Add and remove collaborators on your media in Content Hubs

Last Modified on 07/25/2026 10:58 am IDT

This article is designated for all users.

About

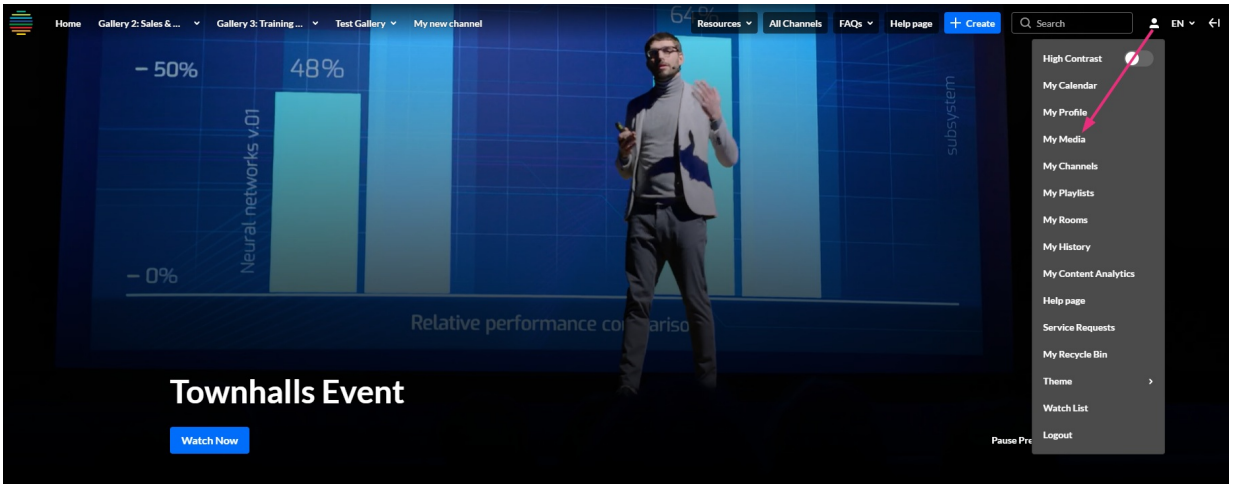
Media owners can add collaborators such as co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. This will make the media available in the collaborators' personal My Media.

- This feature requires the MediaCollaboration module to be enabled.
- Your administrator can allow adding collaborators during upload.
- Adding a collaborator does not change the user's overall role in the application. Permissions apply only to the selected media.

- You can also manage collaborators from the edit media page. See Manage roles and permissions for details.
- For detailed information about collaborator permissions, see Collaborator roles and permissions.

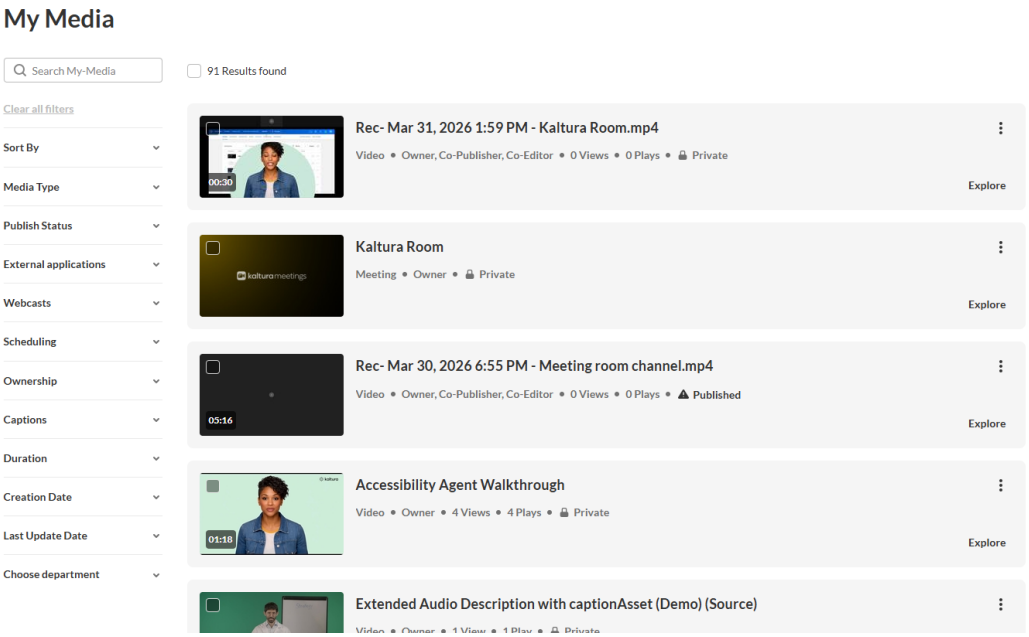
Add collaborators

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

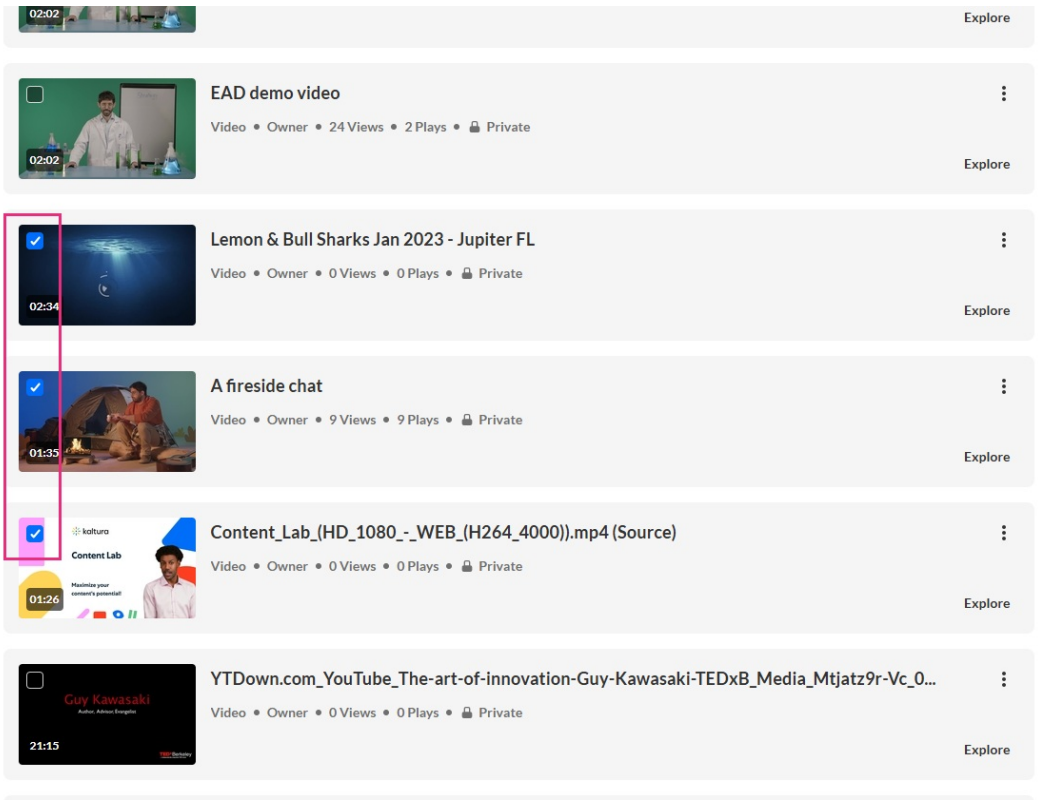


The **My Media** page displays.

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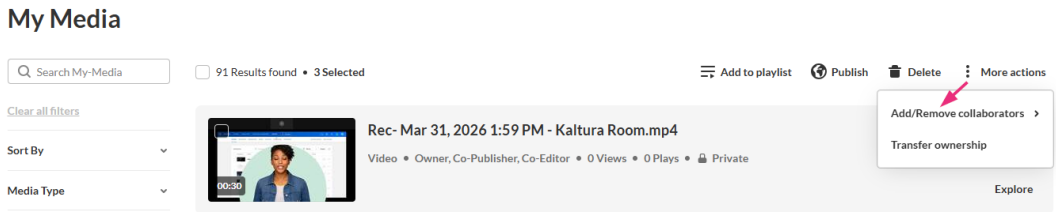


2. Check the box(es) on the top left of the desired entries.

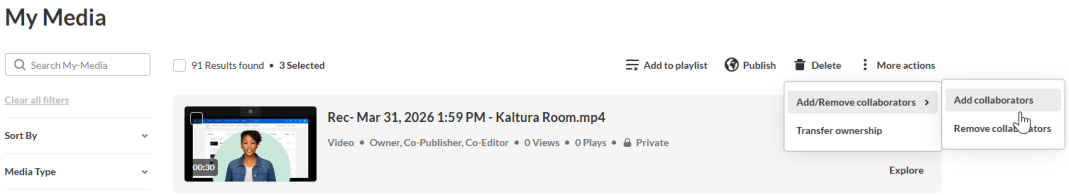


3. At the top of the page, click the **More actions** menu and choose **Add/Remove collaborators.**

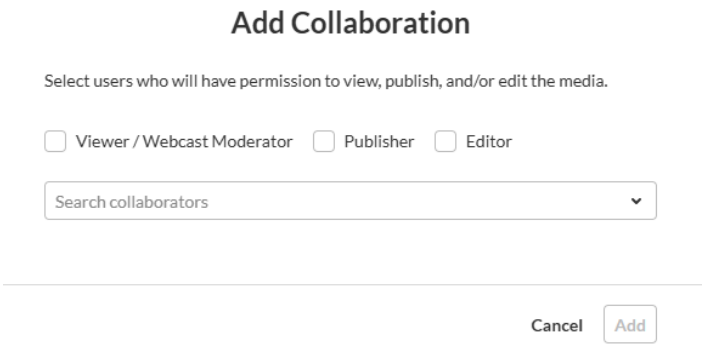
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4. Choose **Add collaborators** from the sub-menu.



The 'Add collaboration' window opens.



5. Select the permissions for the collaborator:

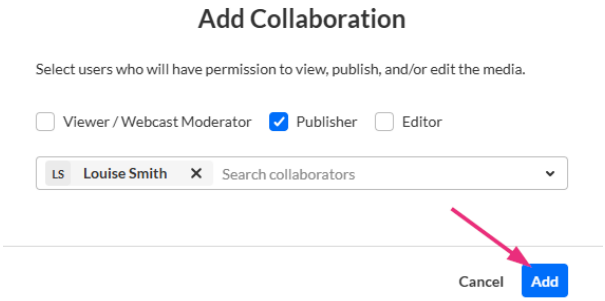
- **Viewer / Webcast moderator**
- **Publisher**
- **Editor**

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

> Only users who already have an account in the application can be added as collaborators.

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

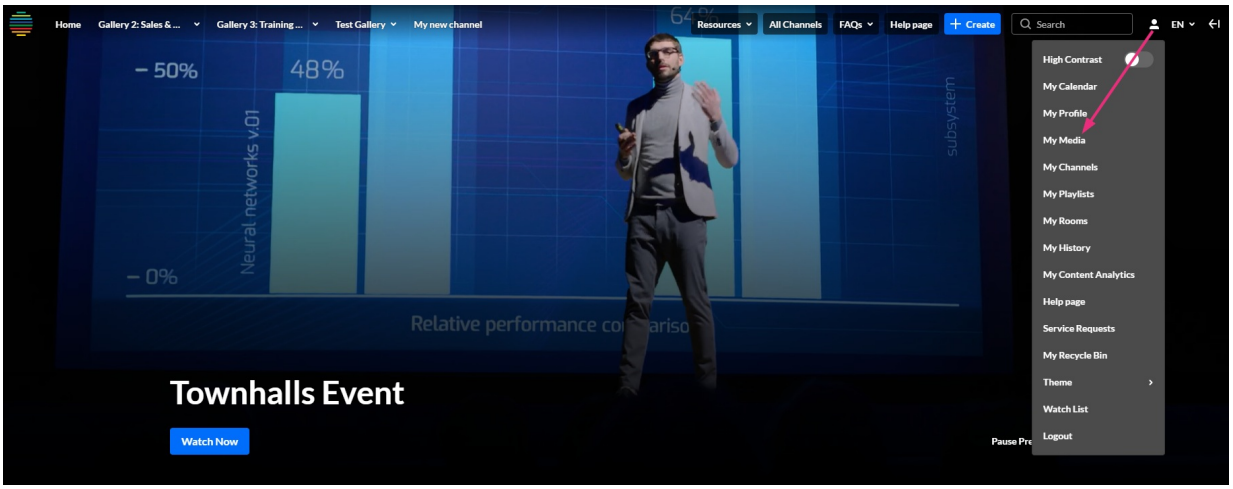
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A success message displays: *Media successfully updated.*

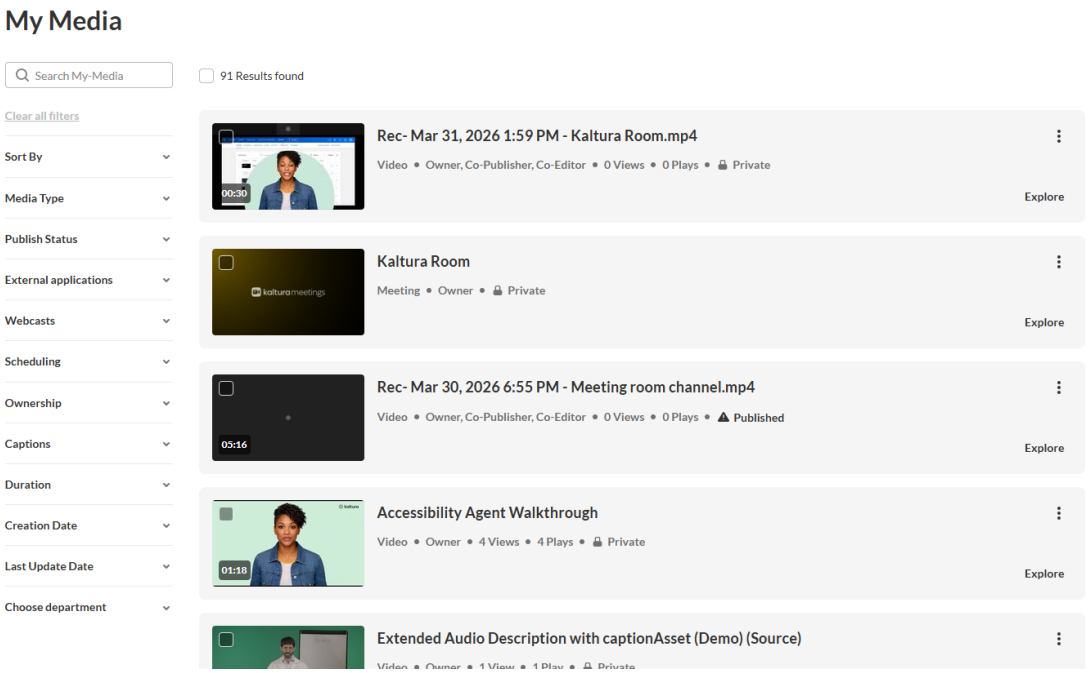
Remove collaborators

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

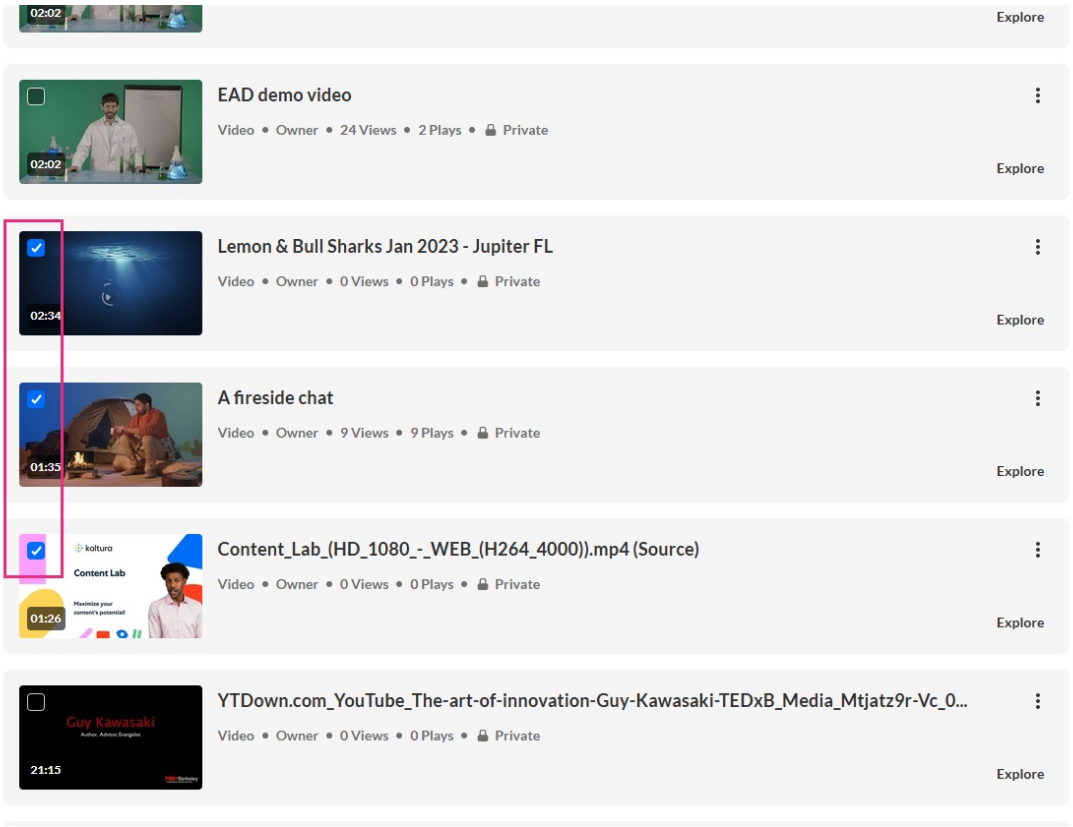


The **My Media** page displays.

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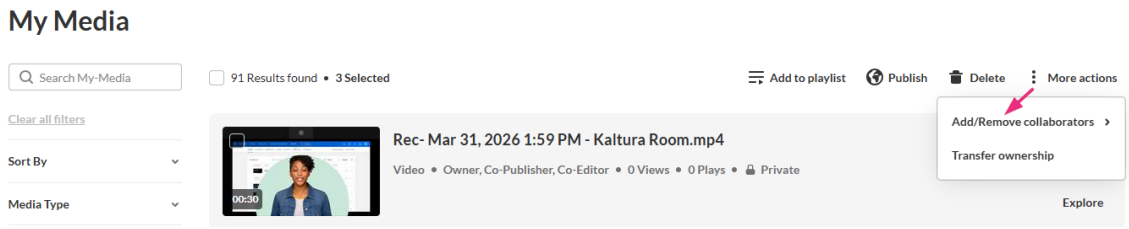


2. Check the box(es) on the top left of the desired entries.



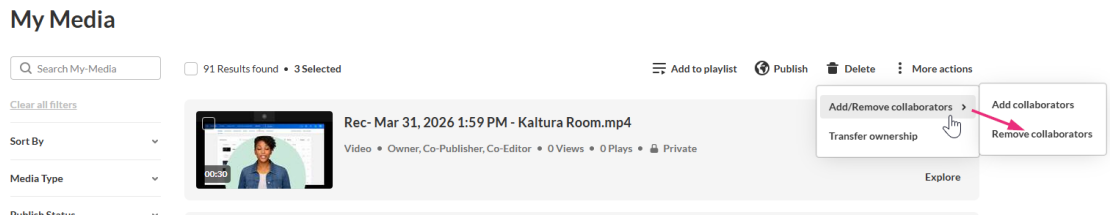
3. Click the **More actions** menu at the top of the page and choose **Add/Remove collaborator**.

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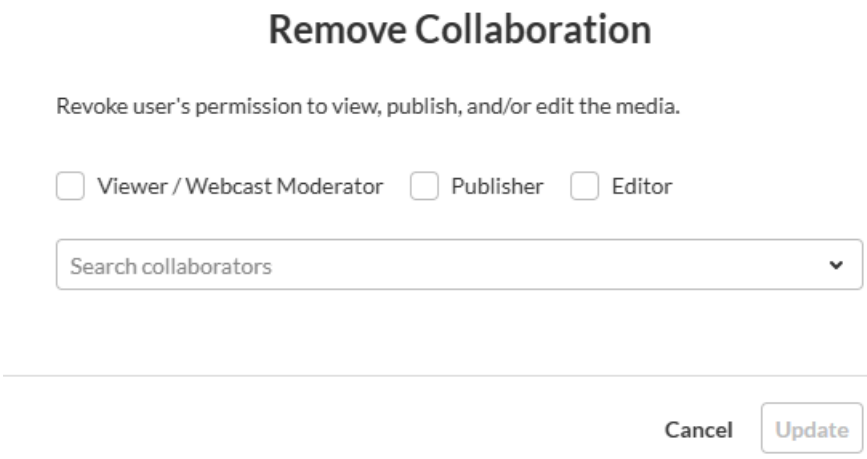


This option only appears in the menu if the MediaCollaboration module is enabled.

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



The **Remove collaboration** window displays.



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.*

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