

# Upload and prepare videos for AEM (Adobe Experience Manager)

Last Modified on 05/19/2026 4:41 pm IDT

 This article is designated for AEM authors and content creators.

## About

This article explains how to upload videos to Kaltura so they can be used on **Adobe Experience Manager (AEM)** pages.

Videos are uploaded to Kaltura, not to AEM. Depending on your organization's workflow, uploads can be performed either directly in the Rich Media Content Management System (Rich Media CMS) or during the embed process in AEM.

You can choose the workflow that best matches your organization's structure:

- **Content creators:** Upload and prepare media in the Rich Media CMS to make it available for the authoring team. See also our [AEM content creator's guide](#).
- **AEM authors:** Upload and embed media in a single process directly within the AEM Page Editor. See also our [AEM author's guide](#).



Please note - You can, via the KAF configuration, enforce a workflow by enabling/disabling upload and enabling/disabling Shared Repository. For complete information, see the following sections in our Setup guide: [Enable or disable upload of content via the BSE](#) and [Enable or disable Shared Repository](#).

## Before you start

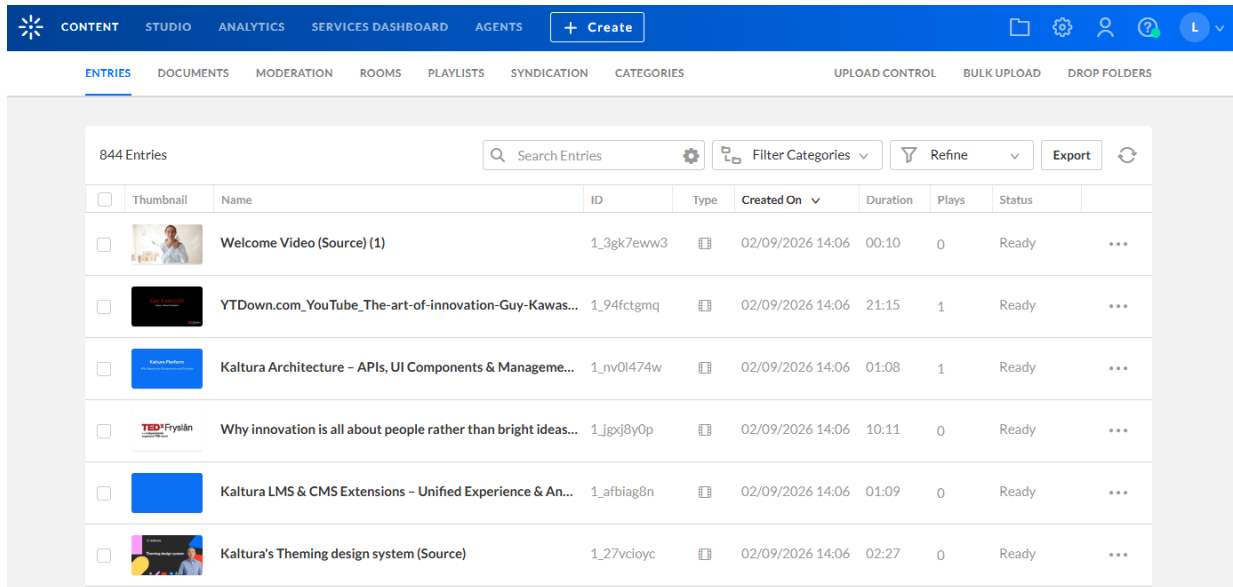
- **Supported files:** You can upload video, audio, images, and documents. For a full list of supported formats, see [Supported transcoding formats](#).
- **Upload speed:** We recommend a minimum speed of 3-4 Mbps. Lower speeds may cause errors when uploading large files.
- **Permissions:** Ensure your Rich Media CMS role allows you to upload and manage categories.

## Option 1: Upload in Rich Media Content Management System (Rich Media CMS)

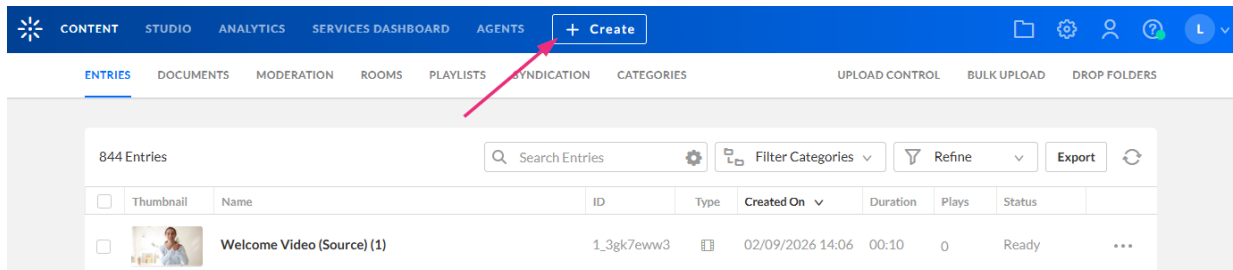


Prerequisite - You must [enable Shared Repository](#) on the AEM KAF configuration.

### 1. Log into your Rich Media CMS.

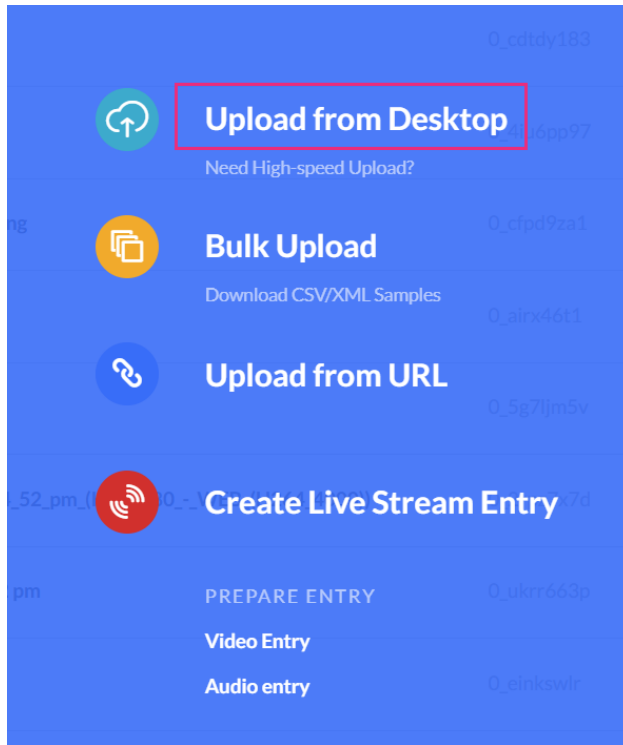


### 2. Click the **+Create** button in the top navigation bar.



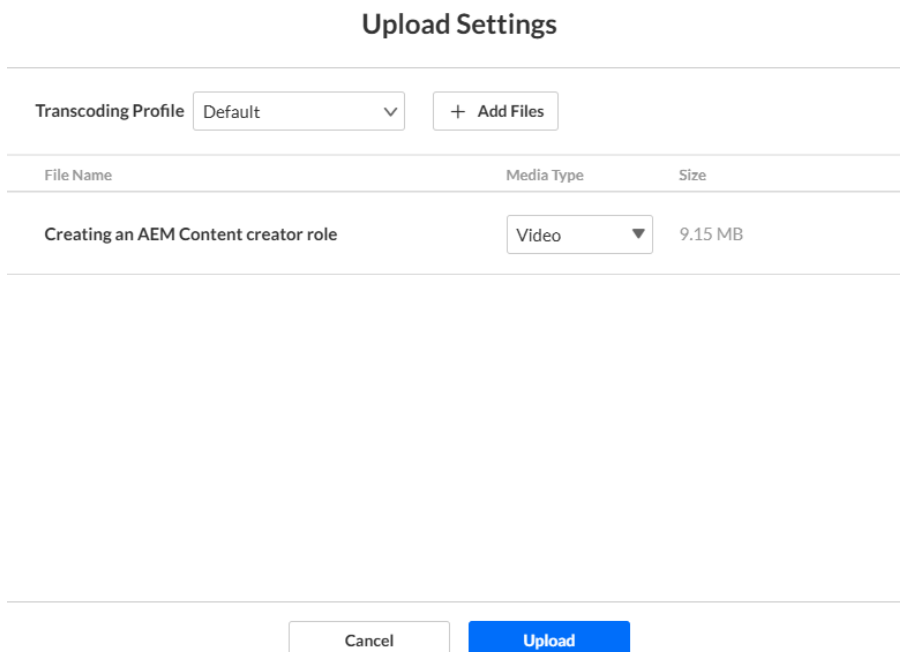
The upload window displays.

### 3. Click **Upload from Desktop**.



4. Browse your computer and select one or more media files (use the 'Ctrl' key to select multiple files).

The 'Upload Settings' window opens.



- (Optional) Modify your file name by clicking the **pencil icon**. You can also click the **trash can icon** to cancel the upload.

### Upload Settings

Transcoding Profile

File Name	Media Type	Size	
Creating an AEM Content creator role	<input type="text" value="Video"/>	9.15 MB	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- (Optional) The **media type** is automatically detected by the file extension, but you can modify it if needed by choosing an option from the drop-down menu.

### Upload Settings

Transcoding Profile

File Name	Media Type	Size	
Creating an AEM Content creator role	<input type="text" value="Video"/> <input type="text" value="Video"/> ✓ Audio Image PDF Document	9.15 MB	<input type="button" value="Delete"/>

- (Optional) Click + **Add Files** at the top to add more files.

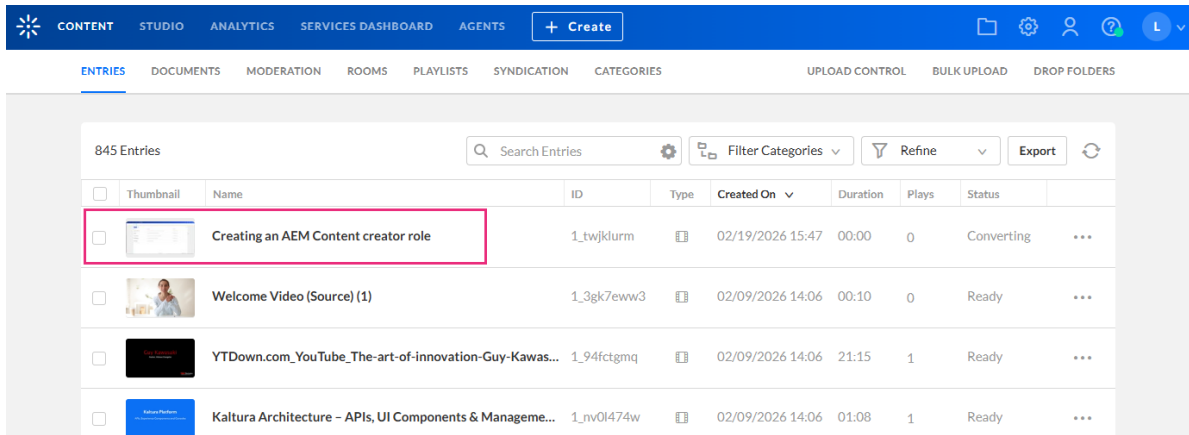
5. Click **Upload**.

The files begin uploading in the background.



You can continue working in Rich Media CMS while uploads are in progress. If your connection fails, the upload can resume automatically when you reconnect.

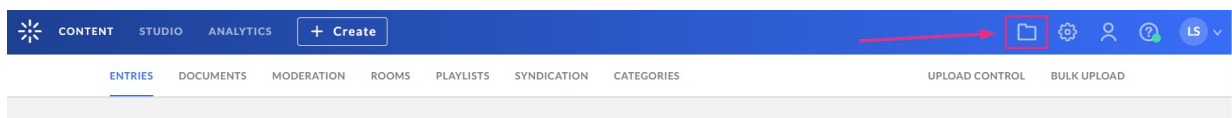
The media appears in the list on the **Entries** page.



Document files appear under the **Documents** tab. See [Working with document files in Rich Media CMS](#) for more information.

To view the upload status or retry failed uploads:

1. Click the **folder icon** in the navigation bar.



2. Review progress or click **View Details** for more information.

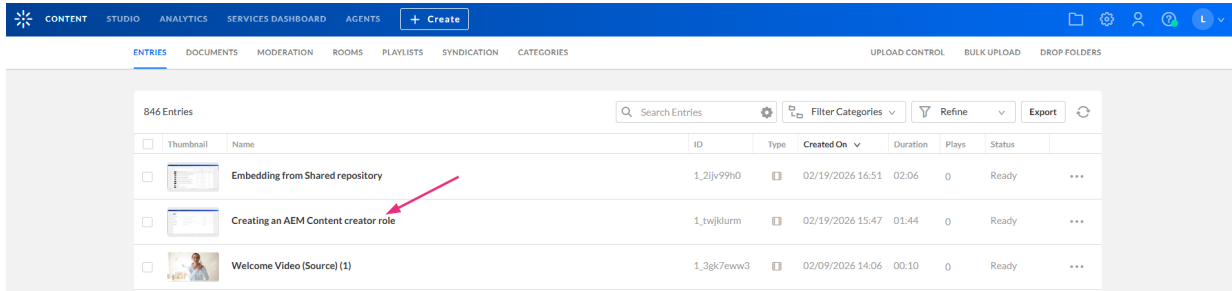
For detailed options, see [Monitor and manage uploads](#).

## Assign to the shared repository

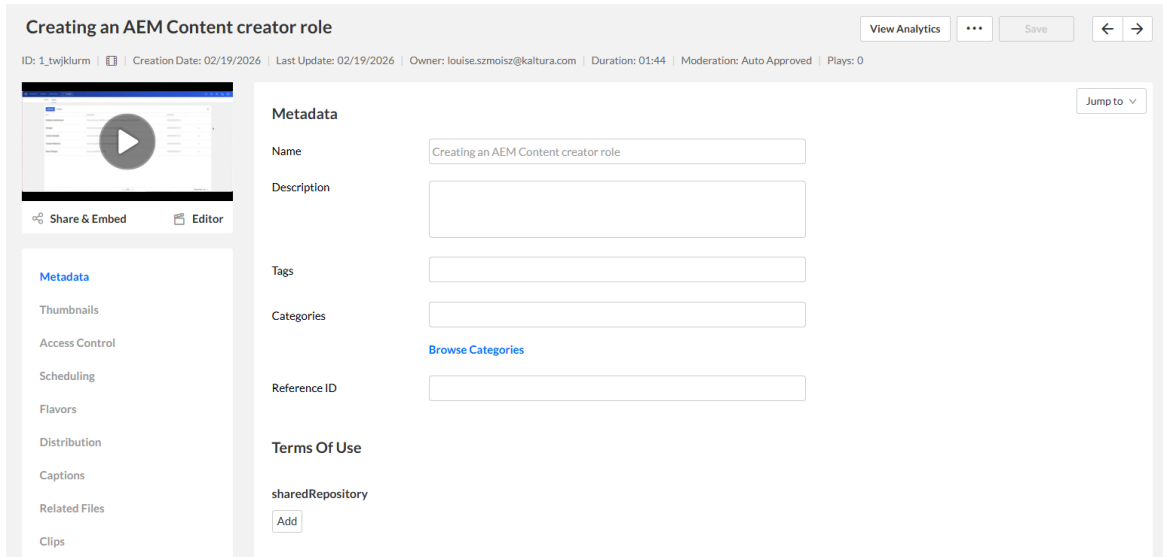
To make sure your authors can see and embed your videos, you must assign videos to the **Shared Repository**. This makes your media visible within the AEM authoring environment.

### Watch a quick tutorial:

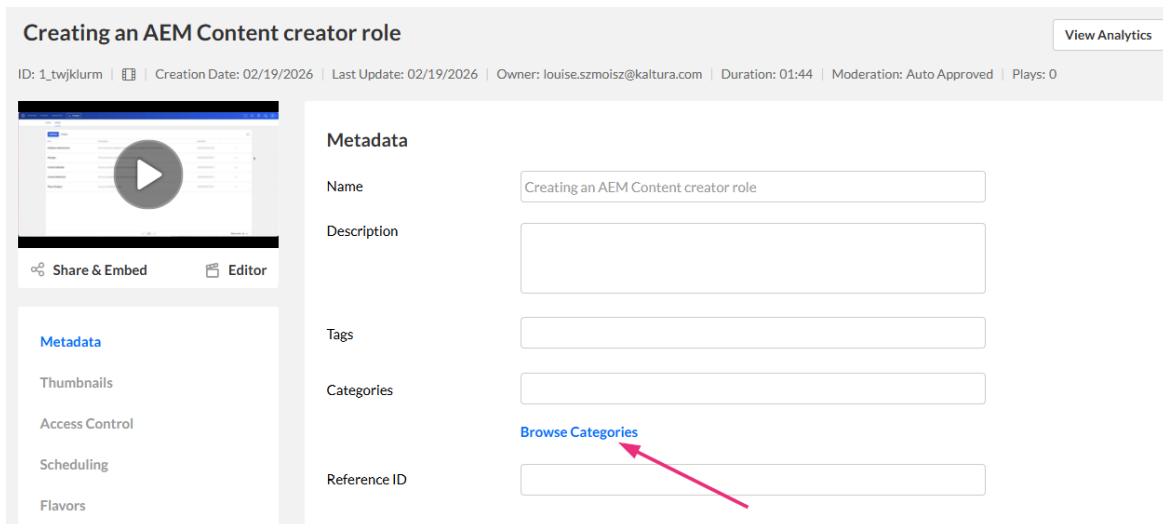
1. Click the media entry on the **Entries** page to open the details view.



The details page opens on the **Metadata** tab by default.



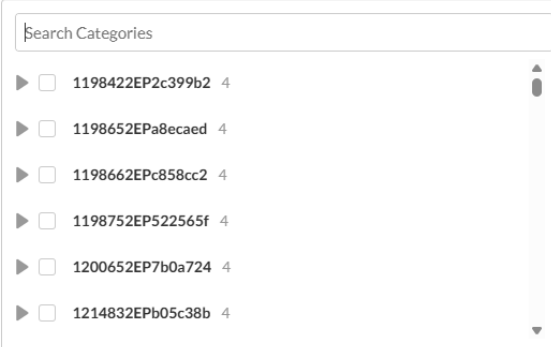
2. Click **Browse Categories**.



The 'Select Categories' window opens.

## Select Categories

Select one or several categories.



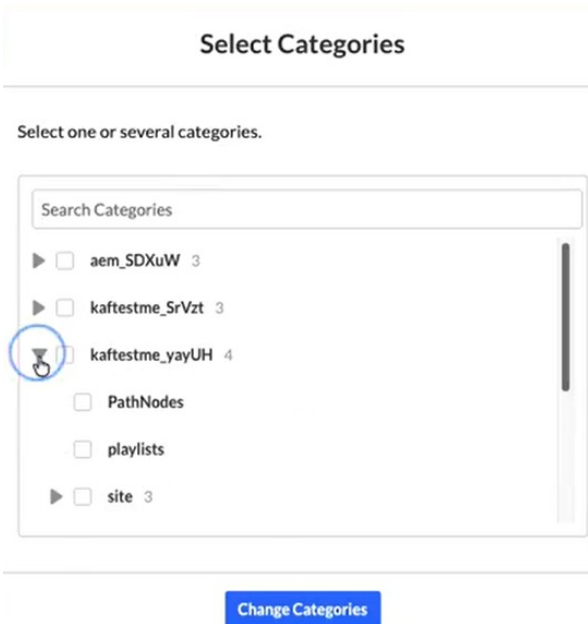
Search Categories

- ▶  1198422EP2c399b2 4
- ▶  1198652EPa8eceaed 4
- ▶  1198662EPc858cc2 4
- ▶  1198752EP522565f 4
- ▶  1200652EP7b0a724 4
- ▶  1214832EPb05c38b 4

[Change Categories](#)

In the 'Select Categories' window, navigate to the Shared Repository:

- Click the arrow next to your **account root category** to expand it.



Select Categories

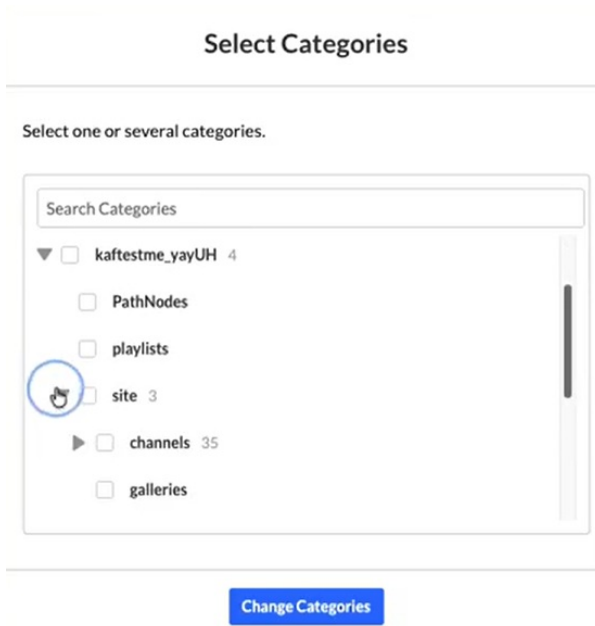
Select one or several categories.

Search Categories

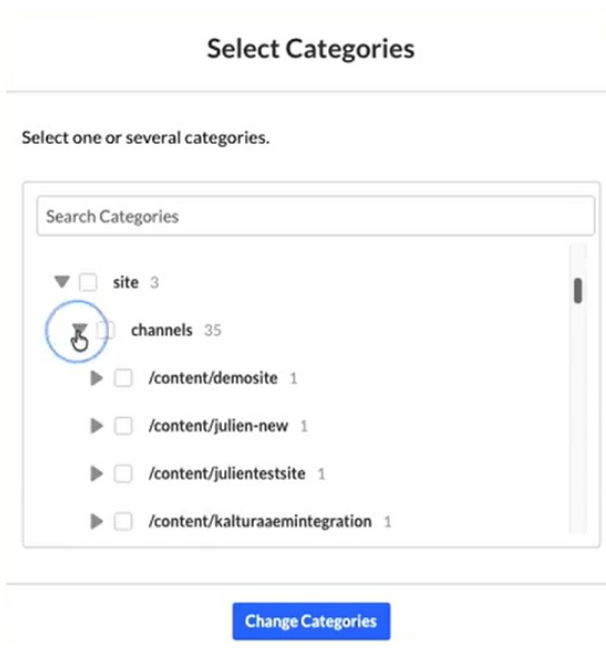
- ▶  aem\_SDxUW 3
- ▶  kafestme\_SrVzt 3
- kafestme\_yayUH 4
- PathNodes
- playlists
- ▶  site 3

[Change Categories](#)

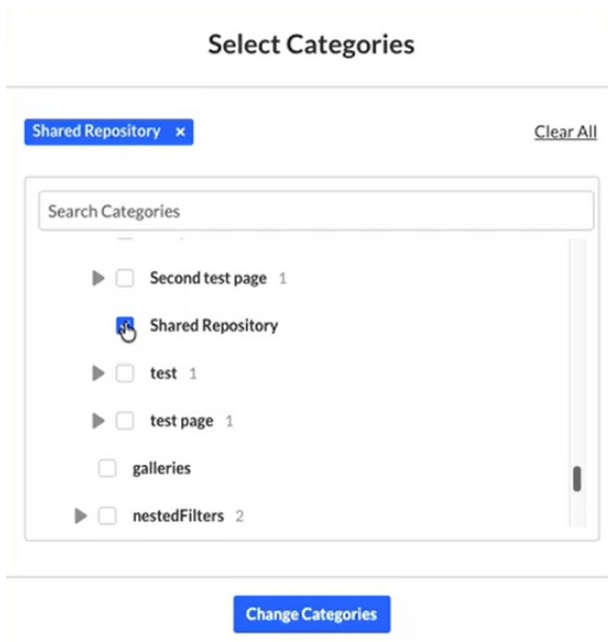
- Scroll down and click the arrow next to the **sitecategory** to expand it.



c. Click the arrow next to the **channels** category to expand it.



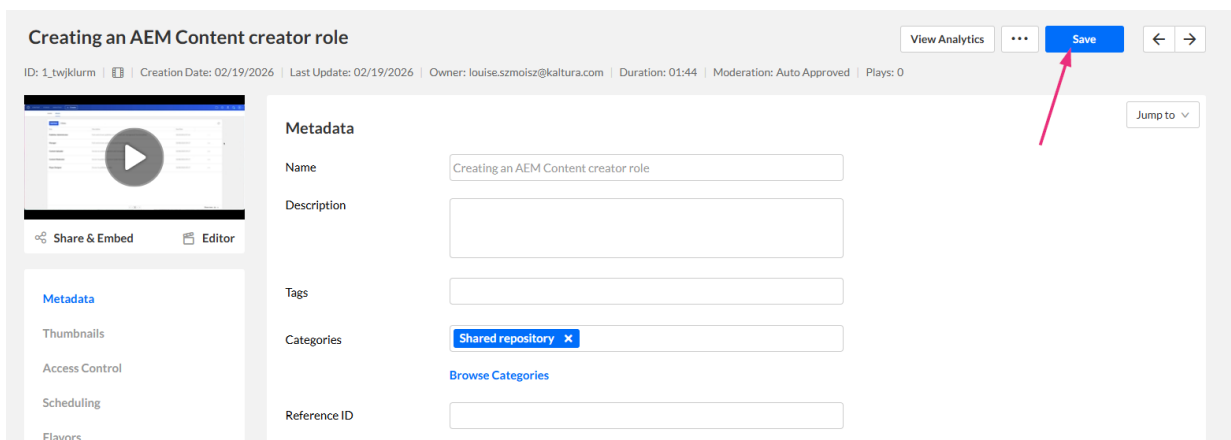
d. Scroll down and select the **Shared Repository** option.



3. Click **Change Categories**.


The window closes, and the 'Shared repository' tag now appears in the **Categories** field on the entry details page.

4. Click **Save** at the top right of the page.



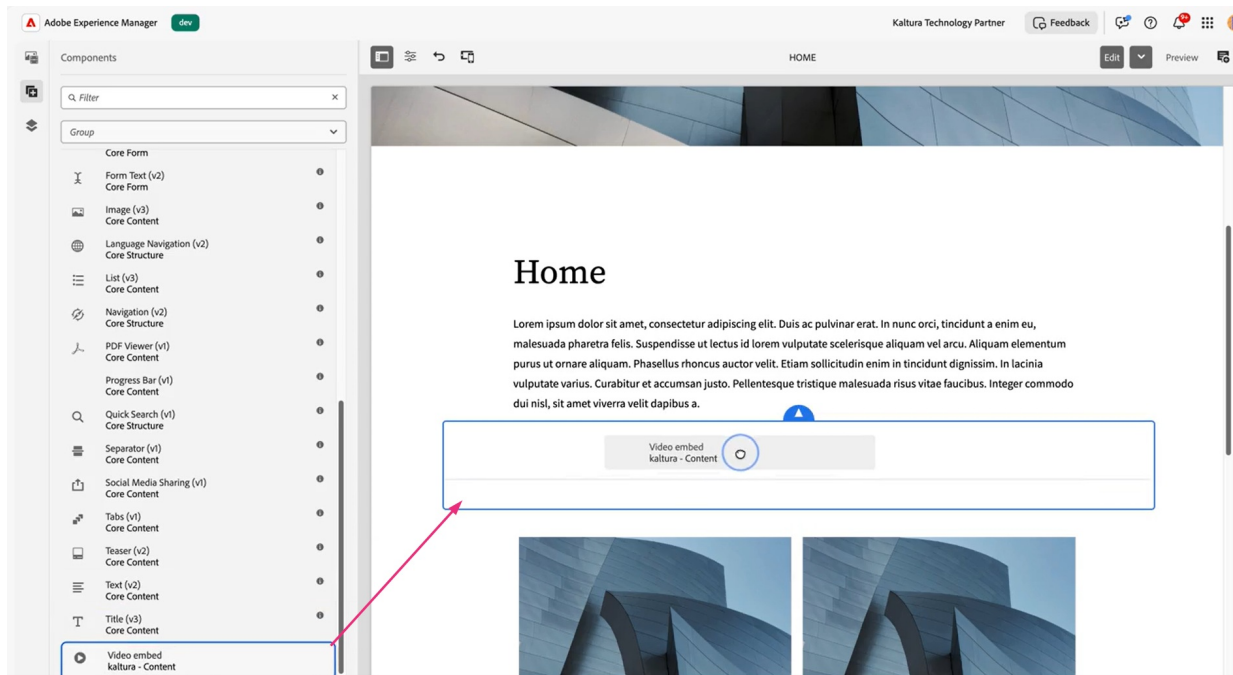
## Option 2: Upload via AEM

This workflow is recommended for **AEM authors** who want to upload and embed media in a single process within the AEM Page Editor.

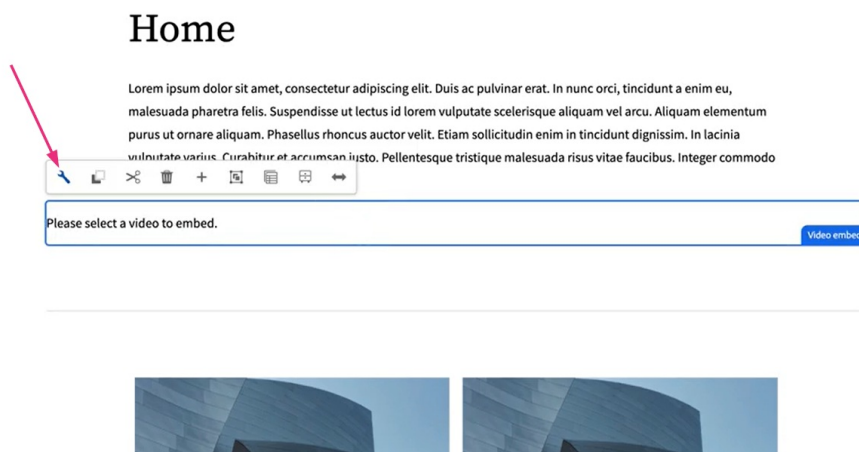
 Prerequisite - You must [enable upload of content via the BSE on the AEM KAF configuration](#).

### Watch a quick tutorial:

1. Open a page in the AEM Page Editor.
2. In the components panel on the left, find the Kaltura video component (this may be named differently depending on your setup) and drag it onto your page.

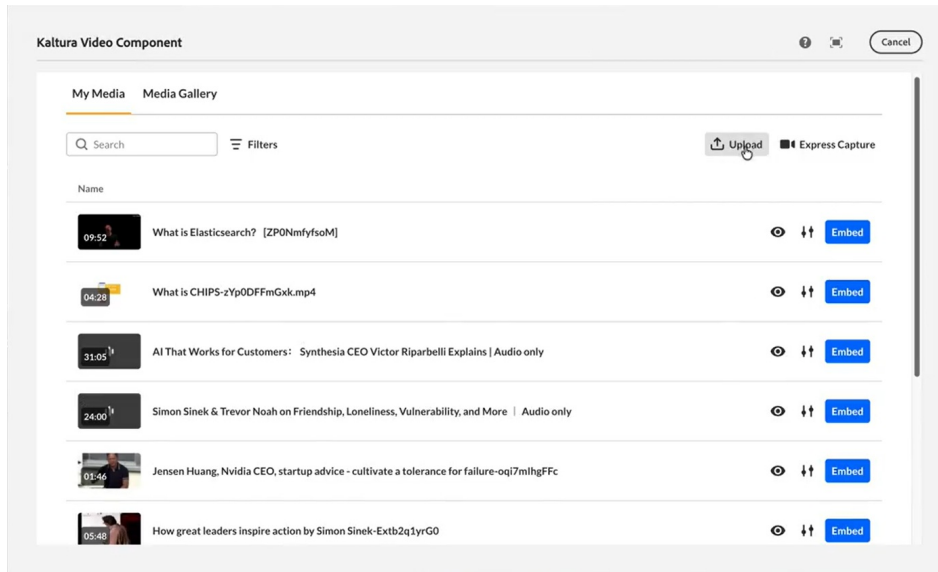


3. Click the component field to reveal the action bar, and select the **wrench icon**.



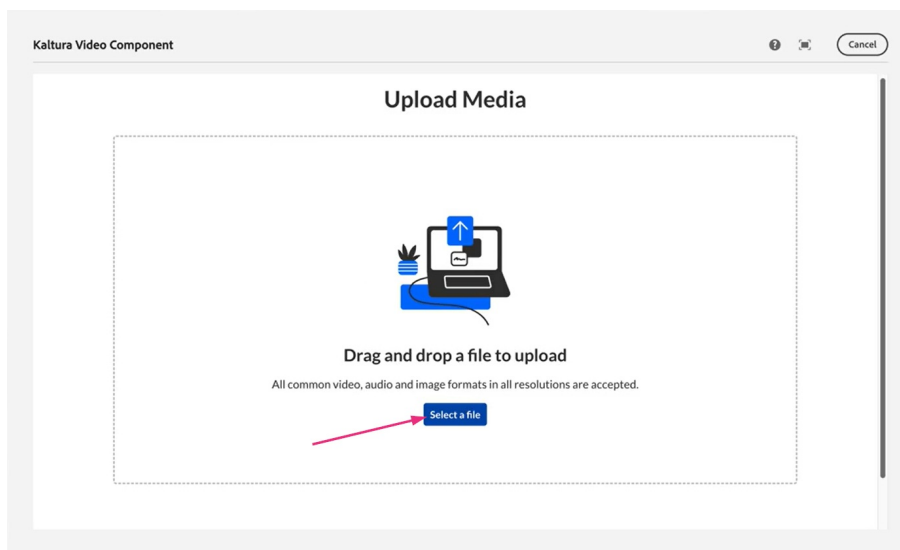
The 'Kaltura Video Component' window opens.

4. Click the **Upload** button at the far right.



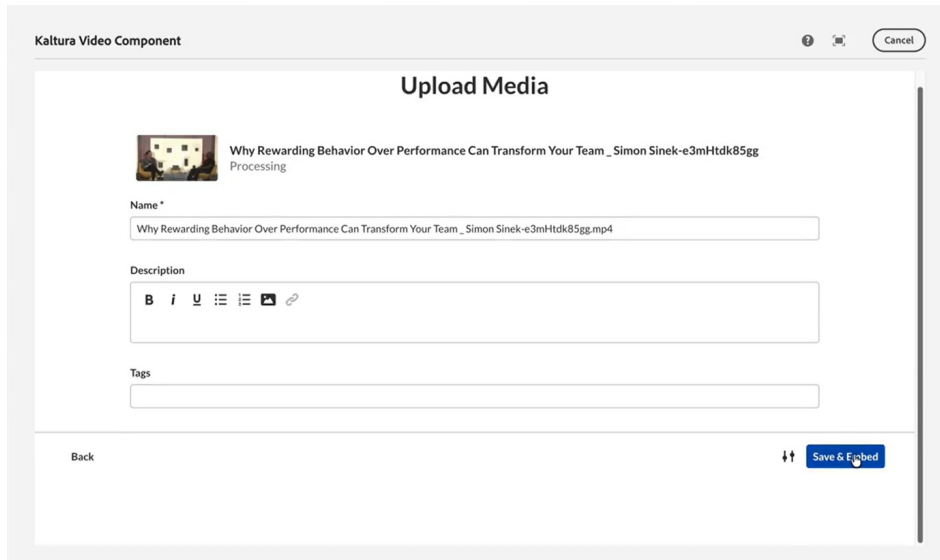
The 'Upload Media' window opens.

5. Click **Select a file** to upload one or more files from your computer.



Alternatively, select **Express Capture** to record directly from your webcam. To learn more, see our article [Create a recording with Express Capture](#).

While you wait for the upload to complete, you can update the **Name**, **Description**, and **Tags**.



6. Once your upload is finished, click **Save & embed**.

The video is embedded on your AEM page.

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