Import media from a URL in Canvas

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This article is designated for all users.

About

Import from URL lets you add video, audio, or image files that are already hosted online to **My Media** using a direct link.

This feature requires the following to be enabled:

- The Addfromurl module
- The Theming module, with the `addfromurl` feature set to 'Yes'

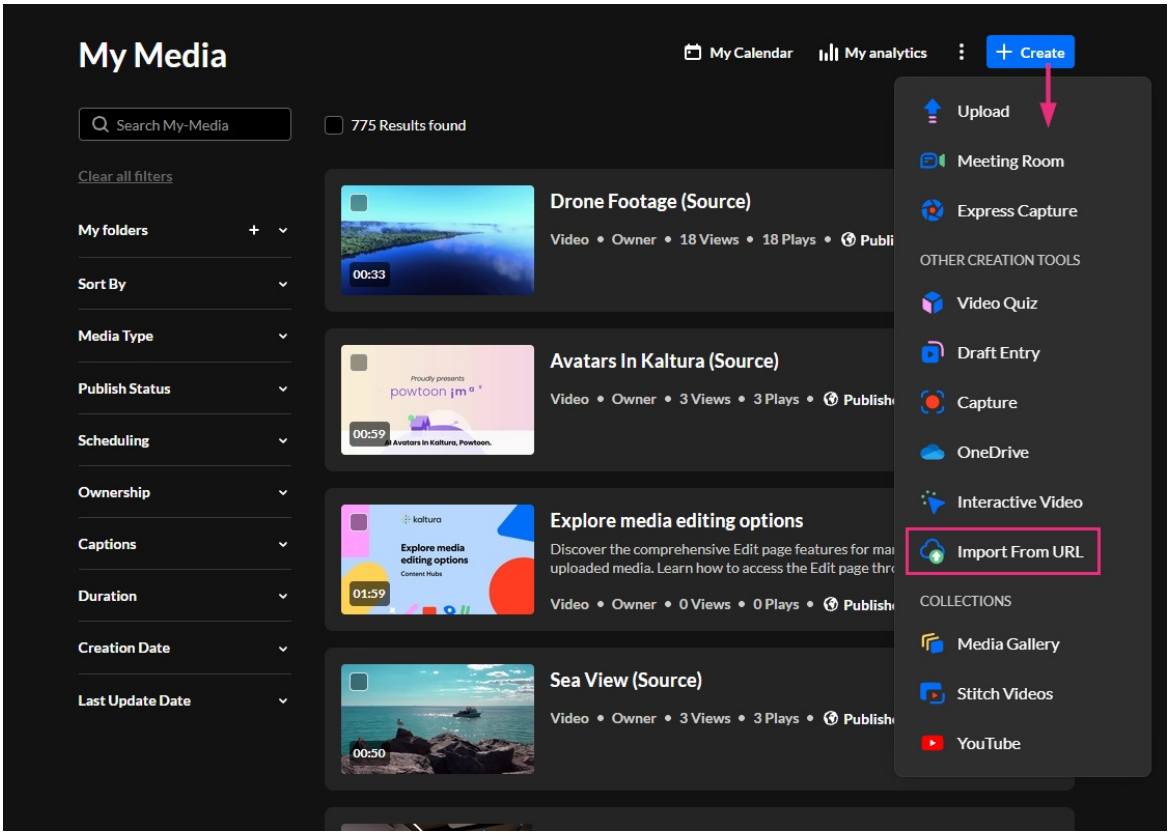
The URL must be a direct, public link to the media file.

Import media from a URL

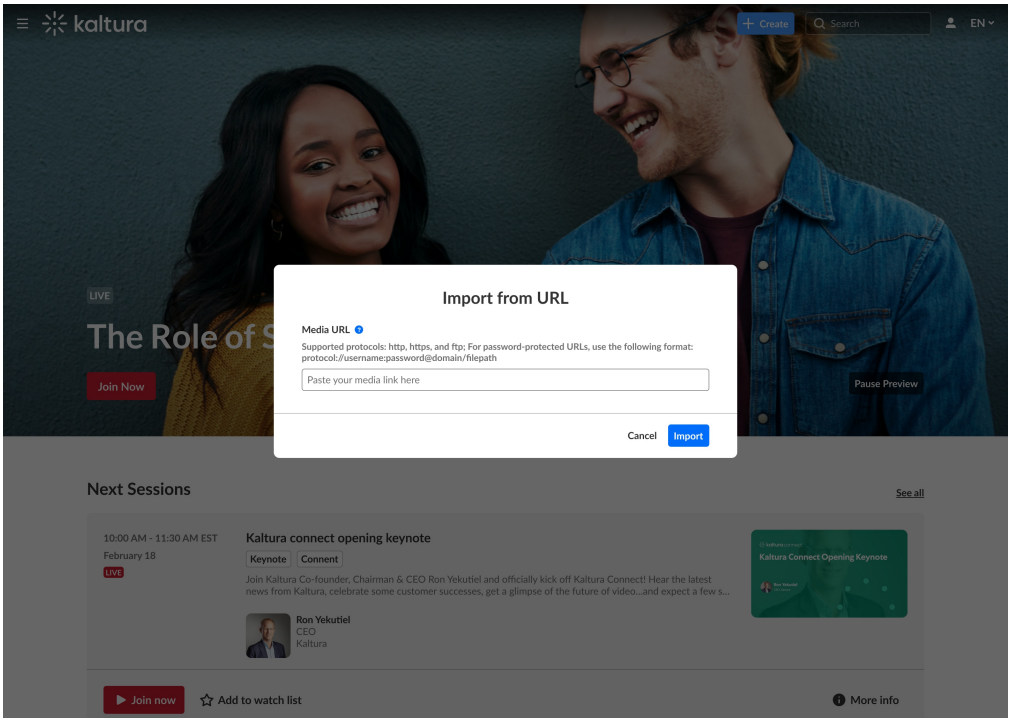
1. Go to your **My Media**.
2. Select **Import from URL** from the **+Create** menu.

   If you don't see this menu option, contact your administrator.

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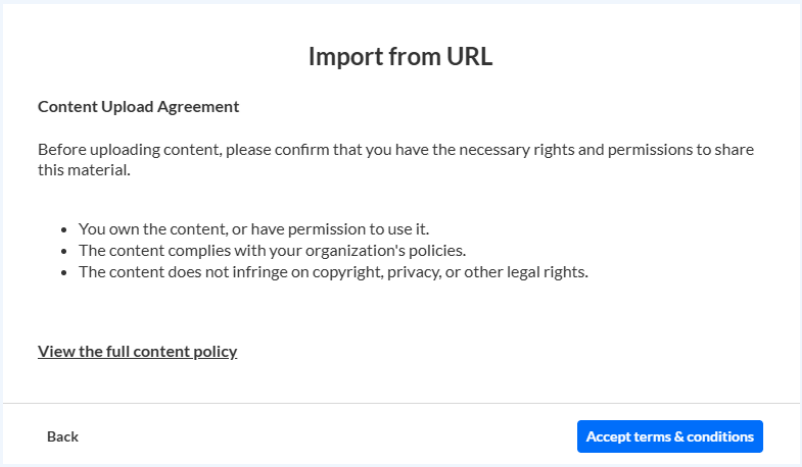
The **Import from URL** window opens.



If your administrator set up a disclaimer, the window shows it first. Read the disclaimer, and then select **Accept terms & conditions** to continue. To go

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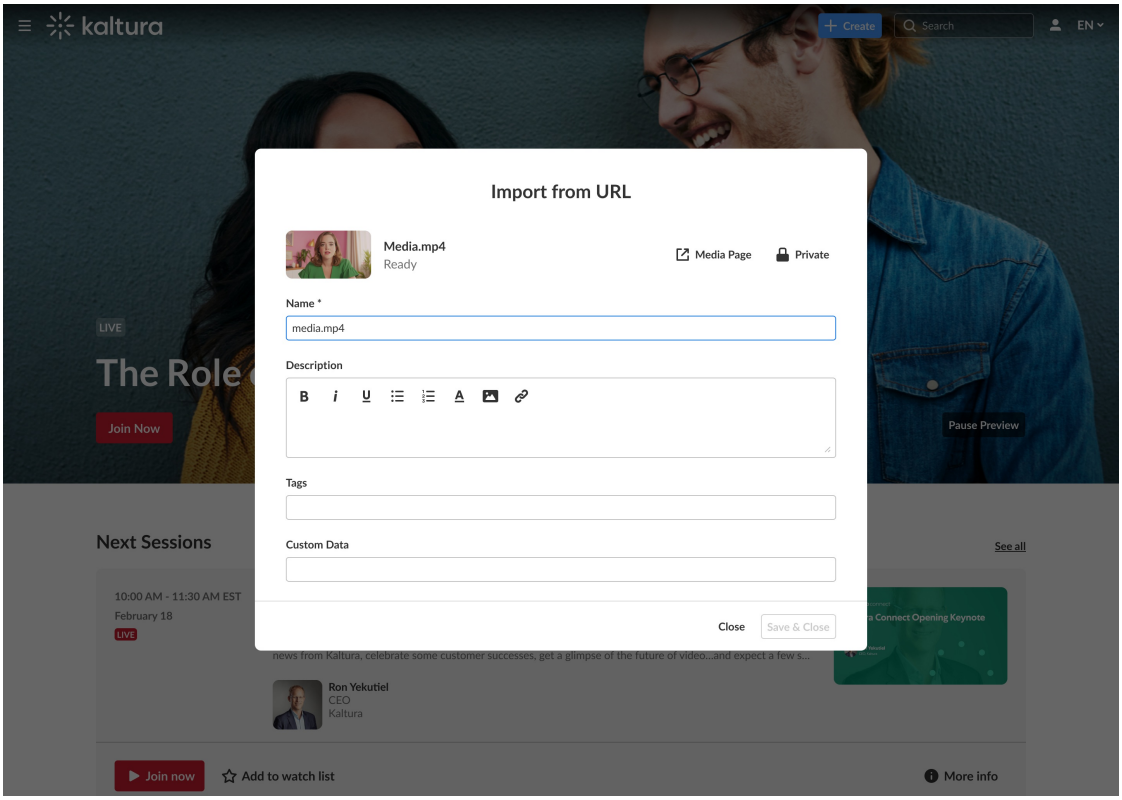
back without importing, select **Back**.



3. Paste the URL of the file you want to import.

Supported protocols are `http`, `https`, and `ftp`. The **Import** button stays disabled until the URL is valid.

4. Select **Import**.
   While the media is processing, the window shows its status.



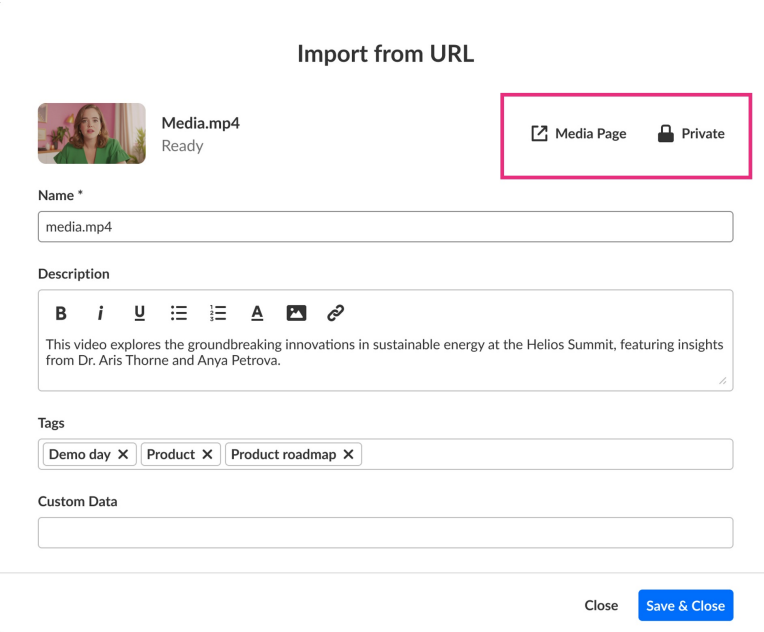
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5. (Optional) Update the name, description, tags, and custom data.

After the media status changes to **Uploading** or **Processing**, you can close the window. The upload continues in the background.

From the top of the window, you can also do the following:

- Select **Media page** to open the media page.
- Select **Private** to publish the entry after the media status shows *Ready*.



When you finish, select **Save & Close**.

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