Upload and publish media in KMS Go on iOS

Content updated: 11/28/2026

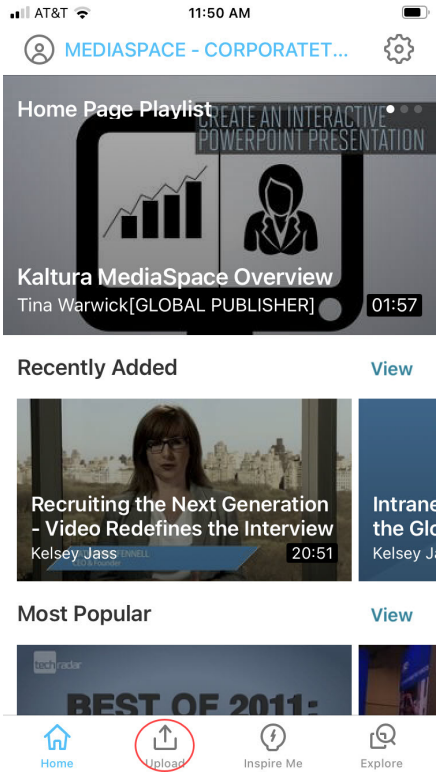
This article is designated for all users.

About

With **KMS Go**, you can create media on your iPhone, upload it, edit its details, and publish it for others to watch.

Create and upload media

The **Upload** icon at the bottom of the homepage lets you add media from your photos gallery or the cloud. You can also create media with your device's camera. Depending on your site's configuration, you may need to log in.



Create media

1. On the homepage, select the **Upload** icon.

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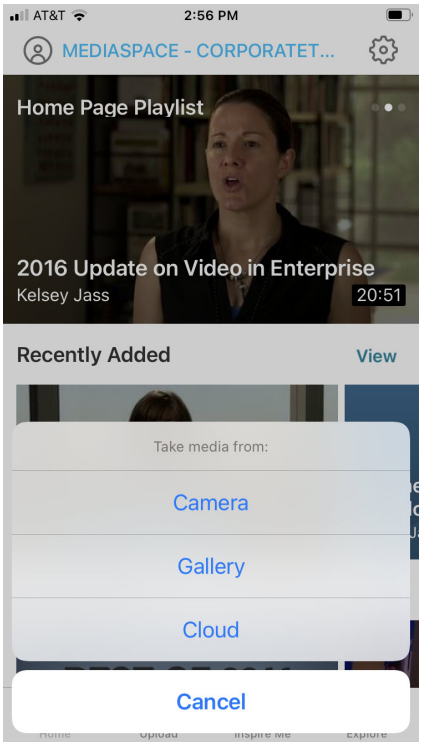

2. Select **Camera**.
3. Select **Video** to record a video, or **Photo** to take a photo.
4. Record the video or take the photo.
5. Select **Retake** to try again, or **Use photo** or **Use video** to keep it.
   If you keep it, you're asked to enter a title. Then you can upload the media, or save a copy on your device to upload later.

Upload media

1. On the homepage, select the **Upload** icon.

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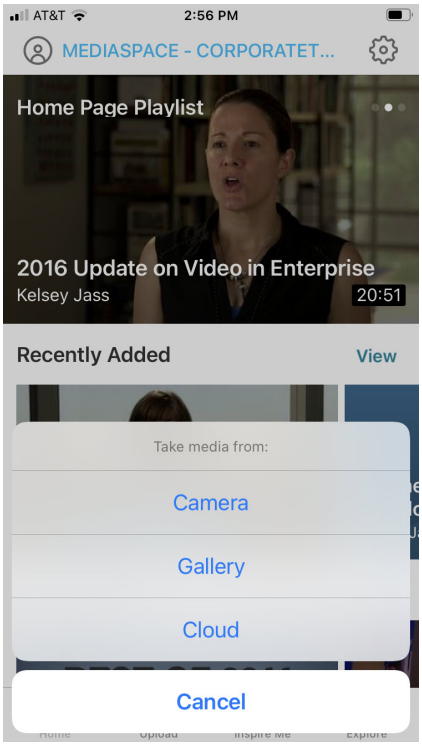
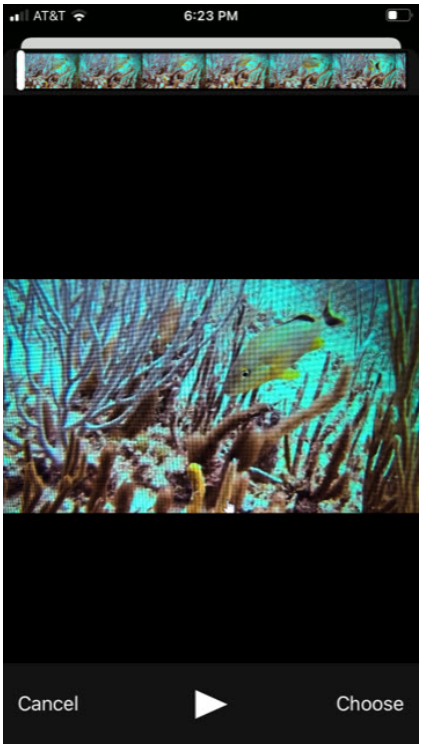


2. Select **Gallery** to upload from your device, or **Cloud** to upload from the cloud.
3. Select the media you want to upload.
   The media opens in a player.



4. Select **Choose**. To preview the media first, select **Play**.
   The trim screen opens.

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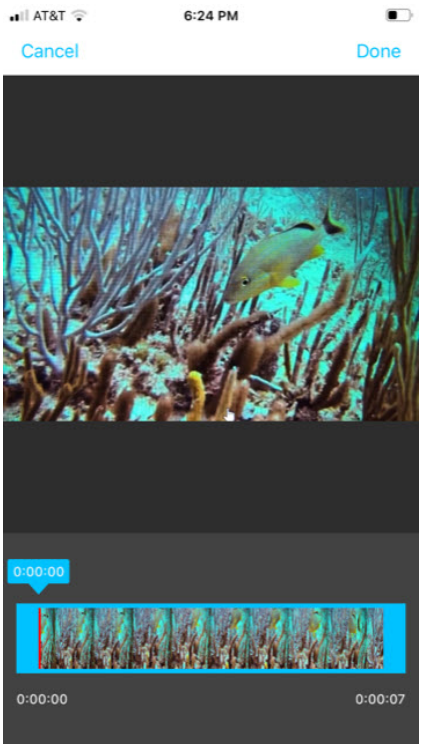
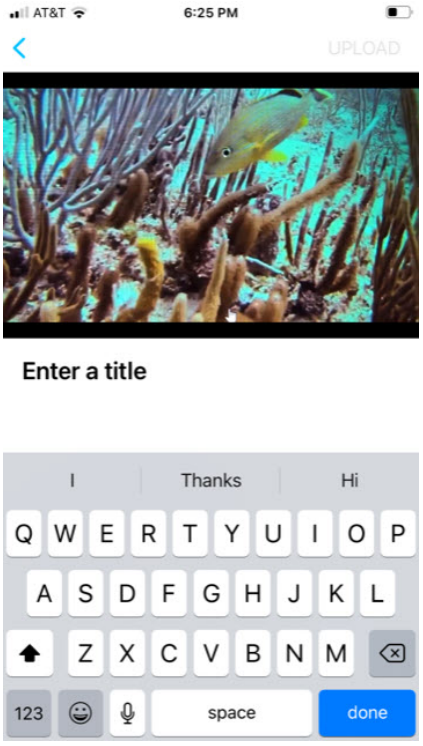


5. (Optional) Trim the media from either end.
6. Select **Done**.



7. Enter a title.
8. Select **Done**.

   The Upload screen opens.

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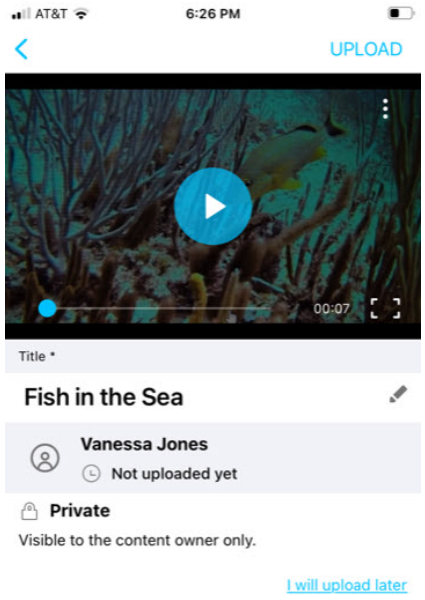
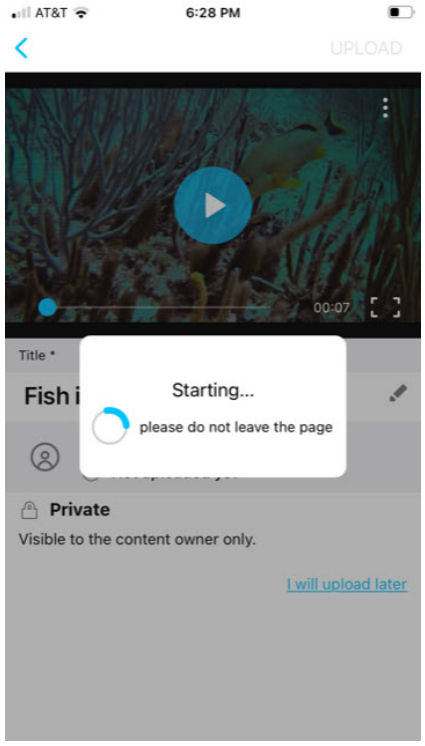


9. Select **Upload** to upload now, or **I will upload later**.
   The upload progress bar appears.



If you choose to upload later, the media is saved to your device's gallery and doesn't appear in the app. To upload it, repeat these steps and select **Upload**.

After a successful upload, you can publish the media. Find it on My Page, in My Media.

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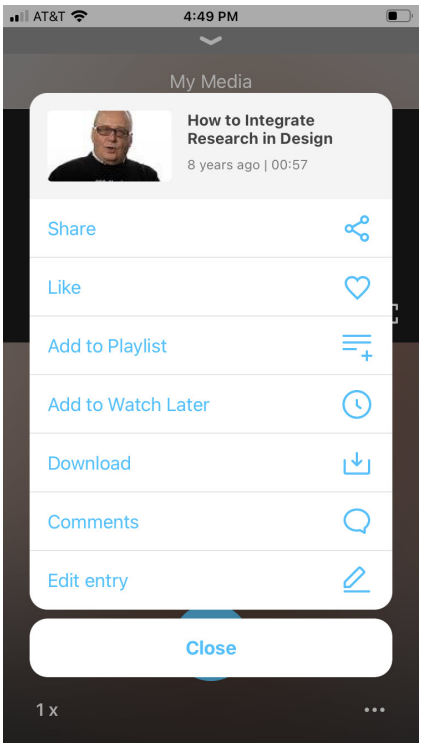
Your publishing settings control who can view it.

Edit and delete media

Editing a media item requires the right permissions.

Edit media details

1. On the media page, select the **ellipsis** (**...**) in the lower right corner.



2. Select **Edit entry**.
   The edit media page opens.

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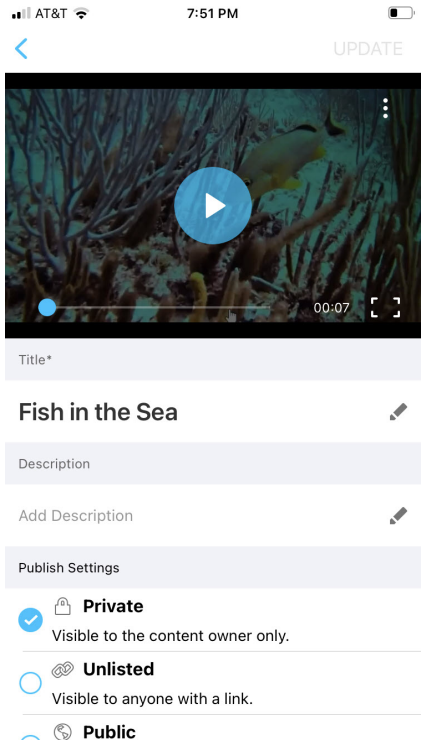

3. Select the **pencil** icon next to a field.
4. Edit the field.
5. Select **Done**.
6. Select **Update**.

You can edit the title, description, publishing settings, tags, and any custom metadata on the page.

Change publishing settings

1. On the media page, select the **ellipsis** (**...**) in the lower right corner.

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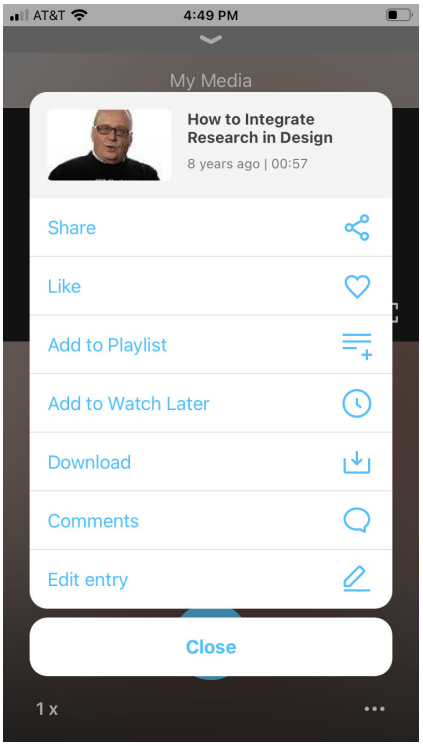
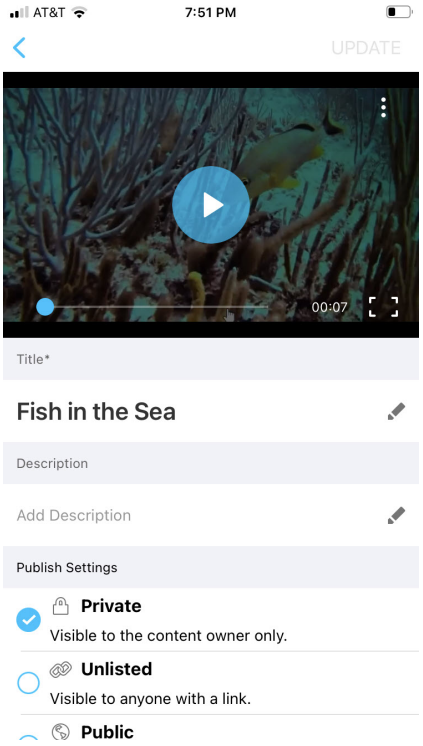


2. Select **Edit entry**.

   The edit media page opens.



3. Under **Publish settings**, select **Private**, **Unlisted**, or **Public**.
4. Select **Update**.

Delete media

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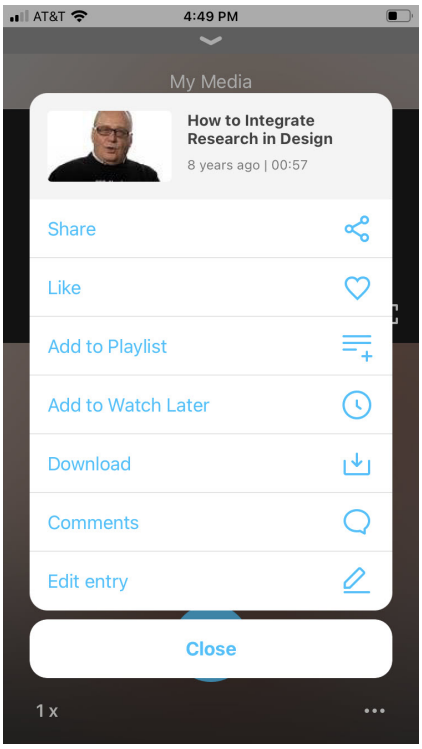
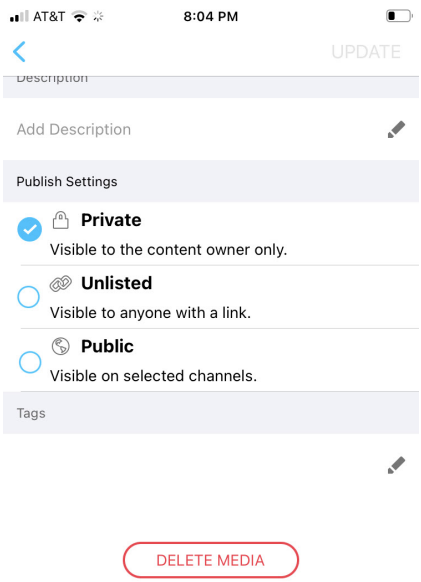
1. On the media page, select the **ellipsis** (**...**) in the lower right corner.



2. Select **Edit entry**.
   The edit media page opens.



3. Scroll to the bottom, and select **Delete media**.
4. Confirm the deletion, or cancel it.

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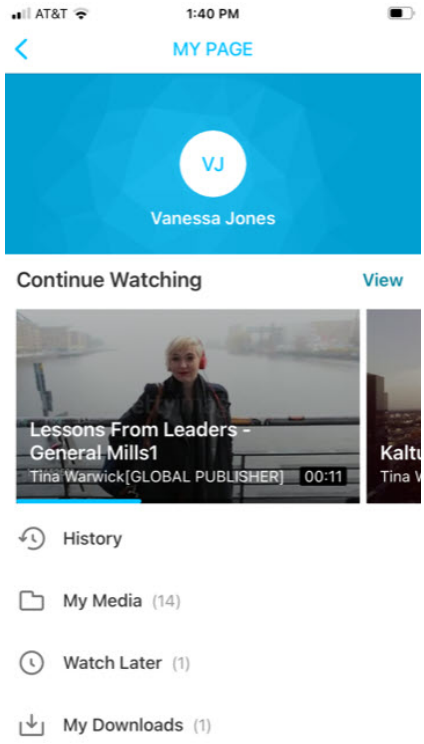
Publish media

Media is private by default. You can publish it as private, unlisted, or public.

Open the publish settings

1. Select the **My Page** icon. Depending on your configuration, you may need to log in.



2. Select **My Media**.

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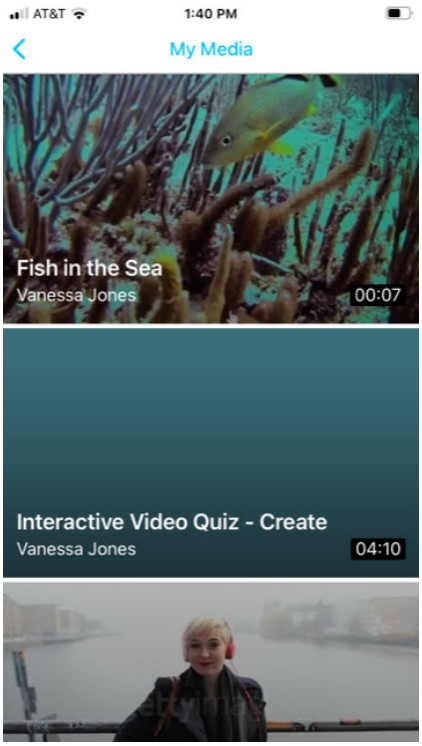
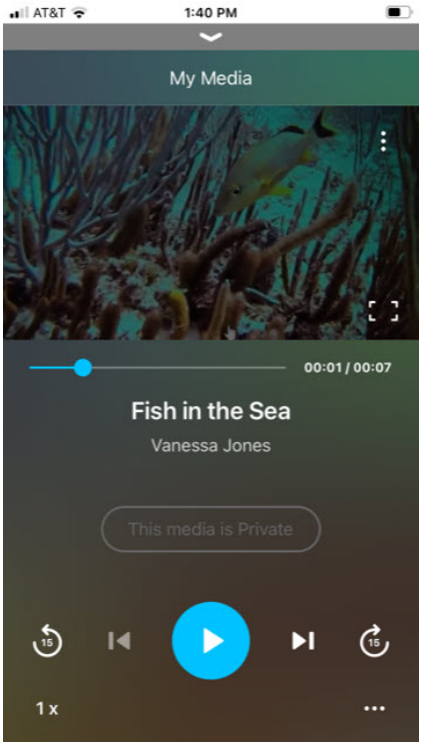


3. Select the video you want to publish.



4. Select the **ellipsis** (**...**) in the lower right corner.

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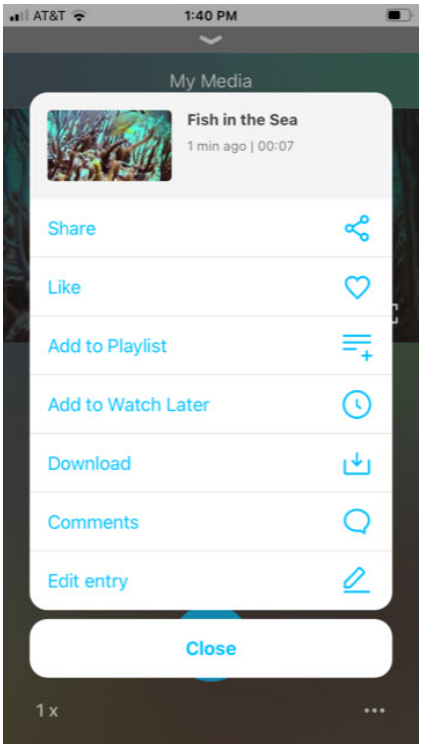
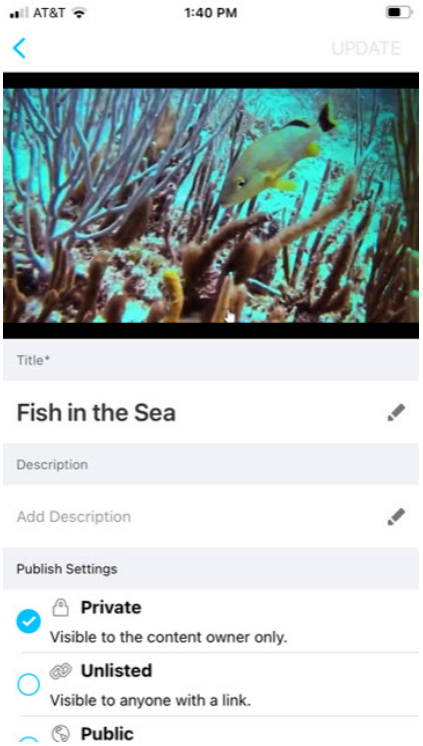


5. Select **Edit entry** (pencil icon).
   The publishing options appear: **Private**, **Unlisted**, and **Public**.



Publish as private

Only the content owner can see private media. This is the default.

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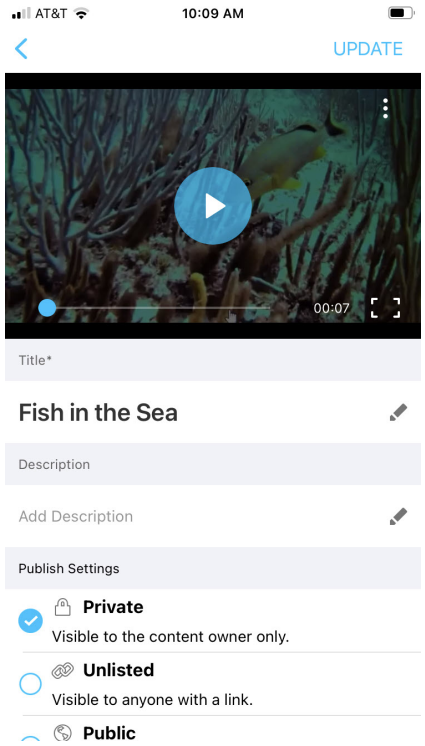
1. In edit mode, select **Private**.



2. Select **Update**.

Publish as unlisted

Anyone with the link can see unlisted media.

1. In edit mode, select **Unlisted**.

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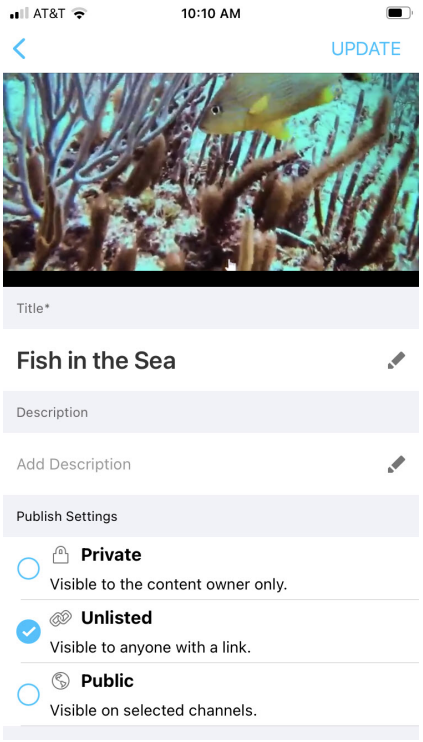
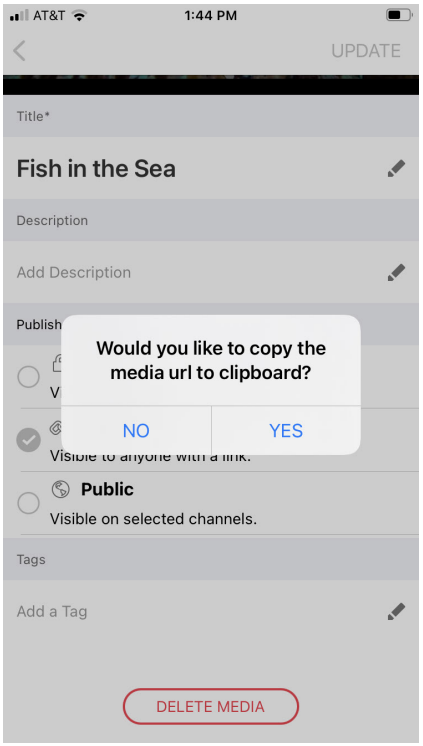


2. Select **Update**.

   You're asked whether to copy the media URL to the clipboard.



3. Select **Yes** or **No**.

Publish as public

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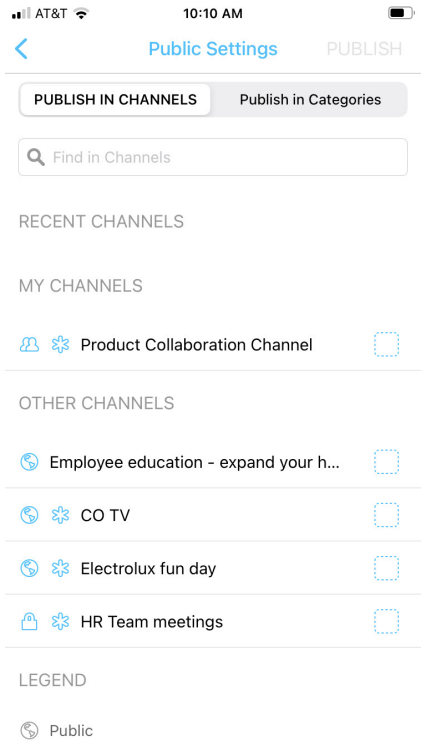
Public media appears in the channels and categories you select. You can publish only to channels and categories where you have permission. Some metadata may be required for publishing, especially to a shared repository.

1. In edit mode, select **Public**.
   The Publishing settings page opens on the **Publish in channels** tab.



2. Select the checkbox next to each channel you want.

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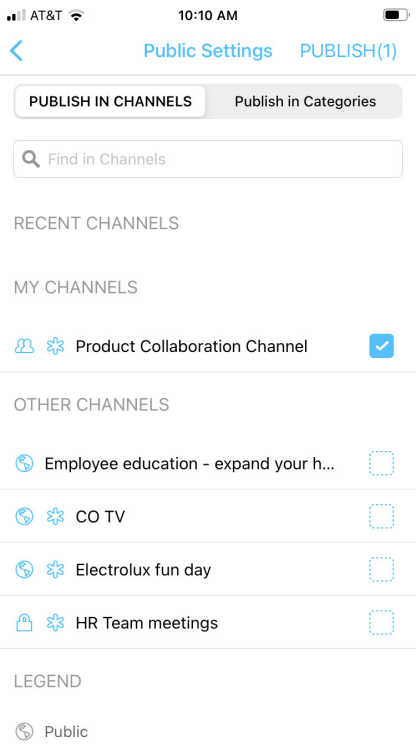
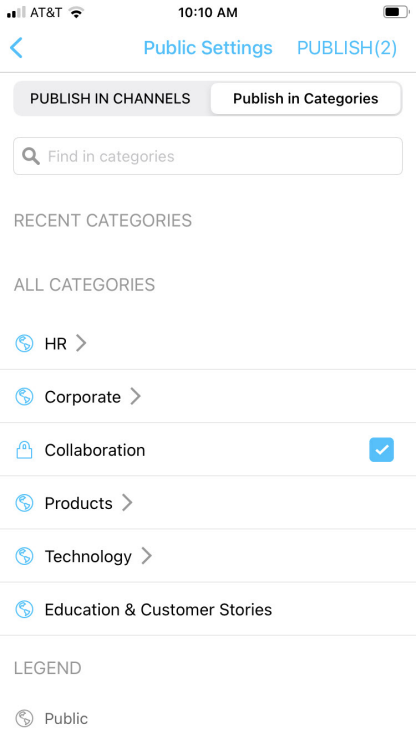


3. Select the **Publish in categories** tab.
4. Select the checkbox next to each category you want.



5. Select **Publish**.

The number of selected channels and categories appears in parentheses next to **Publish**, in the top right corner. To find a channel or category, enter text in the **Find in**

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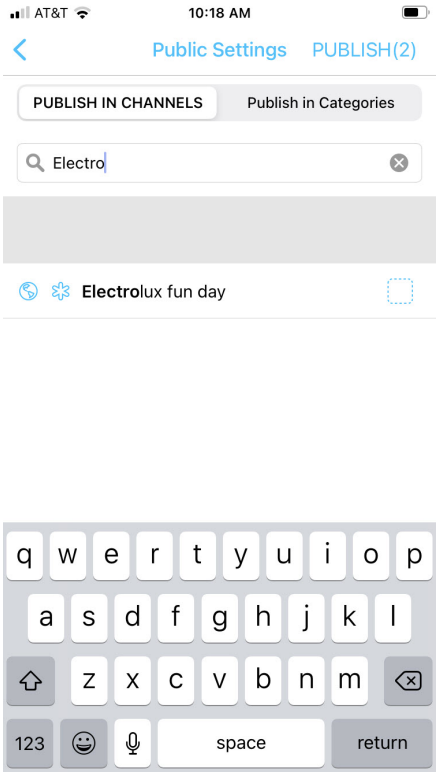
channels or **Find in categories** box, and select its checkbox.



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