

# Add Users To Channels (To Connect to Kaltura Meetings Live Room)

Last Modified on 03/27/2025 9:30 am IST

## **i** Legacy notice

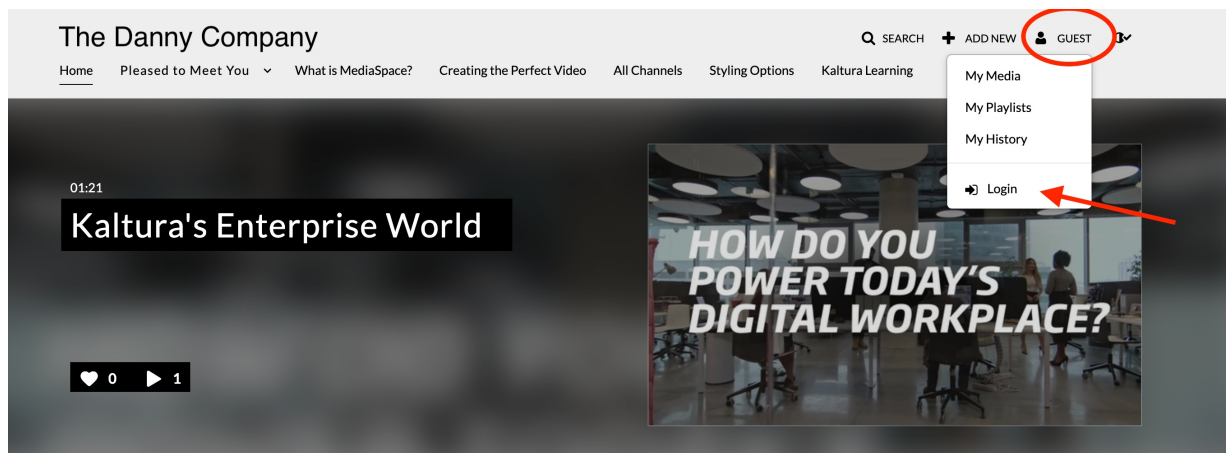
This article documents the **legacy KME Room**. For information on the new room, please visit the [new Kaltura Room documentation](#).

Participants must be added to a channel to be able to join or initiate Kaltura Meetings Live Rooms as authenticated users. For more information on how to create a channel, please see the following videos:

- [How To Create A Channel And Set Its Privacy Settings](#)
- [How To Configure The Channels Module](#)

## Adding Participants to A Channel

1. Login to your MediaSpace instance.



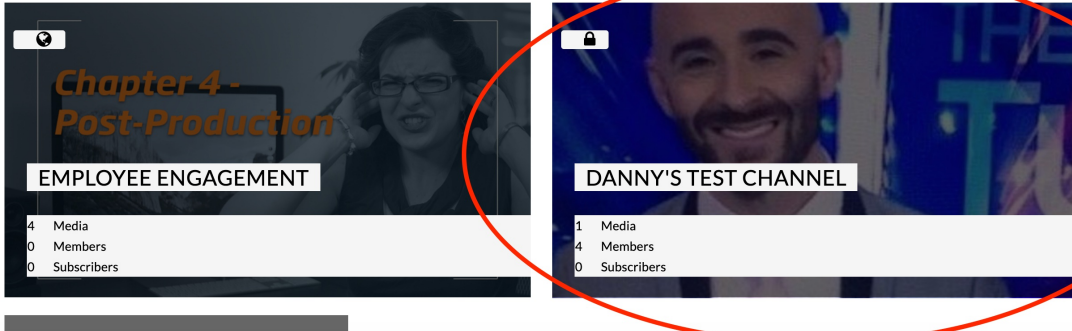
2. Select a channel you want to add users to.

## Channels

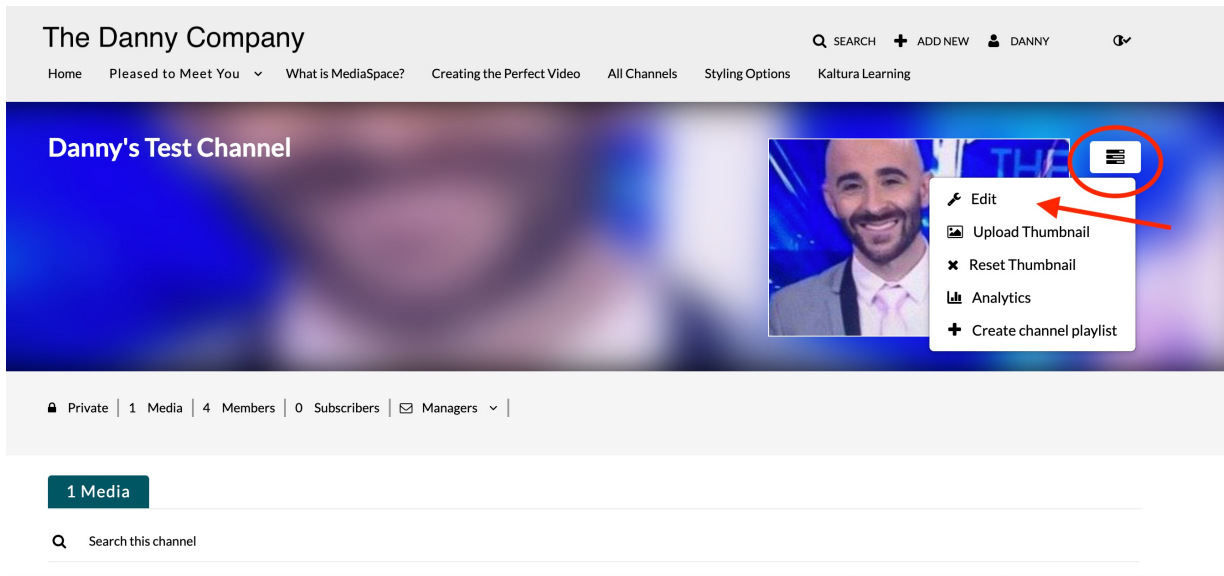
Q Search For Channels

Sort By: Media Count ▾

+ Create Channel



### 3. Select Edit.



### 4. Select the Users tab.

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

Privacy:  **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).  
 **Restricted** - All logged in users can view content and only channel members can contribute content.  
 **Private** - Only channel members can view and contribute content.  
 **Shared Repository** - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.

Options:  Moderate content (Media will not appear in channel until approved by channel manager)  
 Enable comments in channel  
 Enable subscription to channel (link to subscribe <https://2818651.mediaspace.kaltura.com/channel/Danny%27s+Test+Channel/164835271/subscribe>)  
 Enable Newrow Live Room

5. Click Add Users.

**Edit Danny's Test Channel**

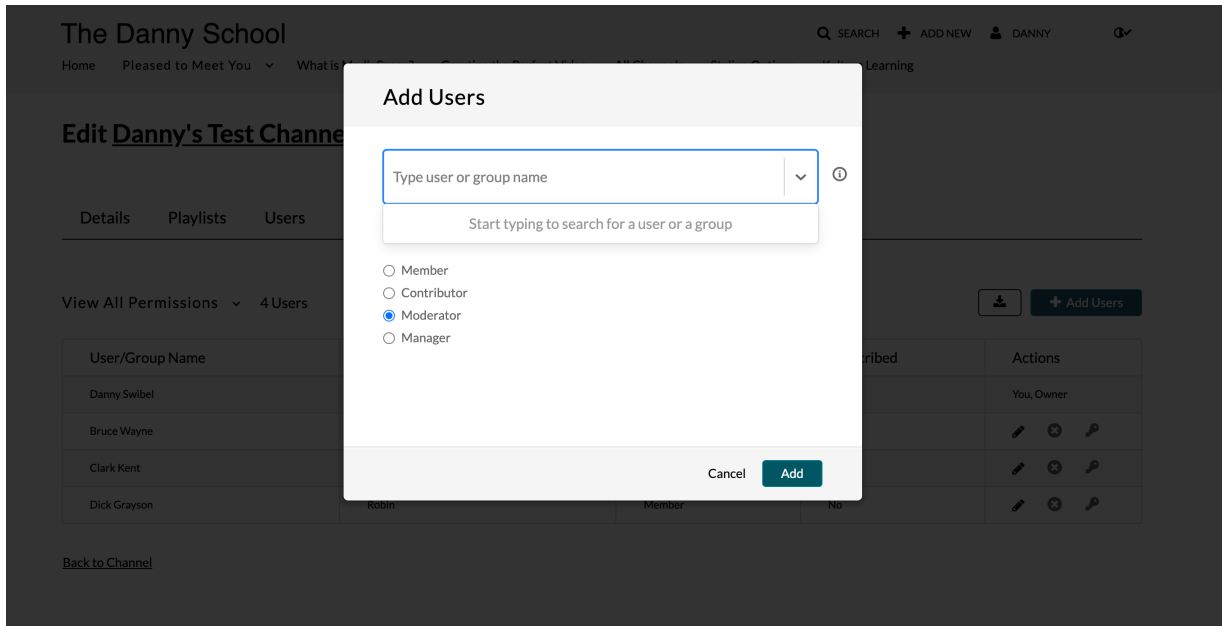
View All Permissions ▾ 4 Users



User/Group Name	User/Group ID	Permission	Subscribed	Actions
Danny Swibel	Danny.Swibel@kaltura.com	Manager	No	You, Owner
Bruce Wayne	Batman	Moderator	No	
Clark Kent	Superman	Contributor	No	
Dick Grayson	Robin	Member	No	

[Back to Channel](#)

6. Enter the user or group name.



7. Select the preferred channel role for that user or group and click Add.
  - Member - This permission allows the user to view channel content and *Join a Live Room Meeting* that has been launched by a Moderator/Manager as a participant in the live session.
  - Contributor - This permission level allows the user to not only view the channel content, but also add media to the channel. A Contributor may *Join a Live Room Meeting* that has been launched by by a Moderator/Manager as a participant in the live session.
  - Moderator - This permission level allows a user to view the channel content, add media to the channel, and moderate channel content. A Moderator may Start A Live Room Meeting as the main instructor of the live session
  - Manager -This permission level allows a user to view the channel content, add media to the channel, moderate channel content, and access channel settings. A Manager may Start A Live Room Meeting as the main instructor of the session.

For a more information about channel permissions see [Kaltura MediaSpace/Kaltura Application Framework \(KAF\) Roles and Permissions](#) and the video [How to Setup Members & Permissions in Galleries](#).