


Set media privacy in Content Hubs

Last Modified on 06/04/2026 2:33 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 following to be enabled:

- [Publish module](#)
- [Theming module](#) with the 'mediaedit' feature set to 'Yes'

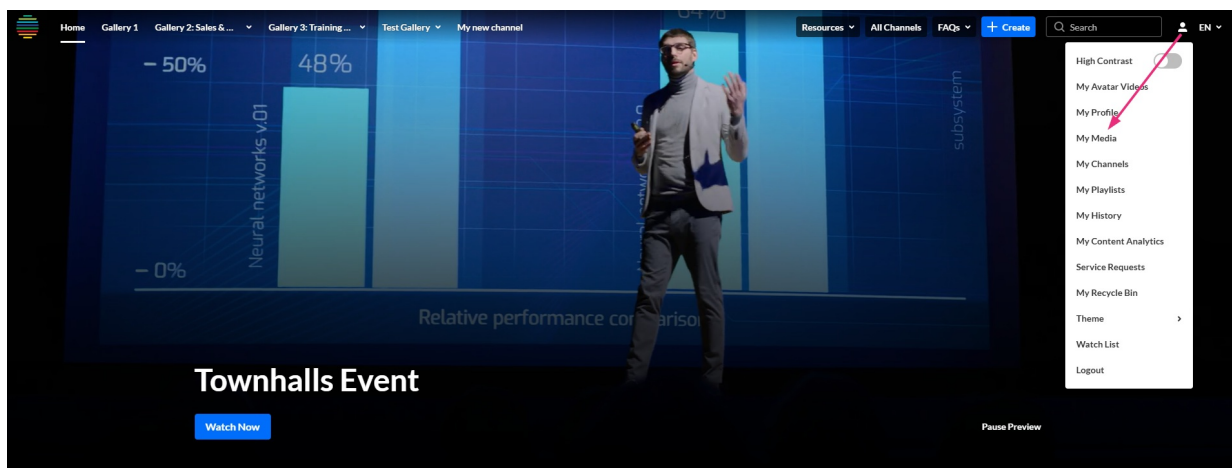
Who can use this

- 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](#).



The 'My Media' page displays.


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

My Media

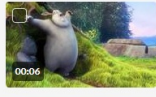
Search My-Media 86 Results found

[Clear all filters](#)

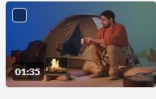
- Sort By ▾
- Media Type ▾
- Publish Status ▾
- Webcasts ▾
- Scheduling ▾
- Ownership ▾
- Captions ▾
- Duration ▾
- Creation Date ▾
- Last Update Date ▾



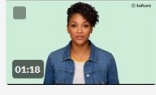
Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).
The official video for "Never Gonna Give You Up" by Rick Astley, Never: The Autobiography 📺 OUT NOW! Follow us on YouTube and Instagram to get your copy and listen to Rick's "Never" playlist ❤️ #RickAstleyNever <https://linktr.ee/rickastleynever> "Never Gonna Give You Up" by Rick Astley
YouTube • Owner • 2 Views • 2 Plays • Published



Demo
Are you looking for videos of different resolution and sizes to test while designing or developing a mobile app? Screenr.com is a 100% FREE service that allows programmers, testers, designers, developers to download sample videos.
YouTube • Owner • 7 Views • 6 Plays • Published



A fireside chat (Source)
Video • Owner • 8 Views • 8 Plays • Private



Accessibility Agent Walkthrough
Video • Owner • 2 Views • 1 Play • Private

Menu for Rick Astley video: Publish status, Edit, Analytics, Delete

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



♪ We're no strangers to love ♪

Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).
By [Louise Smith](#) • May 04, 2026 • 2 Views • 2 Plays

Training
[Visit category](#)

👍 0 🔄 Share ...

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

< Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).

i Details

✦ Theme & layout

🕒 Schedule

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

⋮ Information

Details

Save

Edit basic details for your media.

Name *

Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).

Description

B *i* U    

The official video for "Never Gonna Give You Up" by Rick Astley.

Never: The Autobiography|

Follow this link to get your copy and listen to Rick's 'Never' playlist ❤️#RickAstleyNever
<https://linktr.ee/rickastleynever>

"Never Gonna Give You Up" was a global smash on its release in July 1987, topping the charts in 25 countries including Rick's native UK and the US Billboard Hot 100. It also won the Brit Award for Best single in 1988. Stock Aitken and Waterman wrote and produced the track which was the lead-off single and lead track from Rick's debut LP "Whenever You Need Somebody". The album was itself a UK number one and would go on to sell over 15 million copies worldwide.

The legendary video was directed by Simon West – who later went on to make Hollywood blockbusters such as Con Air, Lara Croft – Tomb Raider and The Expendables 2. The video passed the 1bn YouTube views milestone on 28 July 2021.

Subscribe to the official Rick Astley YouTube channel: <https://RickAstley.lnk.to/YTSubID>

Tags

rick astley ✕ never gonna give you up ✕ nggyu ✕
 never gonna give you up l... ✕ rick rolled ✕ rick roll ✕
 rick astley official ✕ rickrolled ✕ fortnite song ✕ fortnite event ✕
 fortnite dance ✕ fortnite never gonna giv... ✕ rickrolling ✕

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

< Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).

i Details

✦ Theme & layout

🕒 Schedule

🔒 Privacy

★ Assets

👤 Roles & permissions

♿ Accessibility

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

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

Choose who can view the media

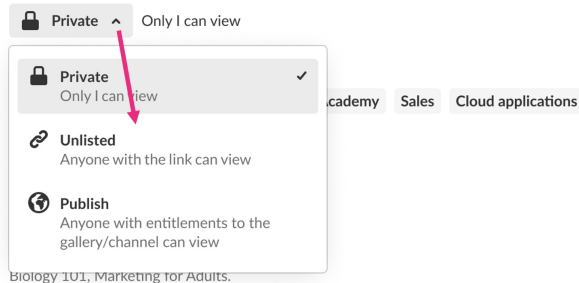
Use the **Privacy** drop-down menu to select the status for your content.

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.
