

# Clone a New Room

Last Modified on 02/20/2025 1:56 pm IST

 This article is designated for all users.

## About

The New Room cloning feature in Kaltura allows you to duplicate existing meeting rooms and associated [C&C \(Chat and collaboration\)](#) assets with ease.

## What happens when you clone a room?

When you clone a meeting room, the following components are duplicated:

- **Room assets:** All media content from the original room.
- **Storyboard:** The room's storyboard is fully copied.
- **Content from C&C:** All non-deleted interactions (e.g., notifications, polls, quizzes) are copied as 'Draft'.
- **Room settings:** The cloned room will maintain the same configuration as the original.
- **Ownership:** The new room is owned by the user who initiated the cloning process.
- **Parent reference:** The cloned room includes a reference to the original room as its parent.

The cloned room appears as a new entry in your Kaltura video portal (KMS) and includes the same assets as the original, along with a C&C instance containing all draft announcements.

## What is not copied?

- **User permissions:** Only the owner who initiated the clone will have access to the new room. Co-editors and other users are not copied.

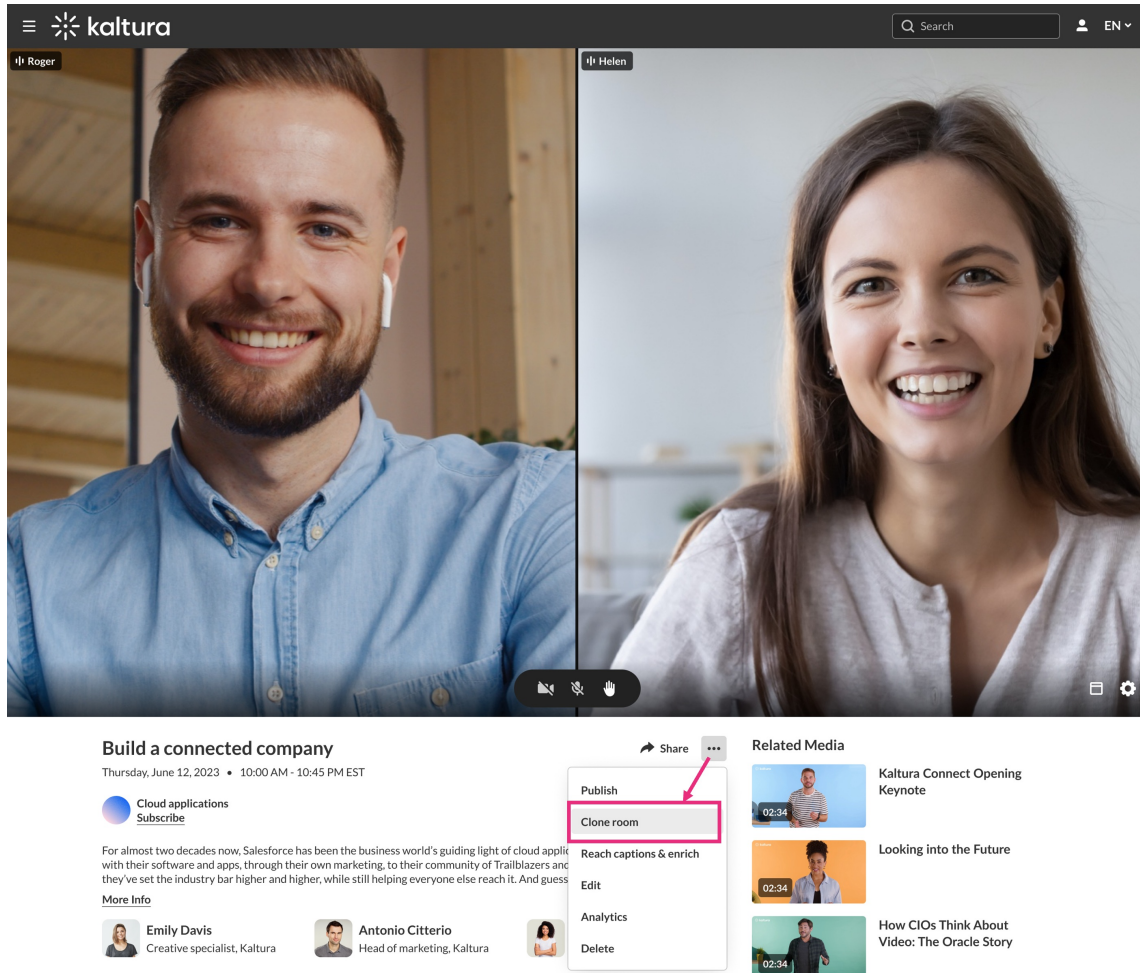
## Before you start

To use the room clone feature, ensure:

- [C&C \(Chat and Collaboration\)](#) is enabled in your video portal.
- You have ownership or co-editor permissions for the room you want to clone.

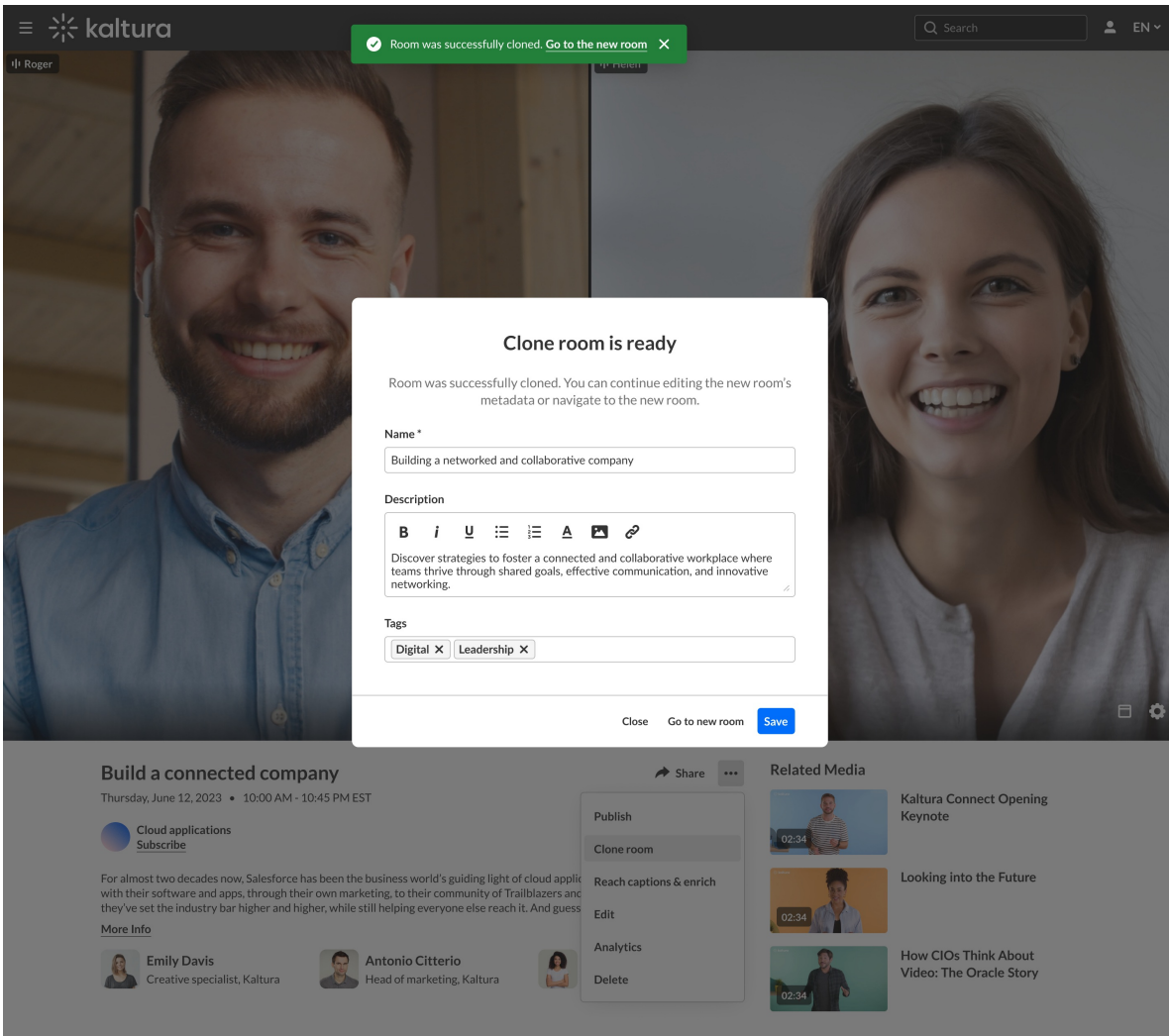
## How to clone a room

1. Navigate to the desired meeting room entry your Kaltura video portal.  
If you haven't set up a room yet, visit our article **Create a New Room and start a meeting** for instructions.
2. Click the **three dots** below the entry and select **Clone room** from the drop-down menu.



A window appears allowing you to:

- Enter a new name for the cloned room (the default is “Cloned - [Original Name]”).
- Edit metadata (description and tags).



### 3. Confirm your changes and click **Save**.

A confirmation message will appear, indicating that the clone room process is in progress.

While the process completes (this may take a few minutes), you can continue editing the metadata for the new room.

## Clone room in progress

We are in the process of copying all your room assets. This may take some time. You can edit the new room's metadata in the meantime.

Name \*

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Description

**B** *i* U ☰ ☷ **A**  

Discover strategies to foster a connected and collaborative workplace where teams thrive through shared goals, effective communication, and innovative networking.

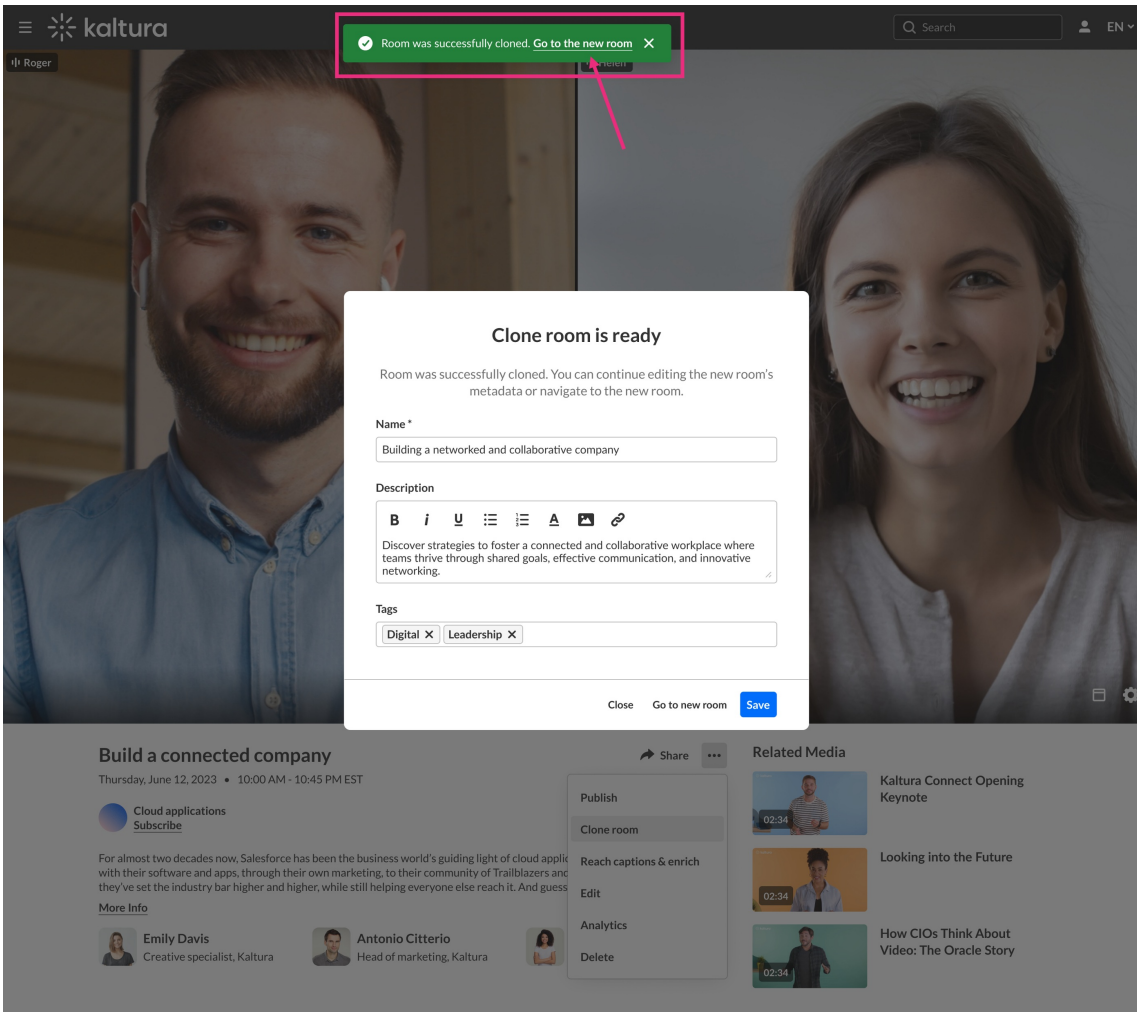
Tags

Digital X Leadership X

Close

Save

You'll receive a notification once the cloning process is complete, along with a link to the new room.



The cloned room will appear as a new entry in your video portal with the prefix “Cloned - [Original Name].”