

Create a Kaltura Room and start a meeting

Last Modified on 04/06/2025 3:29 pm IDT

 This article is designated for all users.

About

Creating a new Kaltura Room in your video portal is simple and flexible. Customize your room's settings, including its name, description, schedule, and mode, to fit your needs. Whether for collaborative sessions or larger events, you can tailor the room to ensure an optimal experience for participants.



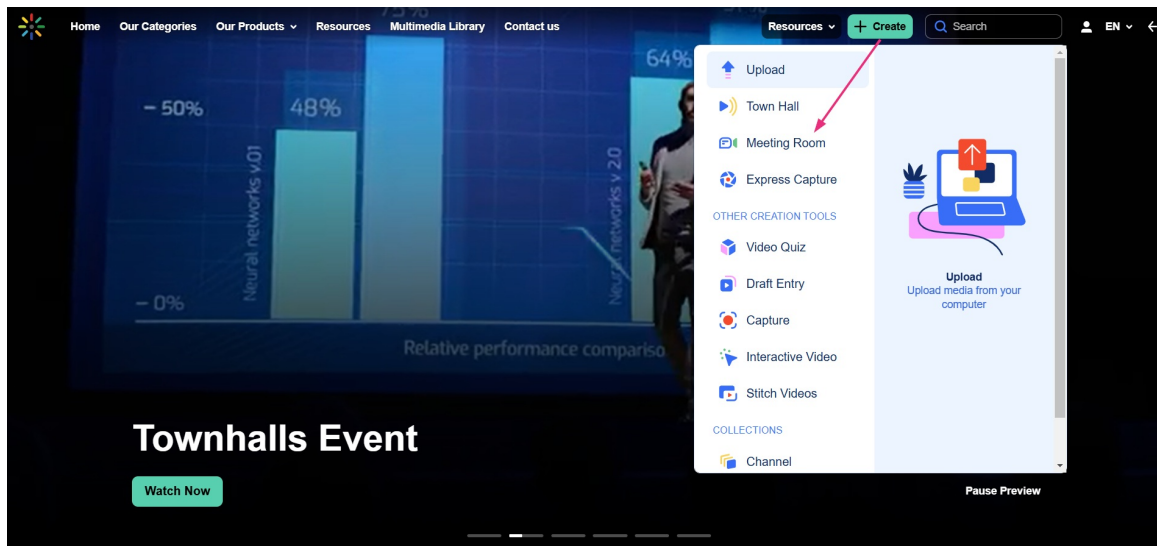
Focused use is for internal communication, not external events. For external events, consider using [Kaltura Events](#).



If you're interested in enabling the New Room with C&C feature, please contact your Kaltura representative for more details.

Create a room

1. In your video portal, click the **+Create** button on the top navigation bar and select **Meeting Room**.



Most popular videos



The **Add New Meeting Room** page displays.

Add New Meeting Room

Name:
(Required)

Description:

Black
▼
Bold
Italic
Underline
List
List
List
List
Link
Image

Enter Description...

Tags:

ⓘ Click to add required metadata for shared repository

Additional information:

Date:

Entry ID:

Text select list:

Select a value...
▼

Meeting Schedule:
☐ Always
☒ Specific Time Frame
(The time range in which this room should be open)

Start Time:

11/12/2024
4:45 PM

End Time:

11/12/2024
5:45 PM

(UTC +3:00) Damascus (+03)
▼

2. Complete the following fields:

- **Name** (Required) - Enter a name for your room. This will appear on the media page.
- **Description** - Add a description for your room. Use the editing tools to format text, add hyperlinks, or include images.

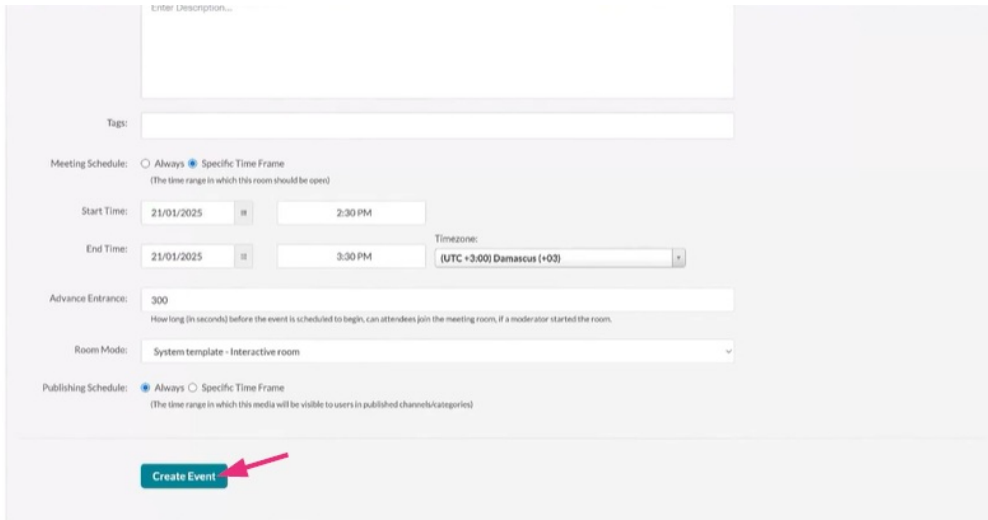
- **Tags** - Add tags to help categorize and search for the entry. Media with matching tags will appear under **Related Media** on the media page.
- **Meeting Schedule** - Specify when the room should be open to the participants:
 - **Always:** The room will remain open once started by a moderator (non-scheduled room).
 - **Specific Time Frame:** Set a start and end time for a scheduled room. The default duration is one hour, starting at the next quarter hour (for example, 10:50 AM opens at 11:00 AM).
- **Advanced Entrance** - If applicable, enter the number of seconds participants can enter the room before the scheduled start time. This value is set by your Kaltura Meetings administrator and can be adjusted per room. By default, this is set to 15 minutes.
- **Room Mode** - Select one of the room modes:
 - **System template - Interactive room**
 - **System template - Panel room**



Read more about room modes [below](#).

- **Publishing Schedule** - Choose when the session will be visible to users:
 - **Always:** The session is always visible.
 - **Specific Time Frame:** Set a start and end time for visibility.

3. When you have finished setting up your session, click **Create Event** at the bottom of the page.



Enter Description...

Tags:

Meeting Schedule: ☐ Always ☒ Specific Time Frame
(The time range in which this room should be open)

Start Time: 21/01/2025 2:30 PM

End Time: 21/01/2025 3:30 PM

Timezone: (UTC +3:00) Damascus (+03)

Advance Entrance: 300
How long (in seconds) before the event is scheduled to begin, can attendees join the meeting room, if a moderator started the room.


Room Mode: System template - Interactive room

Publishing Schedule: ☒ Always ☐ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Create Event

You'll be taken to the edit page, where you can modify the session's settings as well as manage the chat settings for the [C&C widget](#). For details, check out our articles [Edit Media](#) and [Manage chat settings for the New Room](#).

New session



Basic Info

Creator: Louise Smith

Owner: [Louise Smith](#)

Media Entry ID: 1_gxlb5u29

Media Type: Meeting

Publish Status: Private

Creation date:
December 12, 2024 12:54 PM Asia/Jerusalem

Update date:
December 12, 2024 12:54 PM Asia/Jerusalem

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments Chat

Name: (Required)

Description: Black ▼ Bold *Italic* Underline [List Icons] [Link Icon] [Image Icon]



If you're the entry owner, co-editor, or co-publisher (as set in the Collaboration tab on the Edit page), you can always locate the media entry page for your meeting room in My Media or in the location where it's published.

Room modes

We offer room templates designed to perfectly suit your needs, whether you're hosting an interactive meeting, a large webinar, or a customized session. Choose the ideal setup to enhance engagement and collaboration:

- **System template - Interactive room:** Each participant automatically joins the room on stage, with the ability to enable or disable their camera/microphone.

This mode is great for a meeting, virtual class, or in general any collaborative session of maximum 25 live participants (it can be increased up to 50 upon request).

- **System template - Panel room:** Only the room host and moderators (up to 10 of them) join the session on stage. All other participants join the session as viewers, with their camera/audio disabled. Hosts and moderators can invite viewers to stage,

and viewers can then accept or reject the invitation.

This mode works better for webinars, lectures or in general for larger events of up to 300 participants.

- **Custom templates** - You can also opt for a **personalized template**, allowing you to select specific Kaltura template features to include or exclude. This exclusive template, tied to your account and partner ID, ensures a tailored solution. The system will automatically apply your customized template settings each time a moderator starts a new session.

To request a personalized template, contact your Kaltura representative.

Set up a room from inside a channel

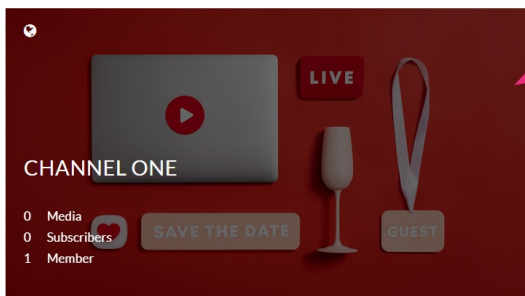
1. Locate the desired channel. If you're not sure how to access your channel, follow [these instructions](#) to get started.
2. Once you've locate the channel, click on its thumbnail.

Channels

🔍 Search For Channels

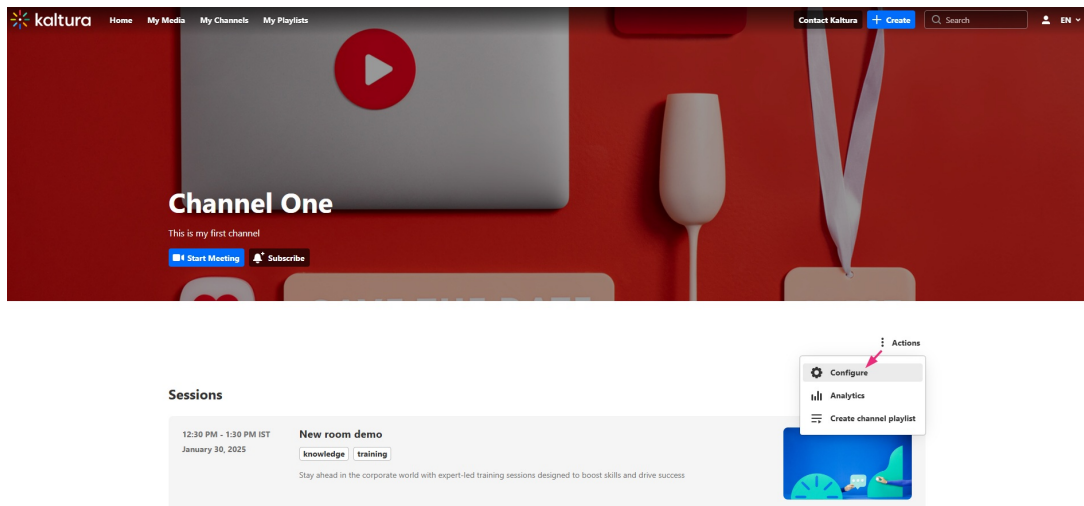


Sort By: Media Count ▼



The channel page displays.

3. Click on the **three dots** actions menu at the far right and select **Configure**.



The channel edit page displays.

4. Click the **Room** tab.

Edit Channel One

Details
Playlists
Users
Collections
Advanced Settings
Room

Name: (Required)
Channel One

Description:

Black
Bold
Italic
Underline

This is my first channel

Tags:

X new
X channel

Privacy:

☒ Open - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
☐ Restricted - All logged in users can view content and only channel members can contribute content.
☐ Private - Only channel members can view and contribute content.
☐ Shared Repository - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.

Options:

☐ Moderate content (Media will not appear in channel until approved by channel manager)
☒ Enable comments in channel
☐ Force media published only to this channel to always be played in the context of the channel
☒ Enable subscription to channel (link to subscribe <https://15932.nvq2.mediaspace.kaltura.com/channel/Channel+One/10198112/subscribe>)

Save
Back to Channel

The Room settings display.

Edit Channel One

Details Playlists Users Collections Advanced Settings **Room**

Enable channel meeting room



Room template

System template - Interactive room

Chat moderators

Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name

Enable Q&A

Enable 1:1 chat with a moderator for users accessing the room.

According to site default

Group Chat

Enable the group chat for users that browse within the room.

According to site default

Save

5. Make sure the **Enable channel meeting room** is set to 'on'.
6. Choose the desired **room template**.

Edit Channel One

Details Playlists Users Collections Advanced Settings **Room**

Enable channel meeting room



Room template

System template - Interactive room

System template - Interactive room

System template - Panel room

Type user name

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According to site default

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Enable the group chat for users that browse within the room.

According to site default

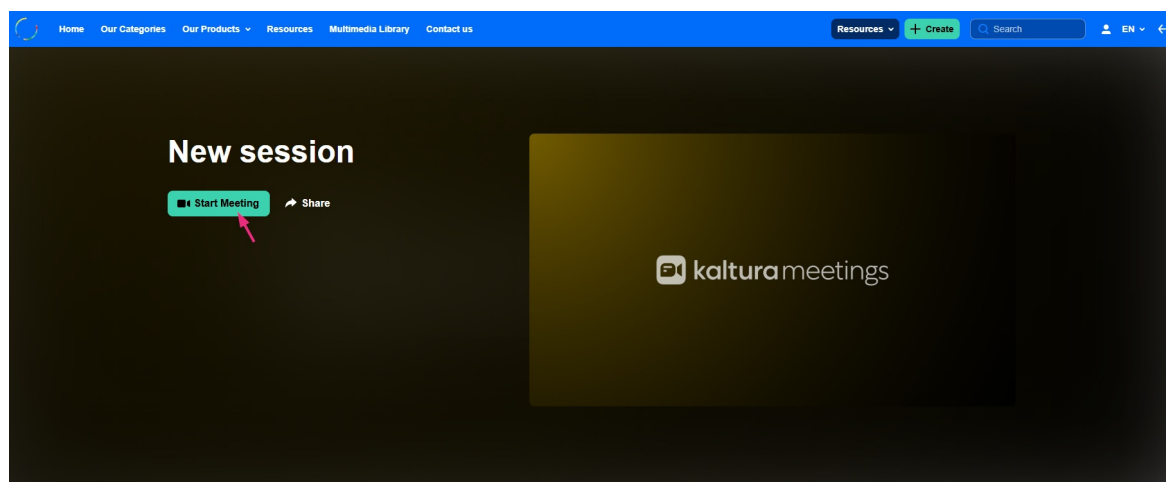
Save

If desired, set up chat moderators, Q&A, and group chat. Learn how in our article [Manage chat settings for the Kaltura Room](#).

Start a meeting

Anyone who is owner or co-editor can start a session.

1. Navigate to the room.
2. Click the **Start Meeting** button.



If the meeting is in a channel, users who click 'Leave Session' will be redirected back to the channel.



If a start time was set (see [above](#)), the meeting can begin automatically. Participants can join early but will wait in the waiting room until the host or moderator arrives.