

Add Media to a Playlist

This article is designated for all users.

About

Playlists serve as an effective tool for organizing and presenting media content. In your video portal, you can conveniently add media to playlists, thereby improving the accessibility and engagement of your content.

Via 'My Media'

1. Open **My Media** from the user menu .
2. On the **My Media** page, check the box(es) to the left of the media you would like to add to the playlist.
3. From the ACTIONS menu, select **Add to playlist**.
4. Choose which playlist you would like to add the media to.
 - Select an existing playlist(s)
 - Create a new playlist
5. After you have made your selection, click **Add**
6. A message appears saying that the media was added to the playlist.
7. Finally, go to your [Playlists page](#) to see the playlist with the new media.

Via the media page

1. Browse to an item's Media Page by clicking on the thumbnail.
2. Select **Add to Playlist** from the Actions menu.
3. The **Add to Playlist** window displays.
4. Choose which playlist you would like to add the media to.
 - Select an existing playlist(s)
 - Create a new playlist

5. After you have made your selection, click **Add**. A message displays that this media was added to the playlist.

[template("cat-subscribe")]
