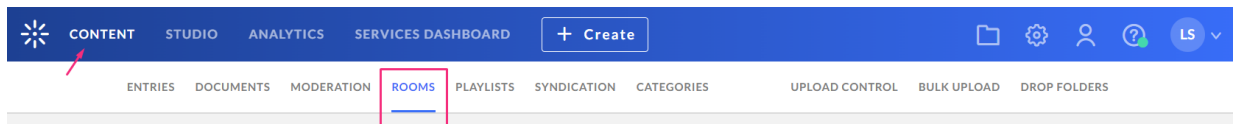# Rooms

Last Modified on 03/25/2024 12:55 pm IST

> ⓐ **This article is designated for administrators.**

Use the **Rooms** tab to manage all rooms created via Kaltura Meetings/Virtual Classroom across your account. The Rooms tab is located in the KMC Content menu and displays a table layout listing all room names, IDs, and creation dates. At the top of the Rooms tab window, you can see the number of rooms you have.
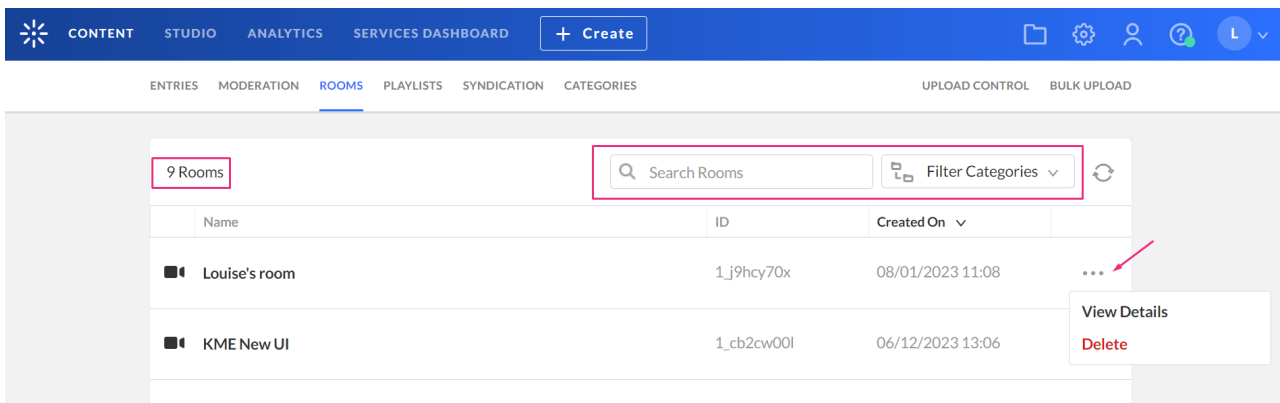
Access the Rooms page

1. To access the Rooms page, simply log into your Kaltura Management Console.
2. Under the **Content** menu, click the **Rooms** tab.

Search and filter

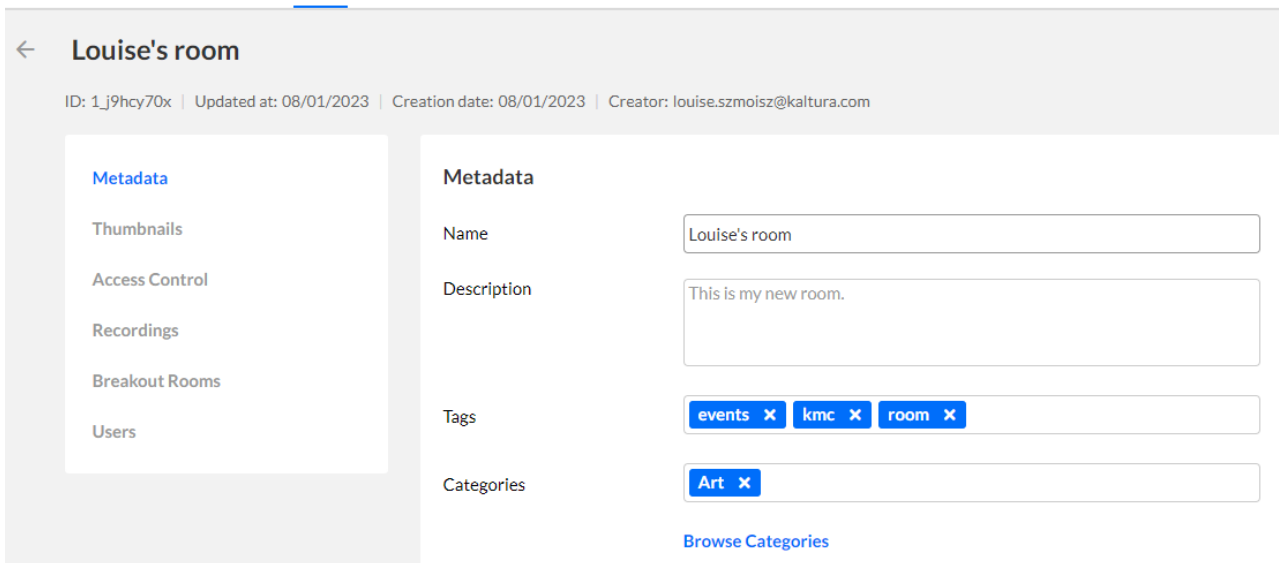Search through rooms, as well as filter through categories across your MediaSpace and KAF applications.

Edit room

Click on a room name to open the room menu or click the three dots next to each room and select **View Details**.

Metadata

Click **View Details** to see all metadata for the selected room.

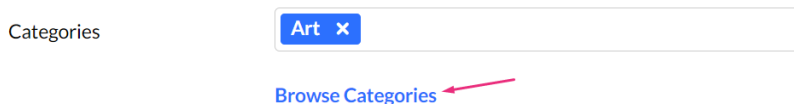
Name - This is the name that displays on the Entry page.

Description - This is the description that displays on the Entry page.

Tags - These are used to apply metadata to the entry to make it easier to catalog and search. All media that has the specified tags will be displayed on the Lobby page under Related Media.

Browse Categories - Clicking Browse Categories will open the Select Categories new window.

In the Select Categories window, you can browse and change categories.

Thumbnails

Set a thumbnail for the room. This is used to perform the following actions: Upload a thumbnail, Set as default, Download, Preview, and Delete.

Access Control

Set an access control profile for the room. See Managing Access Control Profiles for more information.

Recordings

Find here all recordings that were recorded in the rooms, with a thumbnail, name, recording ID, creation date, duration, number of plays, and status.

Breakout Rooms

This shows a list of breakout rooms (smaller groups of participants) that were opened in the main room.

Users

Set users with room ownership or collaboration rights.

- **Creator** - the user who created the room.
- **Administrative owner** - The user that is assigned with ownership to manage the room. By default, it is the room creator, however, you can assign ownership to a different user from here.
- **Co-editors -** assign user(s) with editing rights for the room.
- **Co-publisher -** assign user(s) with publishing rights for the room.
- **Co-Viewers** - assign user(s) with viewing rights for the room.

Delete room

Clicking the three dots next to each room will open a menu with options, select **Delete** to delete the room.