Edit media privacy in Content Hubs

Content updated: 02/12/2026

This article is designated for all users.

About

The **Privacy** tab allows you to control who can view your media and review where it is currently published across your applications.

To make media private quickly, you can also use the Publish status menu in My Media. For steps, see Make your media private in Content Hubs.

This feature requires the following to be enabled:

- Publish module
- Theming module with the 'mediaedit' feature set to 'Yes'

Who can use this

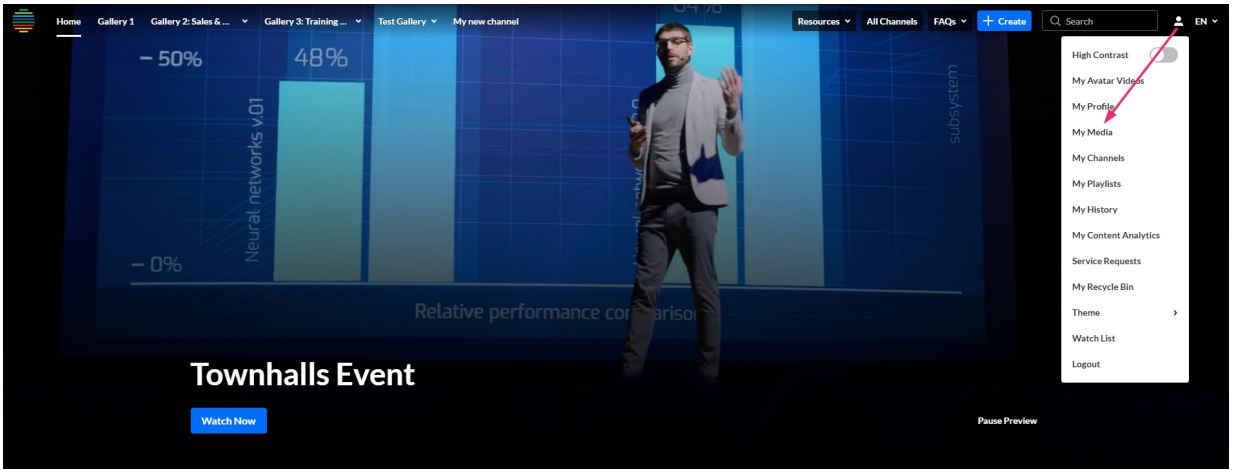
- Media owners
- Co-editors (view-only if they don't have publishing permissions)

Your ability to change privacy settings depends on your role.

Access the Privacy tab

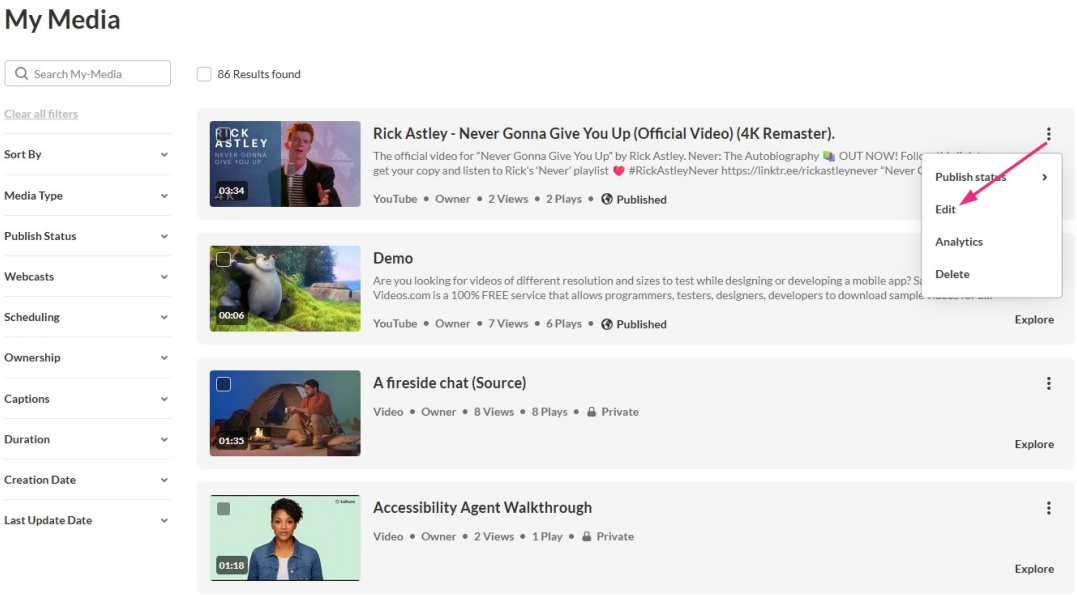
1. From the user menu, select My Media.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



The 'My Media' page displays.

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

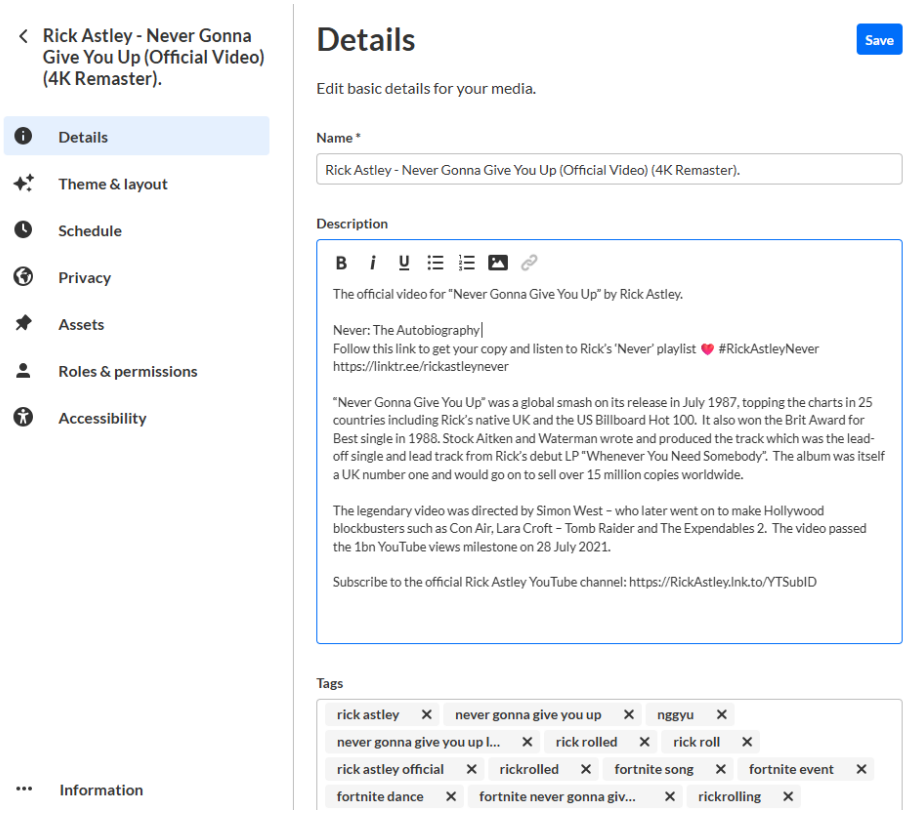


Alternatively, you can access the edit page from the media page by clicking the **three-dot menu** and selecting **Edit**.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

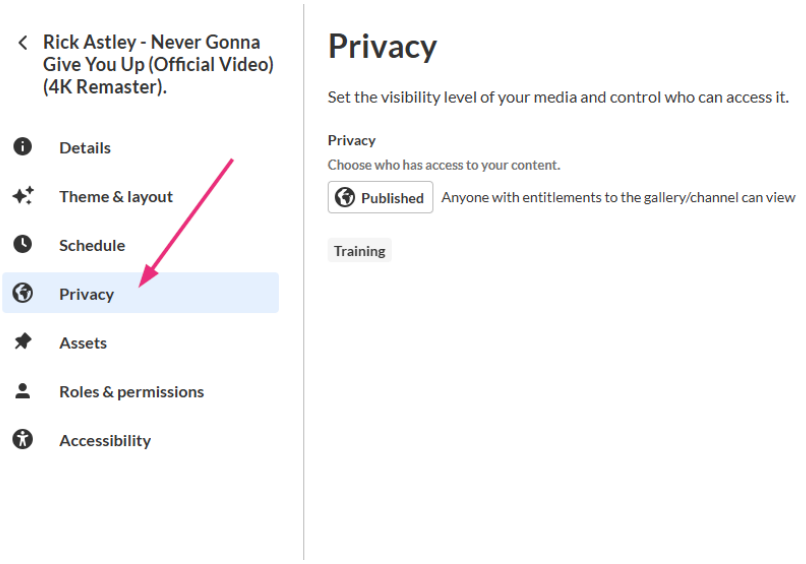


The edit page opens on the **Details** tab by default.



3. In the left navigation, select **Privacy**.

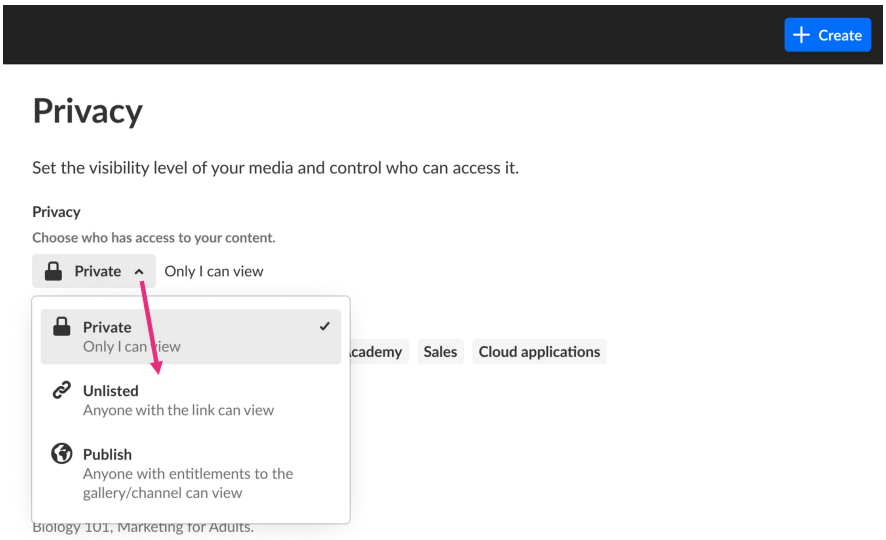
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Changes made in this tab apply immediately. There is no **Save** button.

Choose who can view the media

Use the **Privacy** drop-down menu to select the status for your content.



Depending on the current status of your entry, you may see the following options:

- **Private** – Only you can watch the media.
- **Unlisted** – Anyone with the link can watch the media.
- **Publish / Change publish locations** – Publish the media to galleries or channels. Anyone with entitlements to the gallery or channel can view.

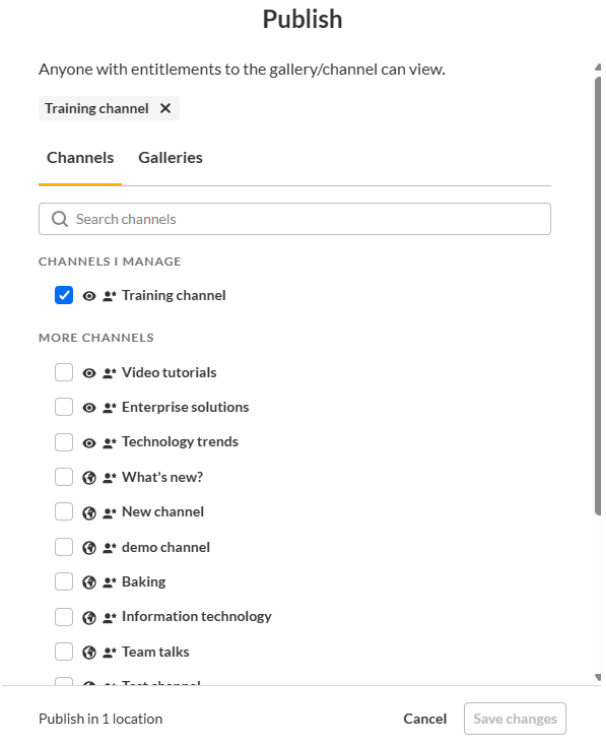
If you don't have publishing permissions, the **Privacy** selector is visible but

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

disabled.

Manage publishing locations

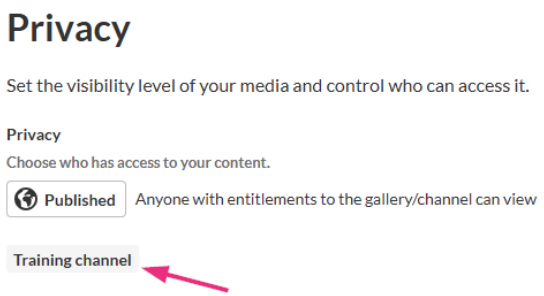
If you select **Publish** or **Change publish locations**, the 'Publish' window opens.



To learn how to navigate the 'Publish window', see our guide Publish media.

Review where media is published

The section below the 'Privacy' button shows where the media is currently published (displayed as **tags**).



This list reflects the current publish state and updates automatically when your privacy settings are changed.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Publish option grayed out

If the **Privacy** option is disabled, it may be due to one of the following:

- Missing required metadata
- Missing captions (if required by your organization)
- Insufficient permissions

See our guide Publish media for more information.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.