

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

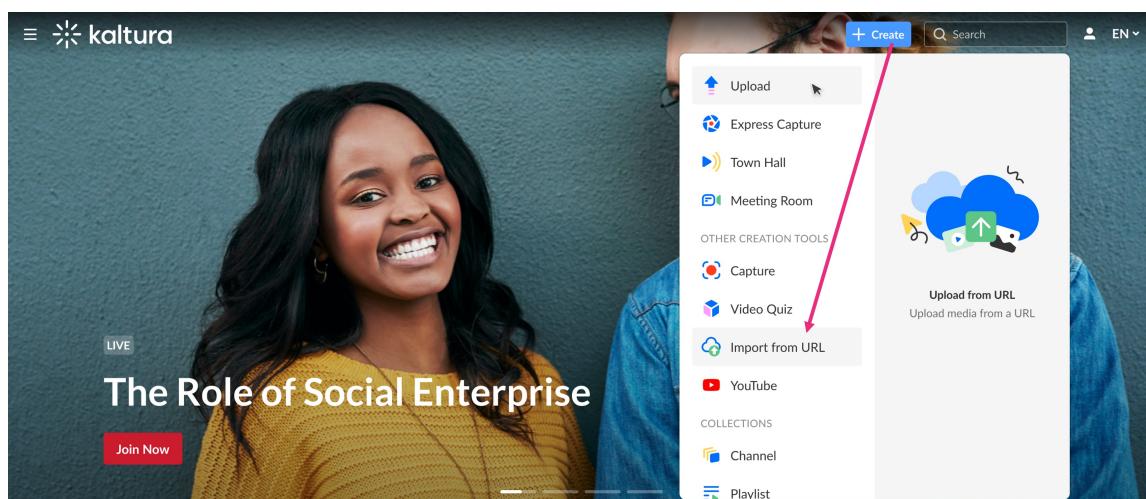
You can import content into [My Media](#) using a direct URL. This lets you quickly upload video, audio, or image files that are already hosted online.



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**.

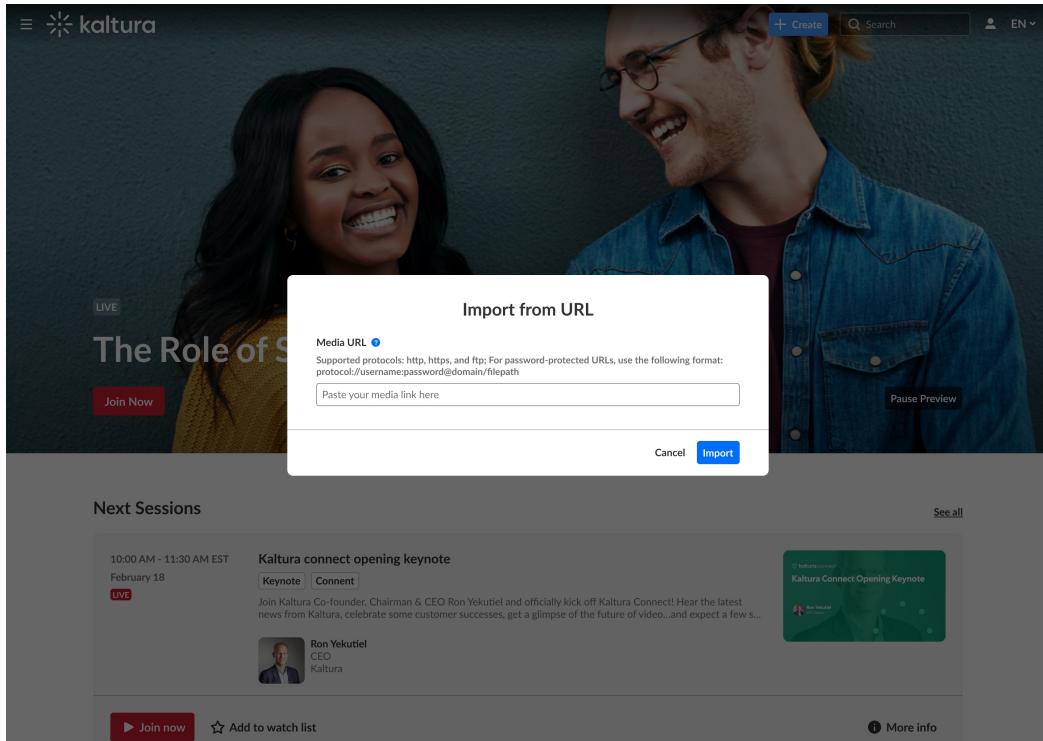


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The 'Import from URL' window opens.



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

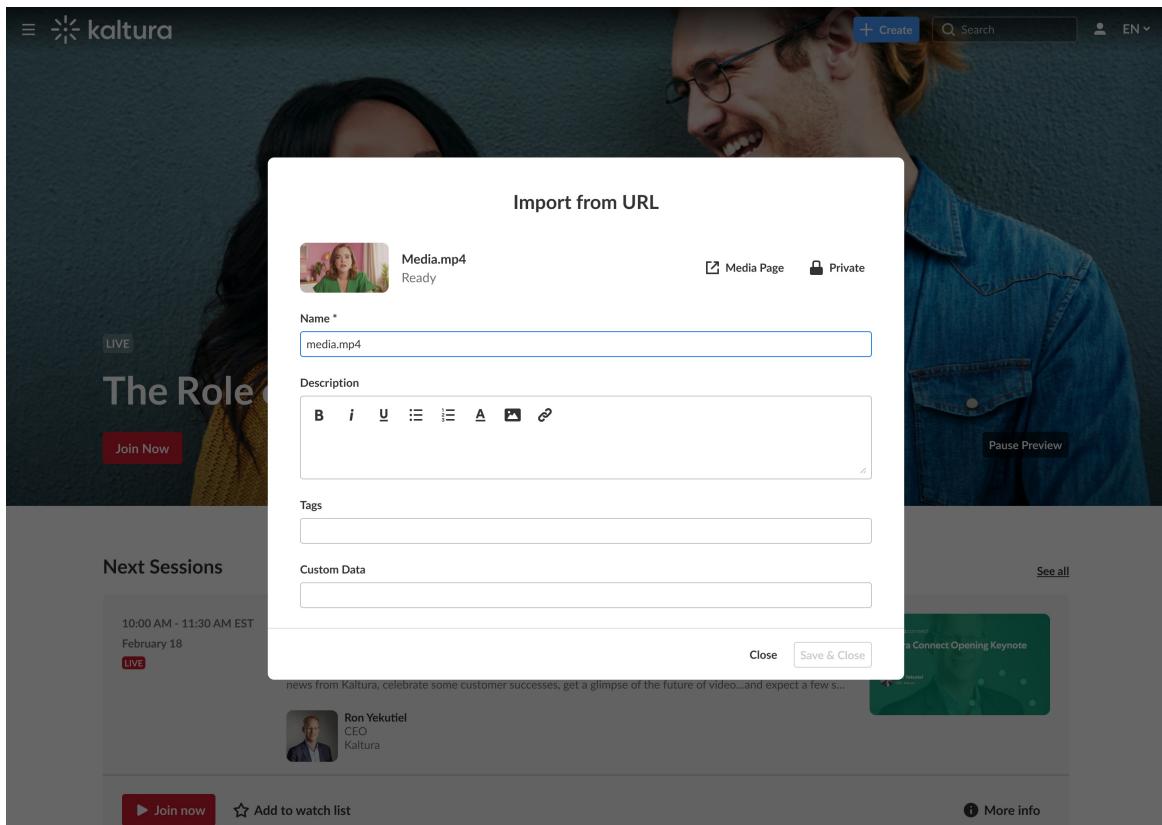


Supported protocols are: http, https and ftp. The **Import** button stays disabled until the URL is valid.

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

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 X Product X Product roadmap X

Custom Data

[Close](#) [Save & Close](#)

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