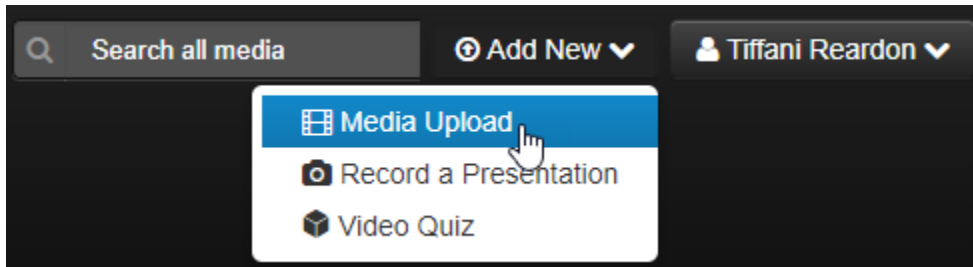


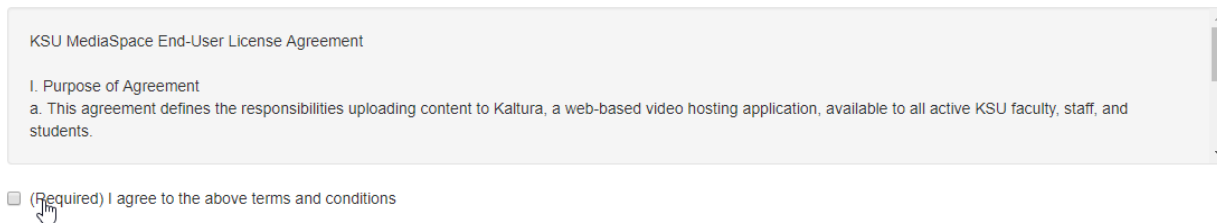
# Uploading Videos and Podcasts to MediaSpace

Kaltura accepts all types of video, image, and audio files, however there is a 2GB maximum to each upload.

1. To add media to [MediaSpace](#), click the “Add New” button located in the upper right-hand corner. From the sub-menu, click “Media Upload.”

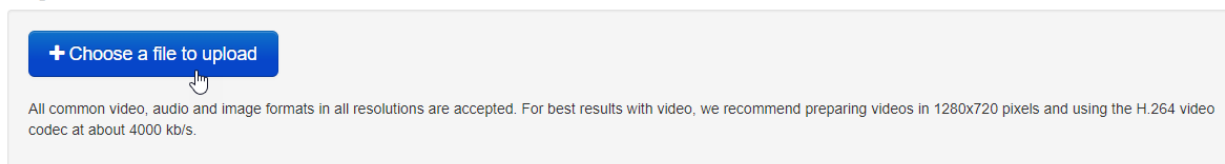


2. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.



3. Click the blue button called “Choose a file to upload,” then browse your local drives for the file. Select your file and click “Open.”

## Upload Media



4. The media will begin to upload and you can see the status of your upload via the upload status bar. You can continue to upload additional media while your initial file is uploading by scrolling down your screen to the button “Choose another file.” Once your upload is complete, the status bar will turn green and you can provide more details about your video.

