

How to rename a Kaltura recording

Hover your mouse over the bottom right hand part of the recording box. You will see three dots. Click on the three dots:



You will see a little pencil come up. Click on the pencil.



You will now be taken to a screen where you can type in a new name and a description (if you would like).

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline      

Tags:

[Save](#)

[Go To Media](#)

[Go To Media Gallery](#)

[Delete E](#)

Make your changes and click SAVE and you are done. Click on “Go to Media Gallery” to see the change.