

Settings tab - Webinar settings and custom URL

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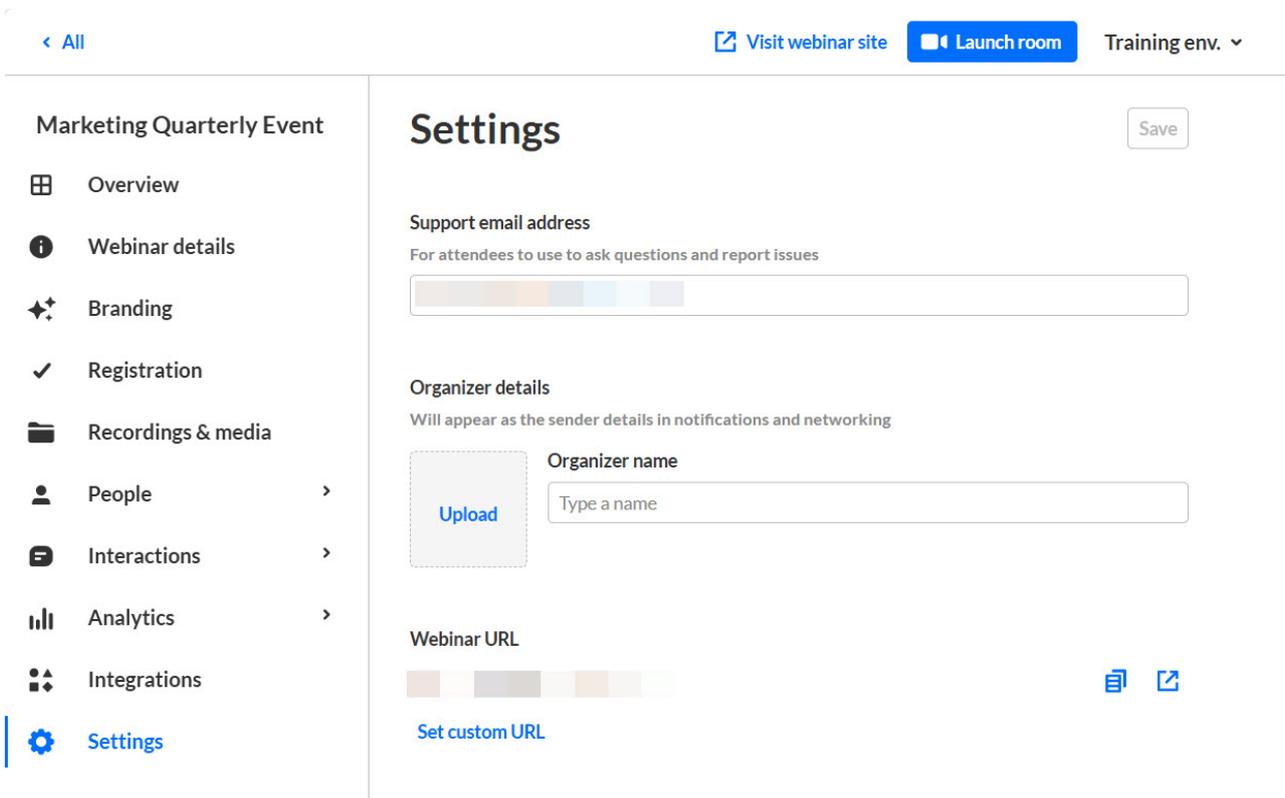
 This article is designated for all users.

About

This article describes how to access your event domain, enter a support email address for attendees, enter organizer details to display in notifications and networking, and set a custom URL.

Navigate to the Settings page

From the site page, click the Settings tab. The Settings page displays.



The screenshot shows the Kaltura Settings page for a webinar titled "Marketing Quarterly Event". The page has a top navigation bar with a back arrow, "All", "Visit webinar site", "Launch room", and "Training env. v". A left sidebar lists various settings categories: Overview, Webinar details, Branding, Registration, Recordings & media, People, Interactions, Analytics, Integrations, and Settings (highlighted). The main content area is titled "Settings" and includes a "Save" button. It contains three sections: "Support email address" with a text input field and a description "For attendees to use to ask questions and report issues"; "Organizer details" with a description "Will appear as the sender details in notifications and networking", an "Upload" button, and an "Organizer name" text input field with the placeholder "Type a name"; and "Webinar URL" with a text input field, a "Set custom URL" link, and copy/access icons.

Here you can enter a support email address for attendees to use to ask questions and report issues.

You may enter organizer details. This information is displayed as the sender details in notifications and networking.

You may also copy and/or access the event domain by clicking the appropriate button;

 to copy or  to access.

Set a custom URL

If configured by your Admin, a **Set Custom URL** button displays on the Settings page allowing you to change the default generated event URL to customize it for your webinar.

1. Click the **Set Custom URL** button.
2. Enter a unique Event Domain according to the validation rules, then click on the right-hand list to choose from the list of root domains your Admin configured. Once finished, click **Set Custom URL**.

Set Custom URL

Event Domain 0/60

Custom URL requirements:

- ✓ Can contain alphanumeric characters
- ✗ Can't be blank
- ✗ Can't contain a space
- ✗ Can't start or end with a hyphen (-)
- ✗ Can't contain the following symbols: !"#\$\$%&'()*+,-./:;<=>?^_~[]\

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