Import media from a URL in Content Hubs

Content updated: 01/14/2026

This article is designated for all users.

About

Import from URL lets you add video, audio, or image files that are already hosted online to My Media using a direct link.

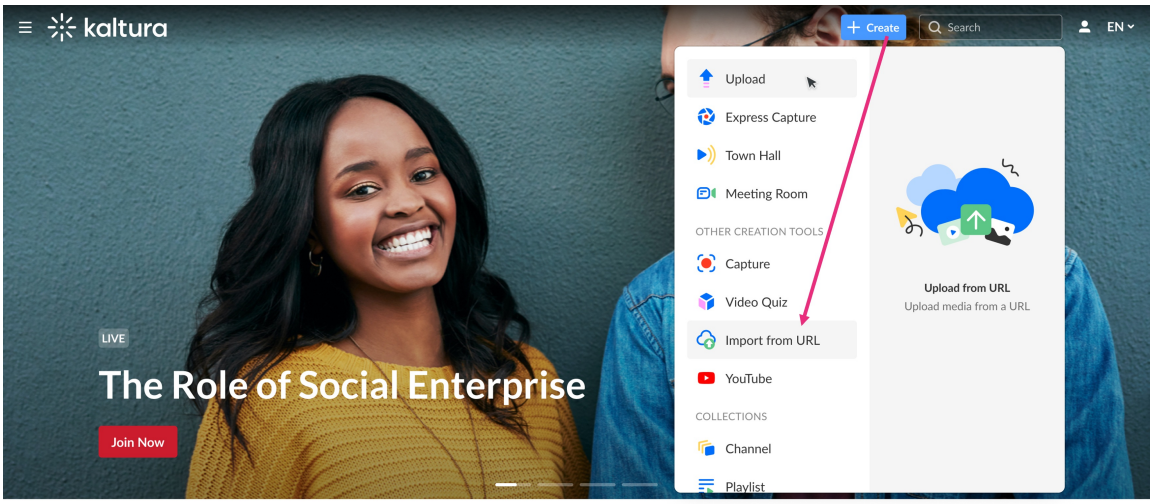
This feature requires the following to be enabled:

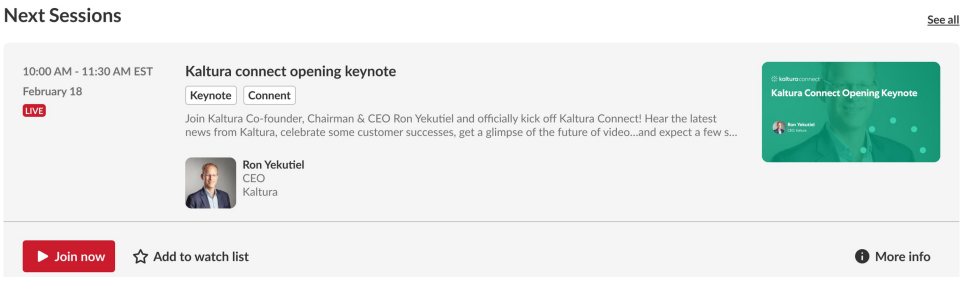
- The Addfromurl module
- The Theming module, with the `addfromurl` feature set to 'Yes'

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

Import from a URL

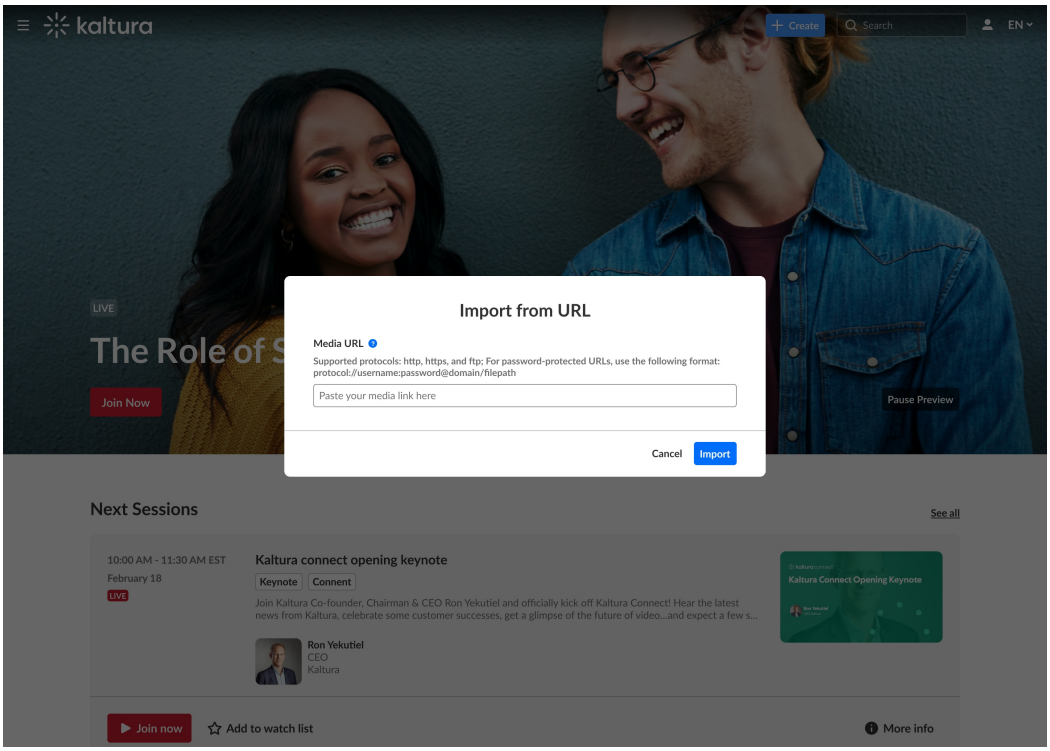
1. Select **Import from URL** from the **+Create** menu.



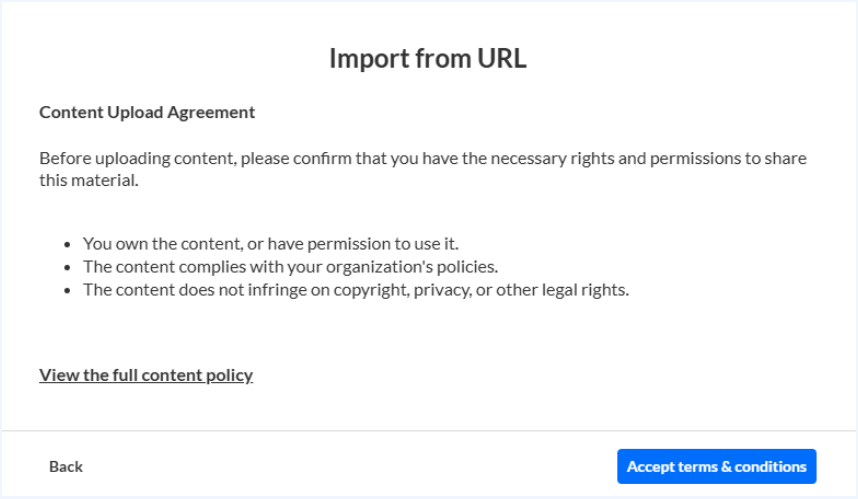


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The **Import from URL** window opens.



If your administrator set up a disclaimer, the window shows it first. Read the disclaimer, and then select **Accept terms & conditions** to continue. To go back without importing, select **Back**.



2. Paste the URL of the file you want to import.

Supported protocols are: `http, https and ftp`. The **Import** button stays disabled until

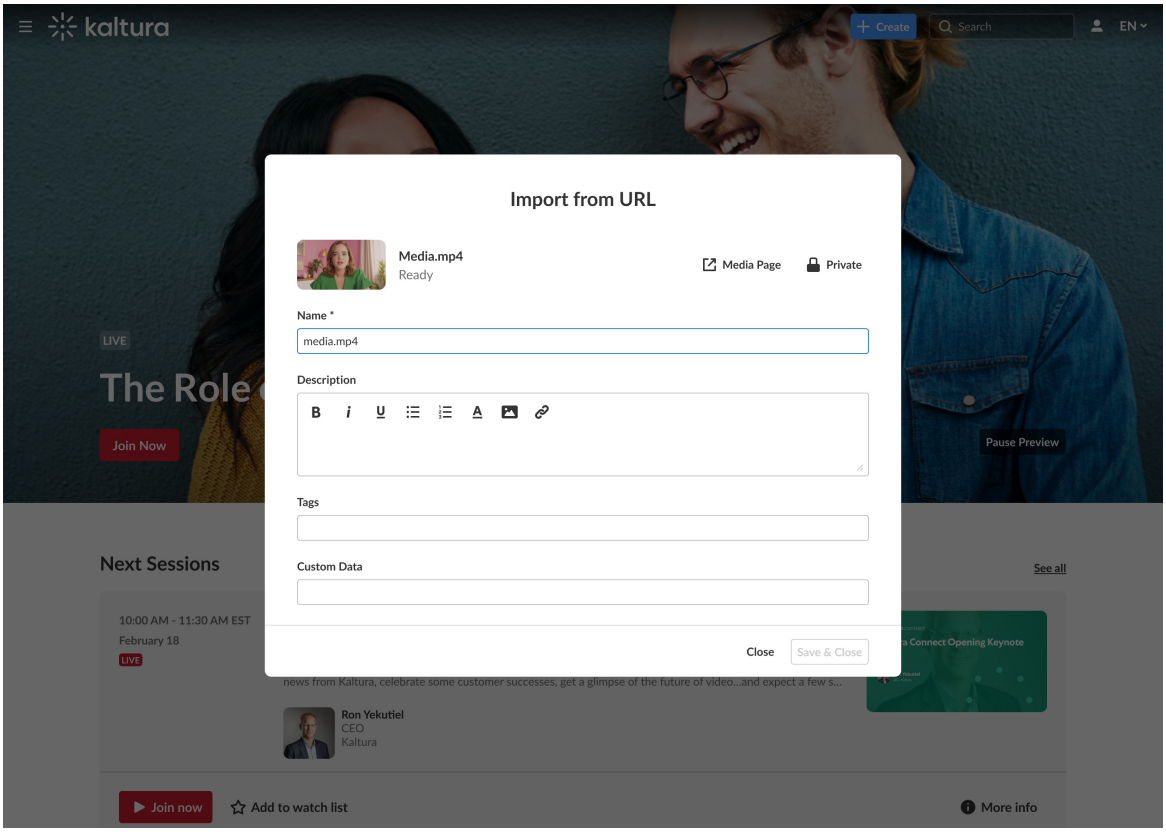
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the URL is valid.

3. Select **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

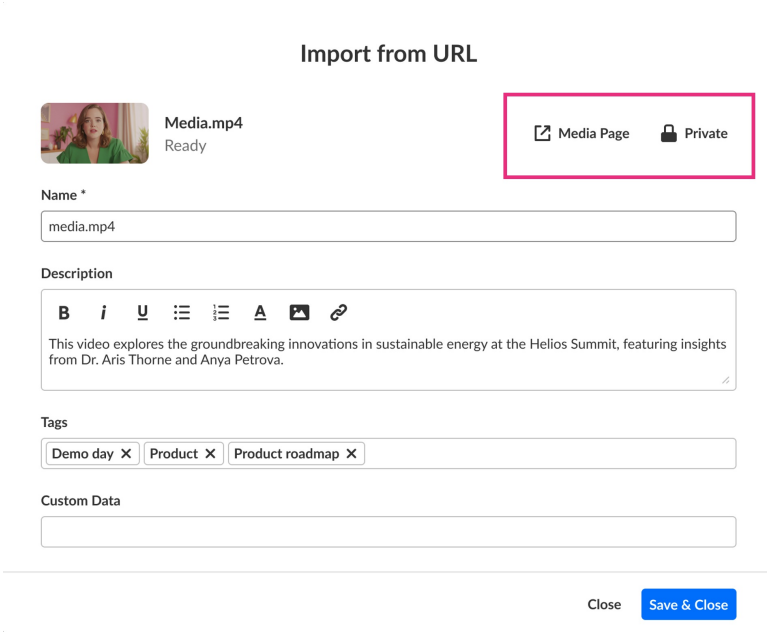


After the media status changes to **Uploading** or **Processing**, you can close the window. The upload continues in the background.

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)

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4. Select **Save & Close**.

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