

Add & remove collaborators on your media in Content Hubs

Last Modified on 06/17/2026 11:04 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](#).



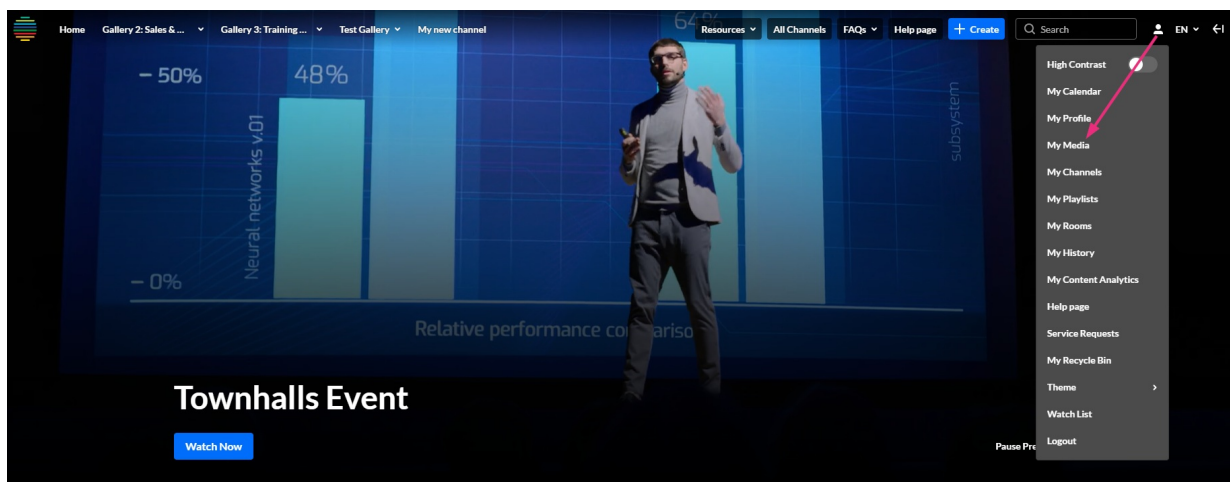
- This feature requires the [MediaCollaboration module](#) to be enabled.
- Your administrator can allow adding collaborators during upload.
- Adding a collaborator does not change the user's overall role in the application. Permissions apply only to the selected media.



- 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.

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

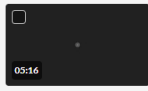
[Explore](#)



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

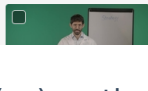
[Explore](#)



Accessibility Agent Walkthrough

Video • Owner • 4 Views • 4 Plays • Private

[Explore](#)




Extended Audio Description with captionAsset (Demo) (Source)

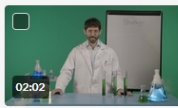
Video • Owner • 1 View • 1 Play • Private

[Explore](#)

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



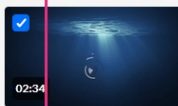
[Explore](#)



EAD demo video

Video • Owner • 24 Views • 2 Plays • Private

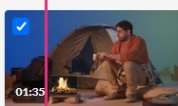
[Explore](#)



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](#)



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

Video • Owner • 0 Views • 0 Plays • Private

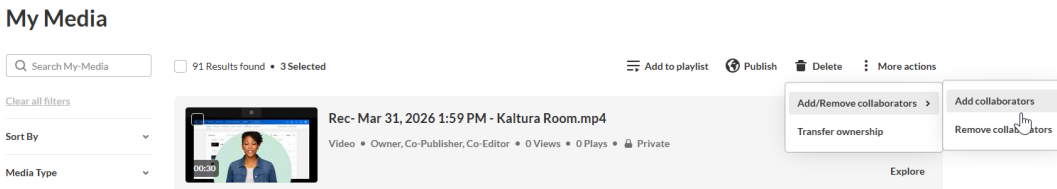
[Explore](#)

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

My Media



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



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

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.

Add Collaboration

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

Viewer / Webcast Moderator Publisher Editor

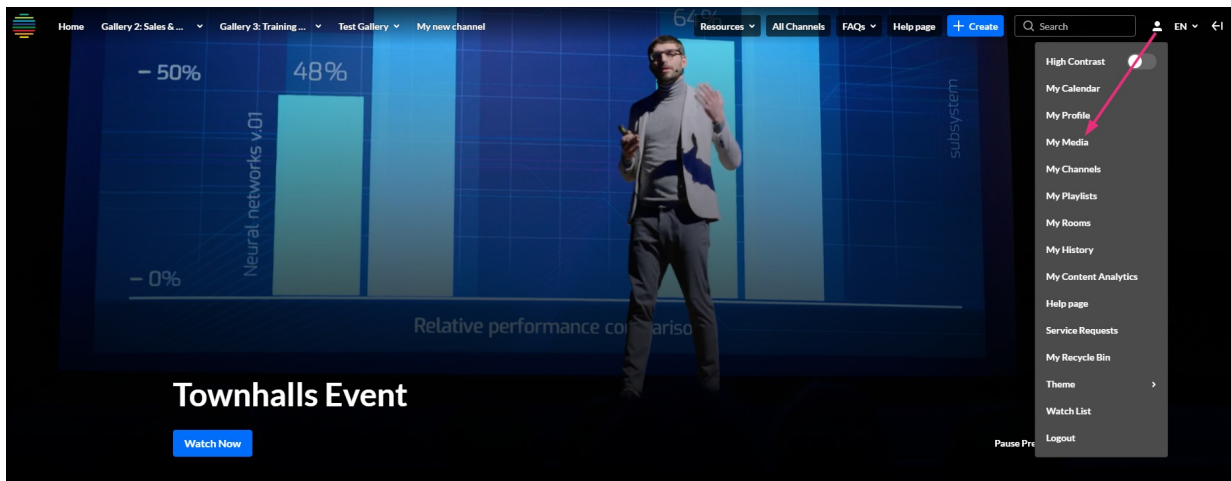
LS Louise Smith X Search collaborators

Cancel **Add**

A success message displays: *Media successfully updated.*

Remove collaborators

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



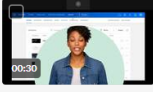
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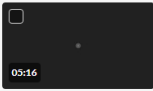
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Kaltura Room

Meeting • Owner • Private


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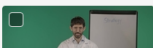
[Explore](#)



Accessibility Agent Walkthrough

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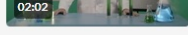


Extended Audio Description with captionAsset (Demo) (Source)


Video • Owner • 1 View • 1 Play • Private

[Explore](#)

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



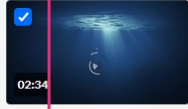
[Explore](#)



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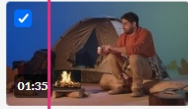
[Explore](#)



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

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[Explore](#)

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

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
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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 ▾


Rec- Mar 31, 2026 1:59 PM - Kaltura Room.mp4
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Add/Remove collaborators >
 Transfer ownership

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.*