Introduction

Kaltura is used to store, edit, and share multimedia, like videos from your local storage device and Zoom Recordings!

*June 1st, 2020:* Zoom Recordings can be automatically transferred to your Kaltura account. You must turn on Cloud Sharing in your Zoom Configuration Settings to use this feature. Visit [www.cfr.uga.edu/cfr-it-guides](http://www.cfr.uga.edu/cfr-it-guides) for instructions.

Your Kaltura Account

1. Visit [https://kaltura.uga.edu](https://kaltura.uga.edu)
2. In the upper-right hand corner, click GUEST ➔ Login
3. Log into your Kaltura account by entering your MyID and Password

Please submit an IT Ticket if you cannot access your Kaltura account!
Your Media

1. Click your username in the upper-right hand corner.
2. A dropdown list will appear.

Kaltura multimedia is displayed, edited, and organized using these three main tabs:

**My Media** displays all multimedia you have uploaded to your Kaltura account.

**My Playlists** displays multimedia playlists created by the user.
*Playlists automatically play through a series of multimedia videos.*

**My Channels** displays multimedia channels created by the user.
*Channels display multimedia videos selected by the user. The user can add/remove users from the Channel, and control member multimedia access permissions.
**Channels must be requested from EITS. Please submit an IT Ticket for assistance.*
Add New Media

1. Click + ADD NEW in the upper-right hand corner.
2. A drop-down menu will appear. You can select:

   - **Media Upload** to upload media files from your computer.
   - **Express Capture** to record using your device’s webcam and microphone.
   - **YouTube** to add a video from YouTube.
   - **Kaltura Capture** to share your desktop screen and record audio.