

Configure chat settings for Kaltura Rooms in Video Portal

Last Modified on 04/16/2026 1:43 pm IDT

 This article is designated for all users.

About

This article explains how to manage chat settings and configurations for a Kaltura Room session.

Learn how to access the Chat tab, assign chat moderators (in addition to room moderators!), and enable or disable features like Q&A and group chat for your sessions.



This feature requires the [ChatandCollaboration](#) module to be enabled.

Access the chat settings

1. Access the edit media page for the desired meeting entry.

Optimizing Content Distribution



Basic Info

Creator: Louise Smith

Owner: [Louise Smith](#)

Media Entry ID: 1_8u423gv9

Media Type: Meeting

Publish Status: Published

Creation date:
January 30, 2025 6:24 PM Asia/Jerusalem

Update date:
January 30, 2025 6:25 PM Asia/Jerusalem

Event date: Thursday, January 30, 2025

Event time: 5:30 PM to 6:30 PM IST

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments Chat

Name:
(Required)

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Description:







Black  Bold *Italic* Underline     

Join us for an insightful discussion on the latest trends and strategies in digital publishing. We'll explore best practices for content distribution, audience engagement, and monetization in an increasingly digital landscape. Whether you're a content creator, publisher, or media strategist, this session will provide actionable insights to help you stay ahead in the evolving digital ecosystem.

2. Click the **Chat** tab.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

Name:
(Required)


Description: **Black** **Bold** *Italic* Underline      

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The Chat settings display.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**


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



Enable Q&A
Enable 1:1 chat with a moderator for users accessing this entry page.



Group Chat
Enable the group chat for users that browse within the entry page.



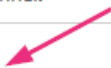
Configure the chat settings

Add chat moderators

In the **Chat Moderators** field, start typing the names of the users you want to assign as moderators. Matching users will appear in the drop-down menu for you to select.


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 this entry page.

According to site default 

Group Chat

Enable the group chat for users that browse within the entry page.

According to site default 


Save to automatically apply chat moderator permissions for future sessions.

Enable Q&A

Choose from the drop-down options whether to enable the site default, to turn off the Q&A feature for this session, or turn it on.


Enable Q&A

Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default 

Off

On


According to site default 


Group chat


Choose from the drop-down options whether to enable the site default, to turn off the group chat feature for this session, or turn it on.

Group Chat

Enable the group chat for users that browse within the entry page.

According to site default 

- Off
- On
- According to schedule
- According to site default 



When you've finished configuring everything, click **Save**.
