

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

Last Modified on 03/15/2023 9:28 pm IST

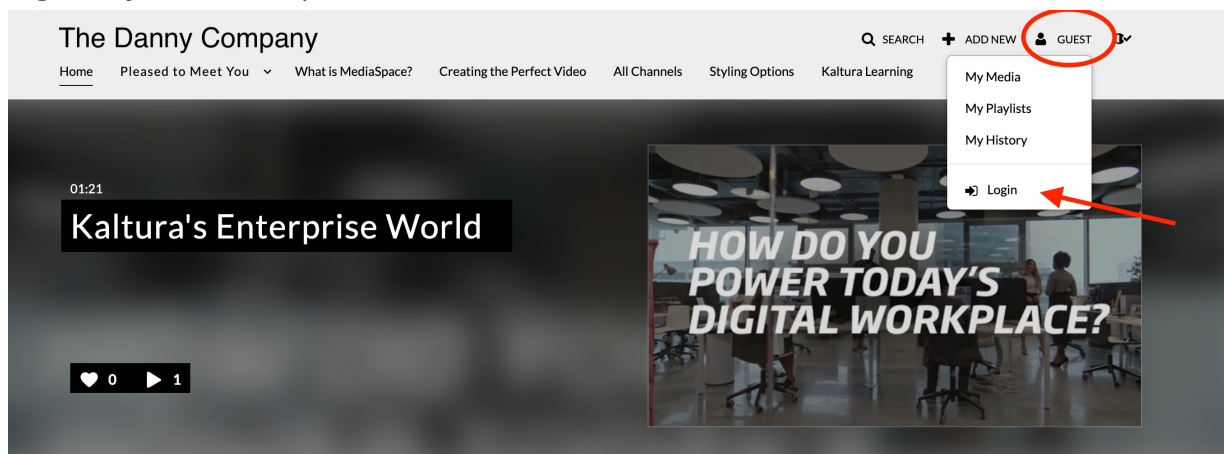
Participants must be added to a channel to be able to join or initiate Kaltura Meetings Live Rooms as authenticated users. For more information on how to create a channel, please see the following videos:

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

Adding Participants to A Channel

To add participants to a channel, a channel owner must:

1. Login to your MediaSpace instance.



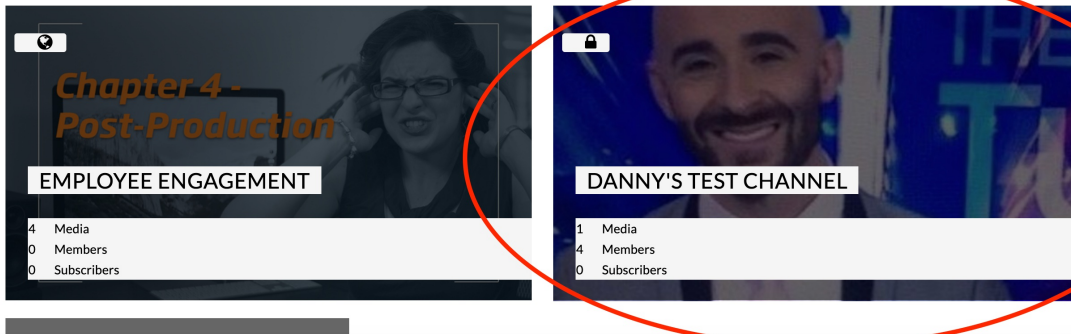
2. Select a channel you want to add users to.

Channels

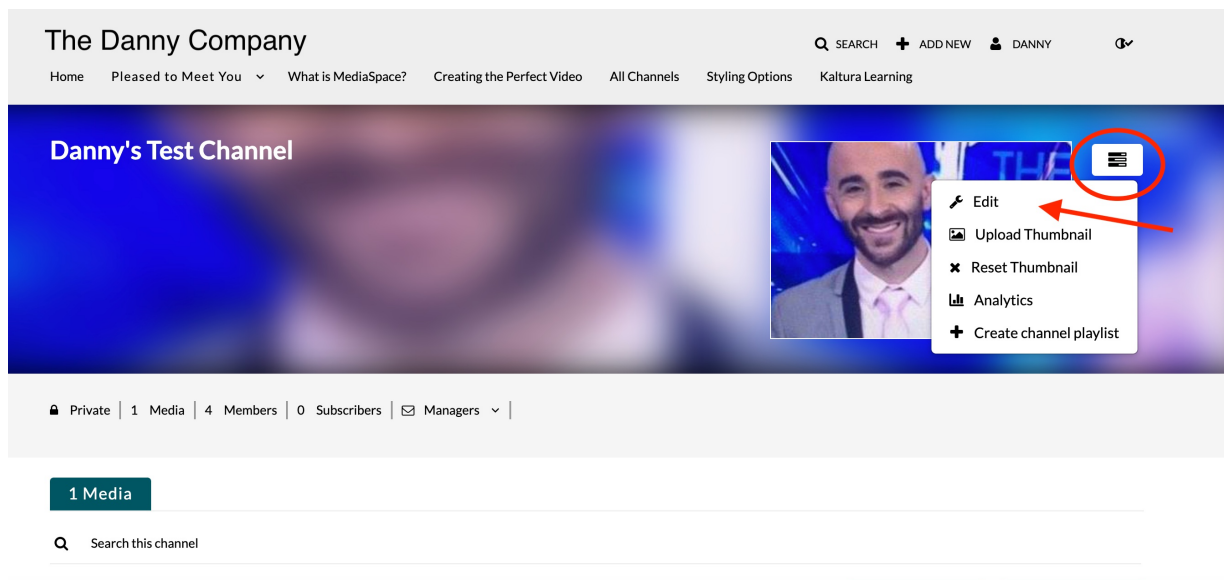
Q Search For Channels

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

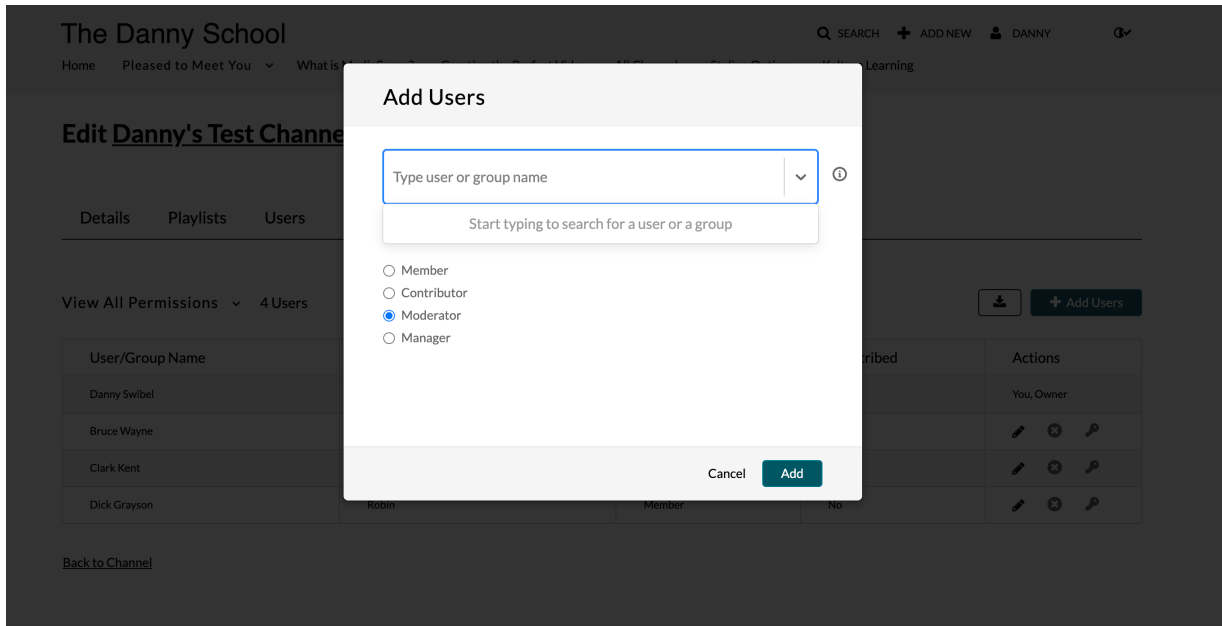
View All Permissions ▾ 4 Users

 **+ Add 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](#).