

Create a Kaltura Room within a channel

Last Modified on 05/09/2025 9:00 am IDT

 This article is designated for administrators.

About

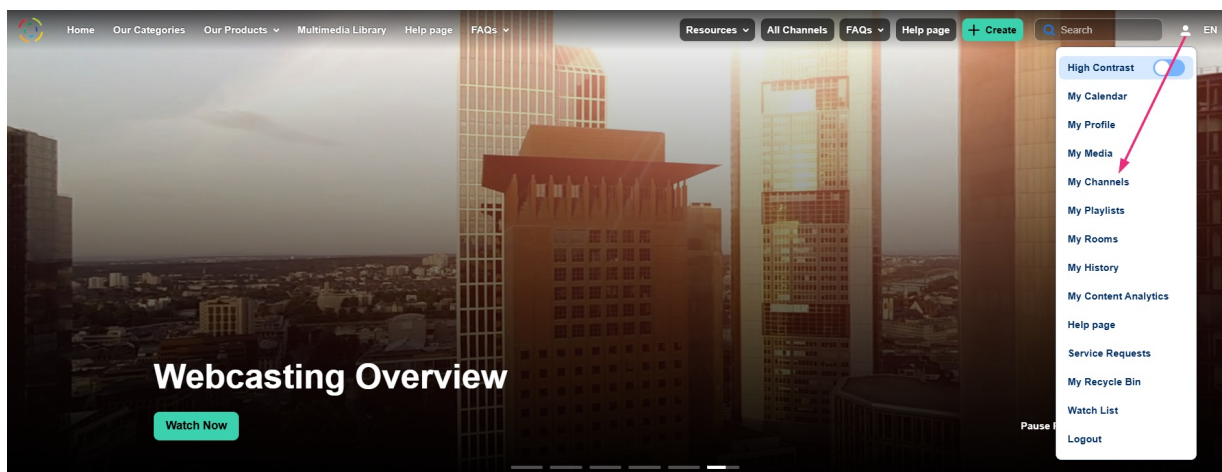
A Kaltura Room can be tied directly to a channel, creating a persistent virtual meeting space that anyone with access to the channel can join. This type of room is ideal for ongoing team collaboration, department meetings, or informal group discussions- no need to set up a new session each time. In this guide, you'll learn how to enable and configure a room from within a channel.

Access the room settings

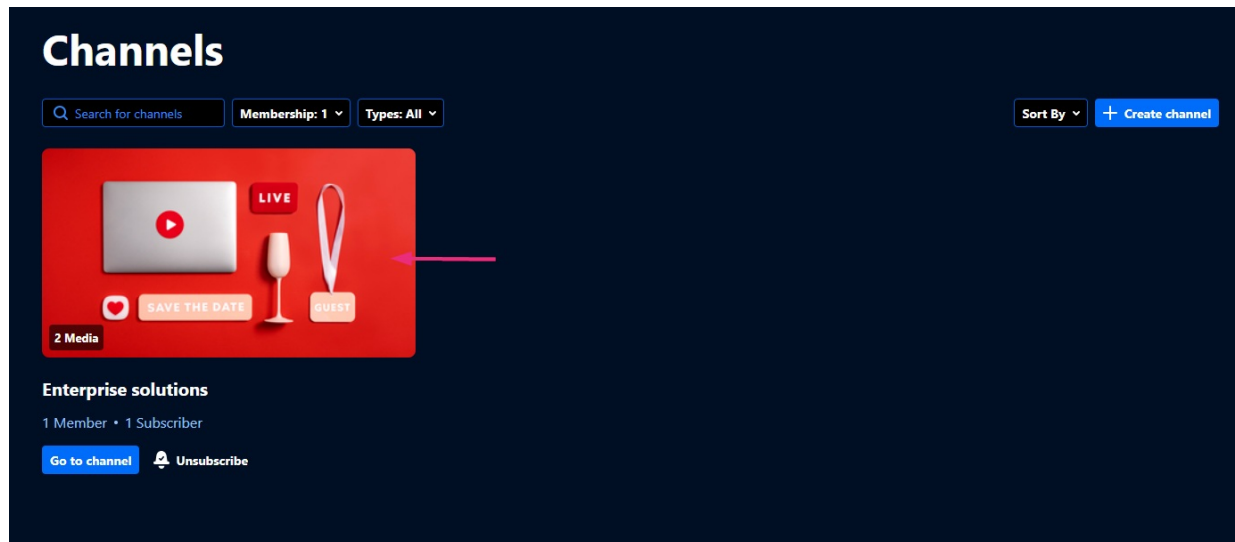
1. Go to the desired channel. You can do this by selecting **My Channels** from the user menu.



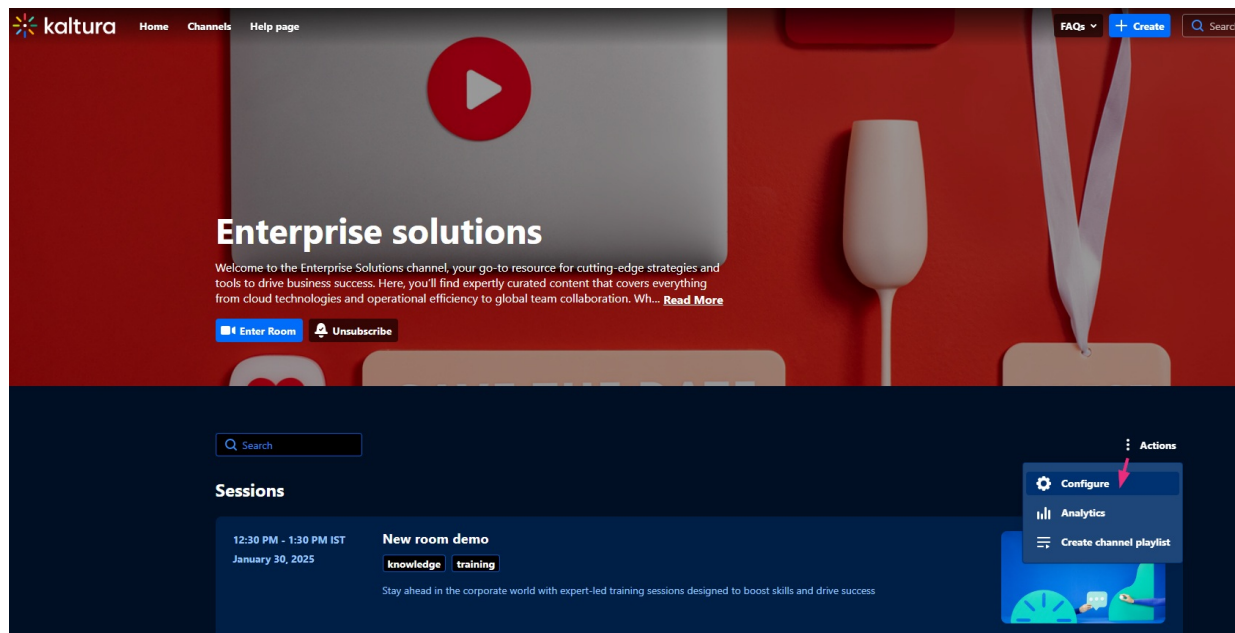
Need to create a channel? Check out our [guide](#) here.



2. On the My Channels page, click the thumbnail of the channel you want to use.



3. Click the **three-dot menu** and select **Configure**.



4. On the **edit** page, click the **Room** tab.

Edit Enterprise solutions

Details Playlists Users Collections Advanced Settings **Room**

Name: (Required)

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

Tags:

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/Events+Channel/10198112/subscribe>)

Save

[Back to Channel](#)

Configure the room settings

1. Enable the room.

Edit Enterprise solutions

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

2. Choose a room template:

- Interactive – everyone can join the stage
- Panel – only assigned presenters can join the stage

3. Assign Moderators - Moderators can launch the room, access the backchannel chat, and manage the Q&A.

(Managers of the channel are automatically assigned as moderators. Members can join if the room is open.)

4. Enable **Q&A** and **Group Chat** based on how you want participants to interact.



For public or subscriber-only channels, consider disabling group chat to prevent unwanted posts.

5. Click **Save**. You can return to the channel by clicking the channel name.

Edit Enterprise solutions


[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.

 louise.szmoisz@kaltura.com (louise.szmoisz) x | ▼

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

According to site default | ▼

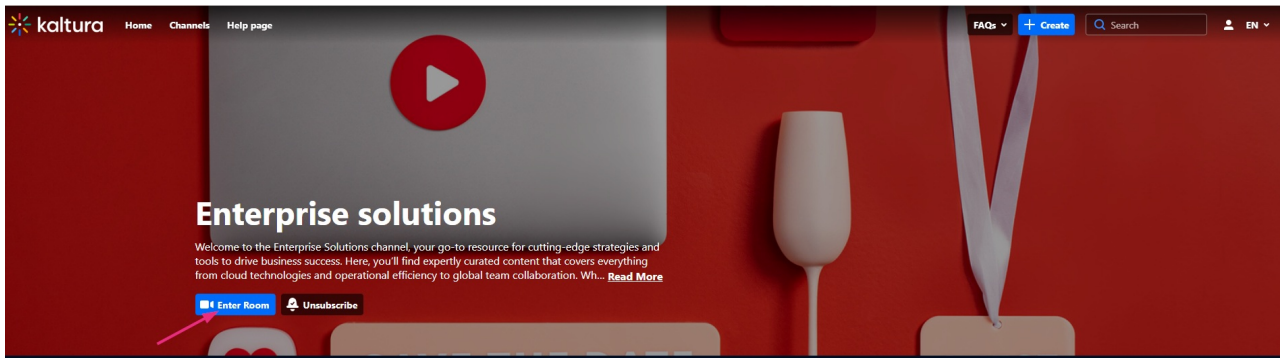
Group Chat
Enable the group chat for users that browse within the room.

According to site default | ▼

Save

Enter the room

Click the **Enter Room** button on the main channel page to launch or join the room.



All recordings from the room are saved to the channel's media.



The room remains available as long as it's enabled - no need to recreate it for each meeting.