

Add & remove collaborators on your media in Content Hubs


Last Modified on 04/13/2026 3:35 pm IDT


 This article is designated for all users.

About

Media owners can add collaborators such as co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. This will make the media available in the collaborators' personal [My Media](#).

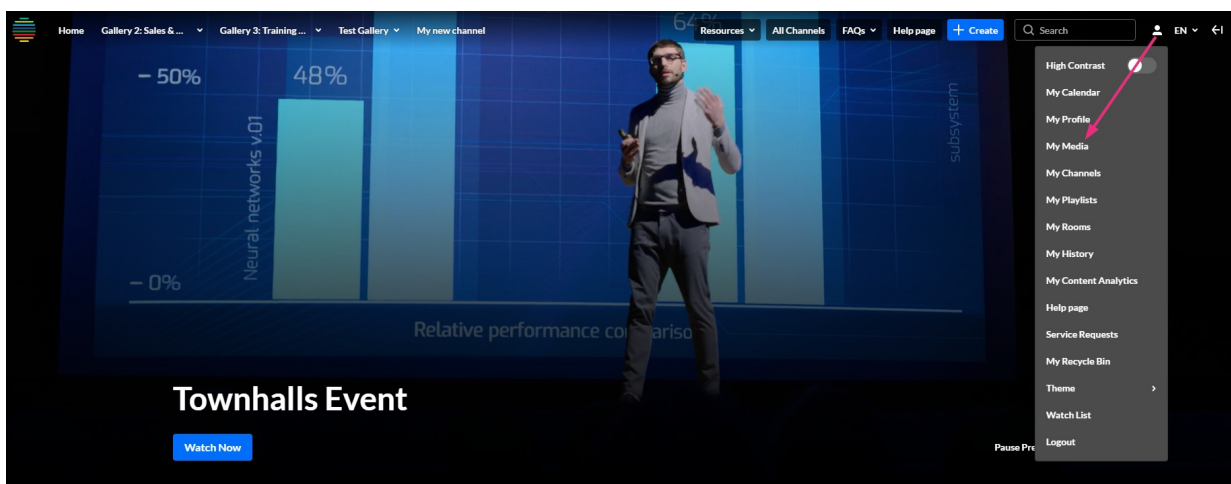
Adding a collaborator does not change the user's overall role in the application. Permissions apply only to the selected media.

 Your administrator can allow adding collaborators during upload.

 You can also manage collaborators from the [edit media page](#). See [Manage roles and permissions](#) for details.

Add collaborators

1. From the user menu, click **My Media**.




The **My Media** page displays.

My Media

91 Results found

[Clear all filters](#)


- Sort By
- Media Type
- Publish Status
- External applications
- Webcasts
- Scheduling
- Ownership
- Captions
- Duration
- Creation Date
- Last Update Date
- Choose department



Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4

Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Private

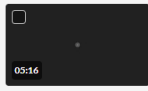
[Explore](#)



Kaltura Room

Meeting • Owner • Private


[Explore](#)



Rec- Mar 30, 2026 6:55 PM - Meeting room channel.mp4

Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Published

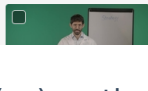
[Explore](#)



Accessibility Agent Walkthrough

Video • Owner • 4 Views • 4 Plays • Private

[Explore](#)




Extended Audio Description with captionAsset (Demo) (Source)

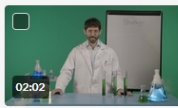
Video • Owner • 1 View • 1 Play • Private

[Explore](#)

2. Check the box(es) on the top left of the desired entries.



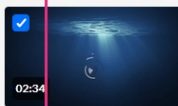
[Explore](#)



EAD demo video

Video • Owner • 24 Views • 2 Plays • Private

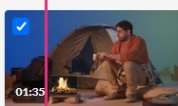
[Explore](#)



Lemon & Bull Sharks Jan 2023 - Jupiter FL

Video • Owner • 0 Views • 0 Plays • Private


[Explore](#)



A fireside chat

Video • Owner • 9 Views • 9 Plays • Private


[Explore](#)



Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)

Video • Owner • 0 Views • 0 Plays • Private

[Explore](#)



YTDwn.com_YouTube_The-art-of-innovation-Guy-Kawasaki-TEDxB_Media_Mtjatz9r-Vc_0...

Video • Owner • 0 Views • 0 Plays • Private

[Explore](#)


3. At the top of the page, click the **More actions** menu and choose **Add/Remove collaborators**.

My Media

91 Results found • 3 Selected
Add to playlist
Publish
Delete
More actions

[Clear all filters](#)

Sort By ▼
 Media Type ▼



Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4
Video • Owner, Co-Publisher, Co-Editor • 0 Views • 0 Plays • Private

Add/Remove collaborators >

Transfer ownership

Explore




This option only appears in the menu if the [MediaCollaboration module](#) is enabled.

4. Choose **Add collaborators** from the sub-menu.

91 Results found • 3 Selected
Add to playlist
Publish
Delete
More actions

[Clear all filters](#)

Sort By ▼
 Media Type ▼



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Add/Remove collaborators >

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Explore

Add collaborators

Remove collaborators

The 'Add collaboration' window opens.

Add Collaboration

Select users who will have permission to view, publish, and/or edit the media.

Viewer / Webcast Moderator
 Publisher
 Editor

▼

Cancel
Add

5. Select the permissions for the collaborator:

- **Viewer / Webcast moderator**
- **Publisher**
- **Editor**

6. Start typing a name in the text field and select users or groups from the list.

7. Click **Add** to apply your changes.

Add Collaboration

Select users who will have permission to view, publish, and/or edit the media.

Viewer / Webcast Moderator Publisher Editor

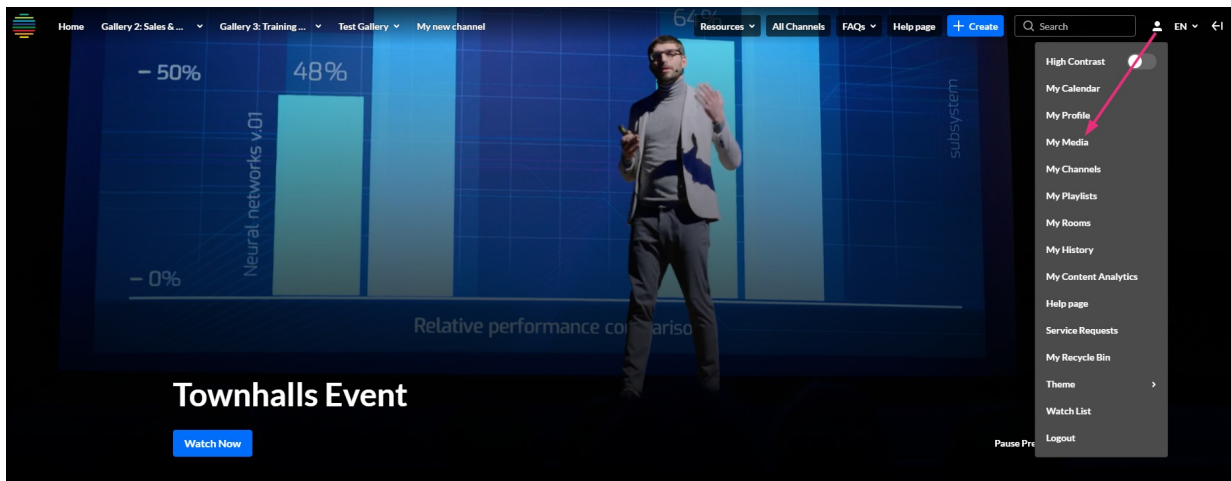
LS Louise Smith X Search collaborators



A success message displays: *Media successfully updated.*

Remove collaborators

1. From the user menu, click **My Media**.



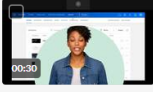
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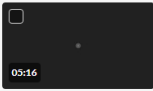
[Explore](#)



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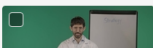
[Explore](#)



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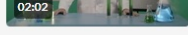


Extended Audio Description with captionAsset (Demo) (Source)


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2. Check the box(es) on the top left of the desired entries.



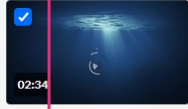
[Explore](#)



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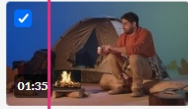
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3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborator**.

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Add/Remove collaborators >
Transfer ownership

[Explore](#)



This option only appears in the menu if the [MediaCollaboration module](#) is enabled.


4. Choose **Remove collaborators** from the menu.

My Media

91 Results found • 3 Selected
Add to playlist
Publish
Delete
More actions

[Clear all filters](#)

Sort By ▼
 Media Type ▼


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Add/Remove collaborators >

Add collaborators
Remove collaborators

[Explore](#)

The **Remove collaboration** window displays.

Remove Collaboration

Revoke user's permission to view, publish, and/or edit the media.

Viewer / Webcast Moderator
 Publisher
 Editor

▼

Cancel
Update

5. Select the permissions to revoke:

- **Viewer / Webcast moderator**
- **Publisher**
- **Editor**

6. Start typing a name in the text field and select users or groups from the list.

7. Click **Add** to apply your changes.

A success message displays: *Media successfully updated.*