

## Set media privacy in Sakai

Last Modified on 05/06/2026 2:09 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. Go to your **My Media**.

## My Media

My Calendar | My analytics | [+ Create](#)

Search My-Media

745 Results found

[Clear all filters](#)

My folders +

Sort By

Media Type

Publish Status

Scheduling


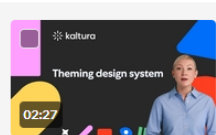
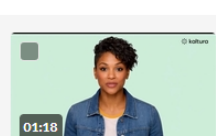
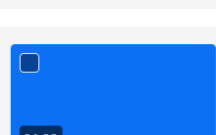
Ownership

Captions

Duration

Creation Date

Last Update Date

-  **AEM Connector - Upload a video to Kaltura & e...**  
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)
-  **Kaltura's Theming design system (Source)**  
Video • Owner • 4 Views • 4 Plays • Private [Explore](#)
-  **Accessibility Agent Walkthrough**  
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)
-  **Kaltura LMS & CMS Extensions - Unified Experi...**  
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)

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

## My Media

My Calendar | My analytics | [+ Create](#)

Search My-Media

745 Results found

[Clear all filters](#)

My folders +

Sort By

Media Type


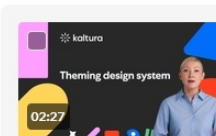
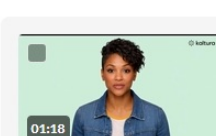
Publish Status

Scheduling

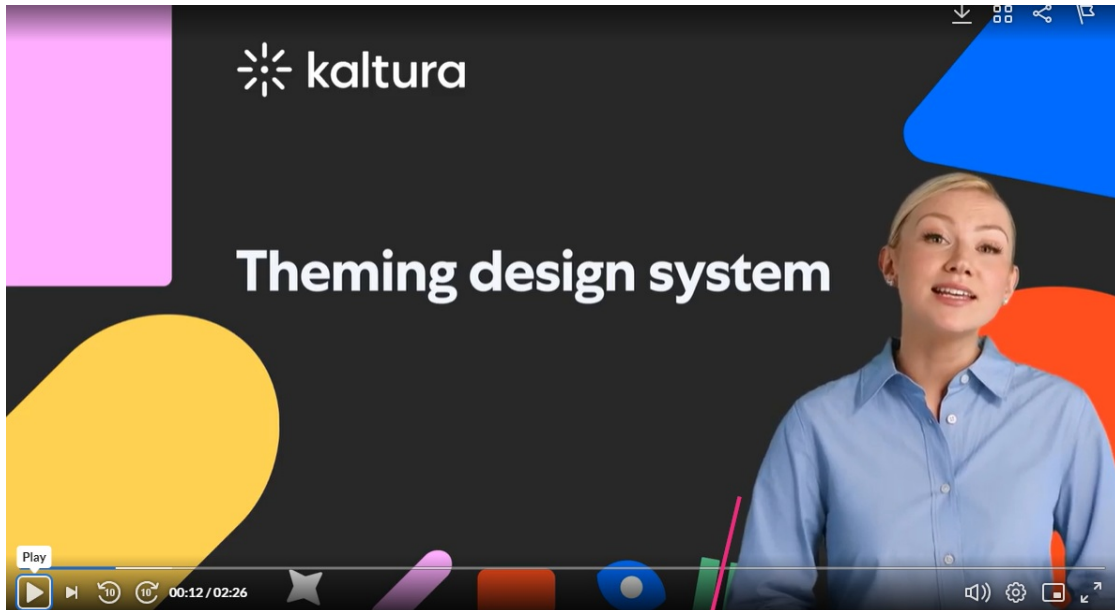
Ownership

Captions

Duration

-  **AEM Connector - Upload a video to Kaltura & e...**  
Video • Owner • 0 Views • 0 Plays • Private [Explore](#)
-  **Kaltura's Theming design system (Source)**  
Video • Owner • 4 Views • 4 Plays • Private  
  - [Publish status](#)
  - Edit**
  - [Add/Remove from folders](#)
  - [Analytics](#)
  - [Delete](#)
-  **Accessibility Agent Walkthrough**  
Video • Owner • 0 Views • 0 Plays • Private

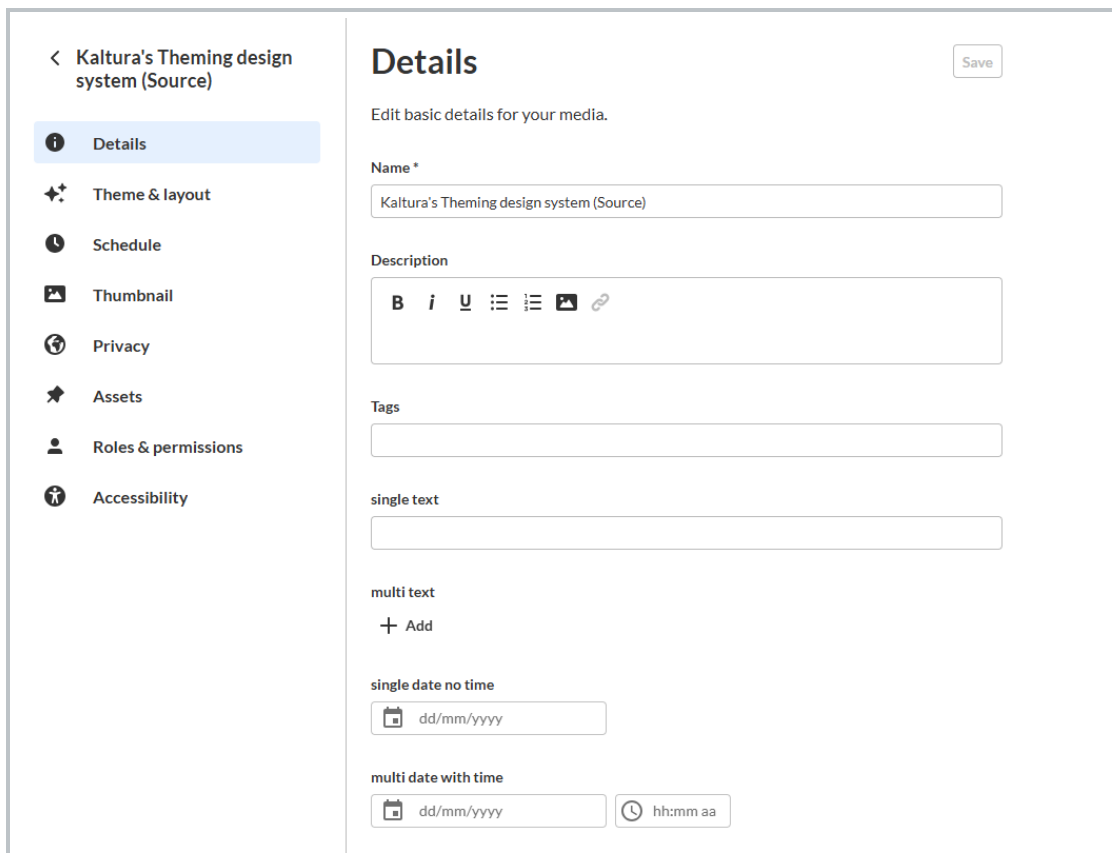
Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.



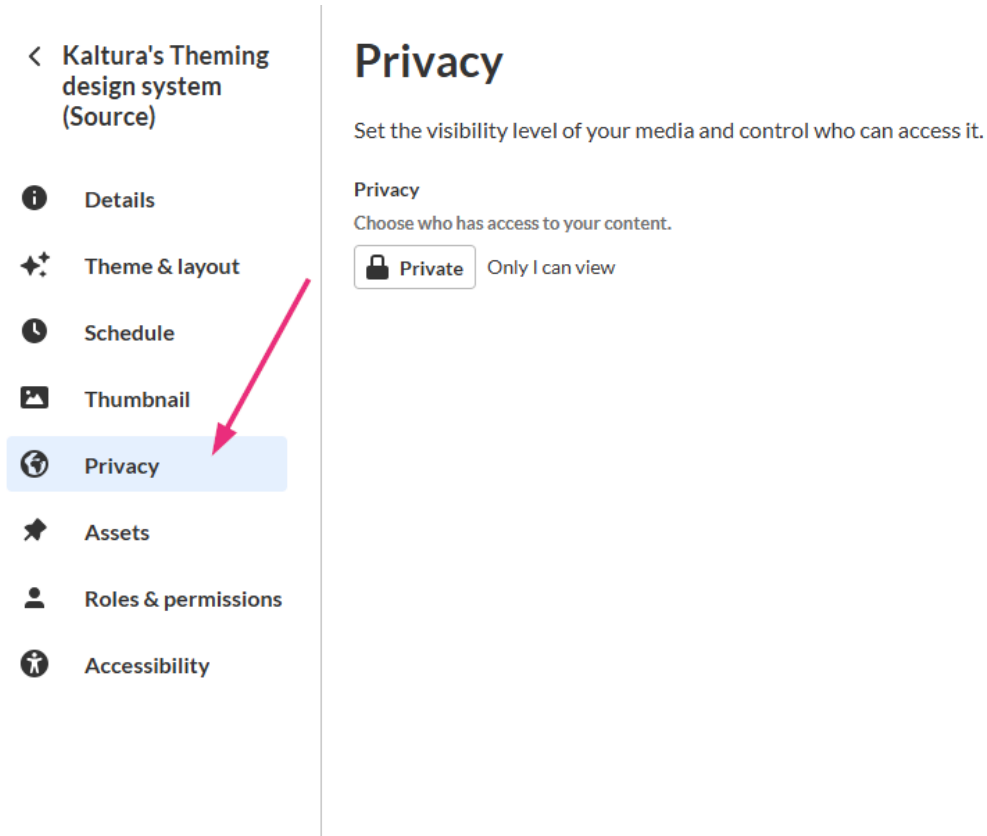
Kaltura's Theming design system  
(Source)

0 0 Share ...

The edit media page opens on the **Details** tab by default, with a left-hand navigation.



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



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

## Choose who can view the media

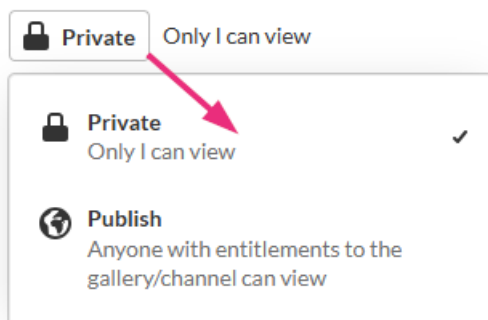
Use the **Privacy** drop-down menu to select the status for your content.

## 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.
- **Publish** – Publish the media to media galleries. Anyone with entitlements to the media gallery can view.

If this is your first time publishing the media, the status will be **Private**. If this isn't the first time, the menu will have the option to **Change publish locations**.



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.

#### Media Galleries

- Shared Repository
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- LS

Cancel

Click the boxes next to the media galleries you want to publish the media to.

Click **Save changes**.

## Review where media is published


The section below the 'Privacy' button shows where the media is currently published.


## 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

Kaltura Training Course 

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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