


Publish Media

This article is designated for all users.

By default, any media you upload is private. To share it with others, you'll need to publish it in a channel or gallery on your Video Portal. Read our [step-by-step instructions](#) or watch the video tutorial below.

Publish your media only when file conversion is complete, and the media is not waiting for moderation.

 You must have permission to publish to Channels and/or Galleries (Categories). Ask your MediaSpace administrator to give you the required permission.

How to publish media

From My Media

To publish one or more entries at a time:

1. Access [My Media](#) from the user menu .
2. Select a media item or multiple by checking the box next to the media item(s).
3. Select **Publish** from the **Actions** menu.
4. Set the **Publishing Status** to **Published**.
5. Choose which channel(s) and/or category (gallery)(s) you want the media item published to. You can use the search box to find the desired category or channel.
6. Click **Save**.
7. A confirmation message displays: *Media successfully published*.

From the edit media page

1. Click the pencil icon next to the media item you want to publish.

The edit media page displays.

2. Click on the **Publish** tab.

3. Follow steps 4-6 above.

From the media entry page

1. Click on the thumbnail of the desired entry.

The media entry page displays.

2. Select **Publish** from the **Actions** menu.

3. Follow steps 4-6 above.

See where media is published

From the **My Media** page, click the green Published button to see where the media is published.

Click again to close the pop-up.

Unpublish media

1. Follow any of the steps above until step 4.
2. Under **Publishing Status**, select **Private**.
3. Click **Save**.

A warning message displays: *You are about to unpublish the media from all categories/channels. Are you sure you want to continue?*

4. Click **OK** to unpublish the media from all categories/channels.

[template("cat-subscribe")]
