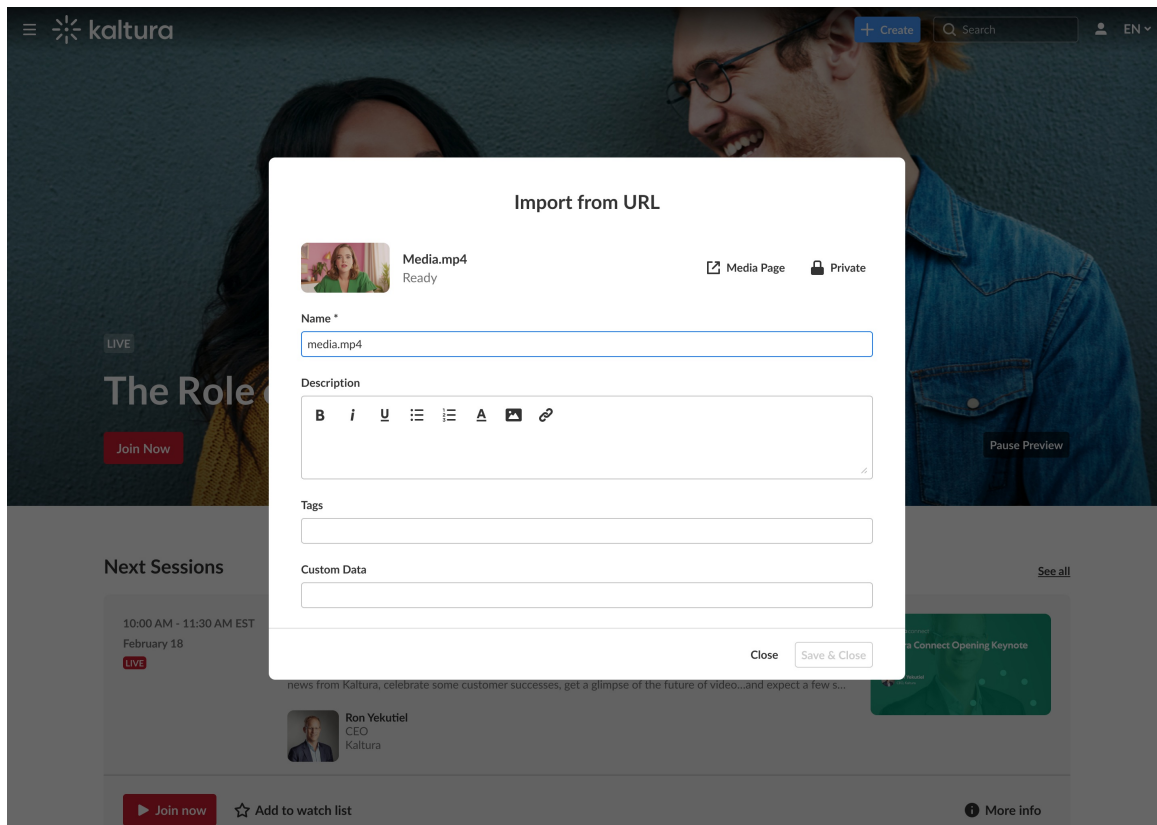---

2. Paste in the URL of the file you want to upload.

> ℹ️ Supported protocols are: `http, https and ftp`. The **Import** button stays disabled until the URL is valid.

3. Click **Import**.

While the media is processing, the 'Import from URL' window shows the current status and lets you update the entry details:

- Name
- Description
- Tags
- Custom data

✓ Once the media status changes to 'Uploading' or 'Processing', you can close the window. The upload continues in the background.

From the top of the window, you can:

- Select **Media page** to open the media page
- Use the **Private** button to publish the entry after the media status shows *Ready* (see Publish media for more information)

Import from URL

Media.mp4
Ready

⧉ Media Page   🔒 Private

Name *

media.mp4

Description

B *i* U ☰ ☷ A 🖼 🔗

This video explores the groundbreaking innovations in sustainable energy at the Helios Summit, featuring insights from Dr. Aris Thorne and Anya Petrova.

Tags

Demo day ✕   Product ✕   Product roadmap ✕

Custom Data

Close   **Save & Close**

4. Click **Save & Close** to save your changes and close the window