

Manage rooms across your account

Last Modified on 05/06/2026 8:40 pm IDT

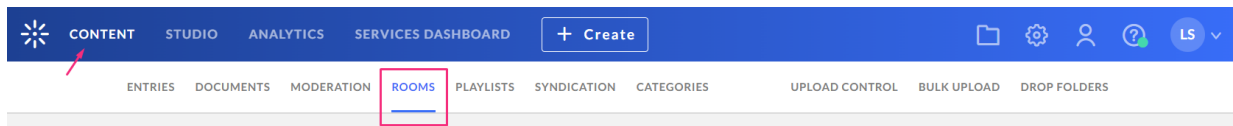
 This article is designated for administrators.

About

Use the **Rooms** tab to manage all rooms created across your account. The Rooms tab is located in the Rich Media CMS 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.

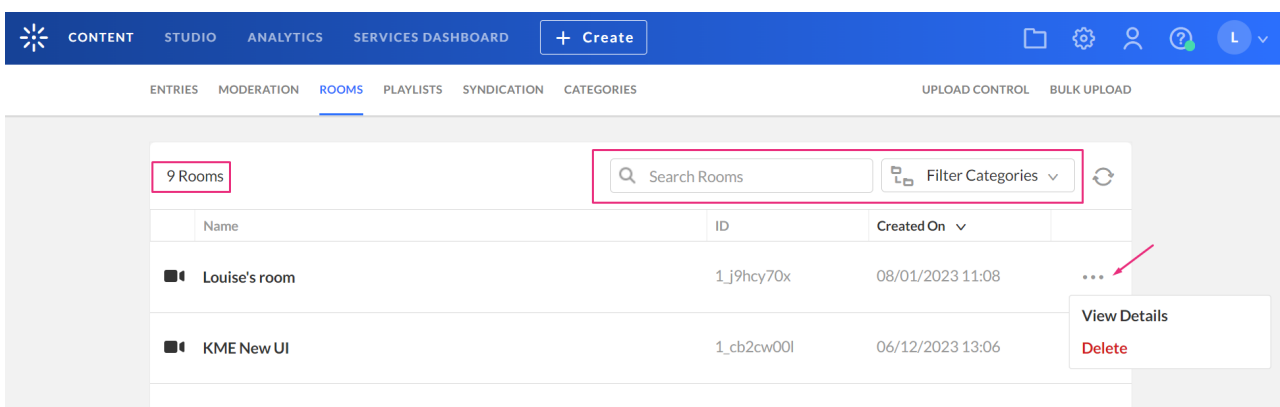
Access the Rooms page

1. To access the Rooms page, simply log into your Rich Media Content Management System.
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.

ENTRIES MODERATION **ROOMS** PLAYLISTS SYNDICATION CATEGORIES

← **Louise's room**

ID: 1_j9hcy70x | Updated at: 08/01/2023 | Creation date: 08/01/2023 | Creator: louise.szmoisz@kaltura.com

Metadata

Thumbnails

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Users

Metadata

Name

Description

Tags

Categories

[Browse Categories](#)

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.

Categories

[Browse Categories](#)

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

Select Categories

Art x
[Clear All](#)

- MediaSpace 7
 - archive
 - Our Sports Academy
 - PathNodes
 - playlists
 - private

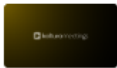

Change Categories

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.

Thumbnails

📁 Upload

Thumbnail	Dimensions ▼	Size	Distributors	Tags	Default	
	1600x905	734.67 KB		meeting_default,de...	Default Thumbnail	⋮
	1484x835	992.43 KB			Set as Default	⋮

- Download
- Preview
- Delete

Access Control

Set an access control profile for the room. See [Managing Access Control Profiles](#) for more information.

Access Control Profiles

Access Control Profile	Default ^
Profile Name	Default ✓
Description	DO NOT DELETE OR MOD... default access control profile
Domains	Any Domain
Countries	Any Country
IPs	Any IP
Flavors	Any Flavor
Advanced Security	

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.

Users

Creator louise.szmoisz@kaltura.com

Administrative Owner louise.szmoisz@kaltura.com [Change Owner](#)

Co-Editors

Co-Publishers

Co-Viewers



Delete room

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