

## Set media privacy in Content Hubs

Last Modified on 04/11/2026 8:14 pm IDT

 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.



This feature requires the [Publish module](#) to be enabled.

### 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](#).



The 'My Media' page displays.

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

## My Media

Search My-Media  62 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling


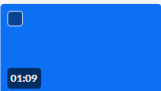
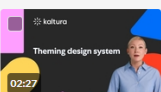
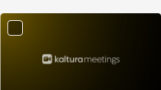
Ownership

Captions

Duration

Creation Date

Last Update Date

-  **Kaltura Architecture – APIs, UI Components & Management Tools (Source)**  
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)**  
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**  
Video • Owner • 5 Views • 5 Plays • Private Explore
  - Publish status >
  - Edit**
  - Analytics
  - Delete
-  **Test room**  
Meeting • Owner • Unlisted Explore

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



**Kaltura's Theming design system (Source)** 0 Share ...

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

< Kaltura's Theming design system (Source)

**i** Details

✦ Theme & layout

🕒 Schedule

🖼️ Thumbnail

🔒 Privacy

📁 Assets

👤 Roles & permissions

♿ Accessibility

## Details

Save

Edit basic details for your media.

Name \*

Kaltura's Theming design system (Source)

Description

**B** *i* U

- 

- 

Tags

single text

multi text

+ Add

single date no time

📅 dd/mm/yyyy

multi date with time

📅 dd/mm/yyyy

🕒 hh:mm aa

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

< Kaltura's Theming design system (Source)

**i** Details

✦ Theme & layout

🖼️ Thumbnail

**🔒** Privacy

👤 Roles & permissions

♿ Accessibility

⋮ Information

## Privacy

Set the visibility level of your media and control who can access it.

Privacy

Choose who has access to your content.

**🔒 Publish** Anyone with entitlements to the gallery/channel can view

Published in app

Corporate marketing Product marketing Academy Sales Cloud applications

Products walkthrough videos Demo

Pending in app

Getting started

Rejected in app

Company townhalls

Published Canvas

Biology 101, Marketing for Adults.

Pending in Canvas

Products walkthrough videos

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

## Choose who can view the media

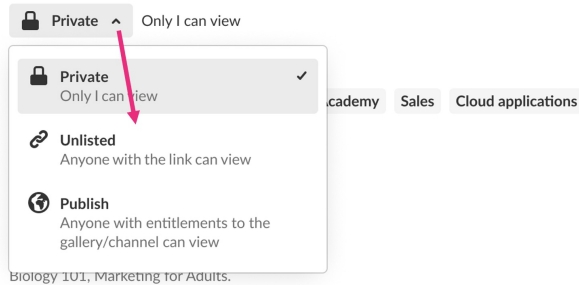
Use the **Privacy** drop-down menu to select the status for your content.

## Privacy

Set the visibility level of your media and control who can access it.

### Privacy

Choose who has access to 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 disabled.

## Manage publishing locations

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

## Publish

Anyone with entitlements to the gallery/channel can view.

Training channel X

Channels Galleries

Q Search channels

CHANNELS I MANAGE

Training channel

MORE CHANNELS

Video tutorials

Enterprise solutions

Technology trends

What's new?

New channel

demo channel

Baking

Information technology

Team talks

Publish in 1 location

Cancel

Save changes

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**).


### Privacy

Set the visibility level of your media and control who can access it.

Privacy

Choose who has access to your content.

Published Anyone with entitlements to the gallery/channel can view

Training channel 

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

## 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.

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