Add users to a gallery in your video portal and set their permissions

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This article is designated for administrators.

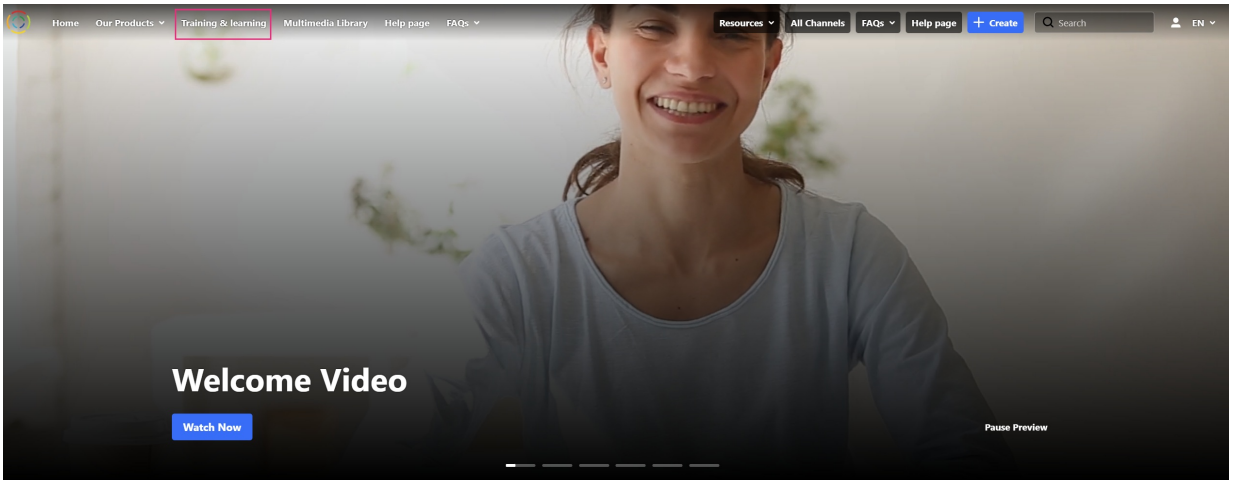
About

This article walks you through how to add users to a gallery in your Video Portal and assign them the appropriate permission levels.

These instructions are for Theming users. If you want to learn more about Theming, check out our article Video Portal Theming tour.

Access the gallery configuration

1. In your Video Portal, select the desired gallery from the navigation bar.



The gallery page displays.

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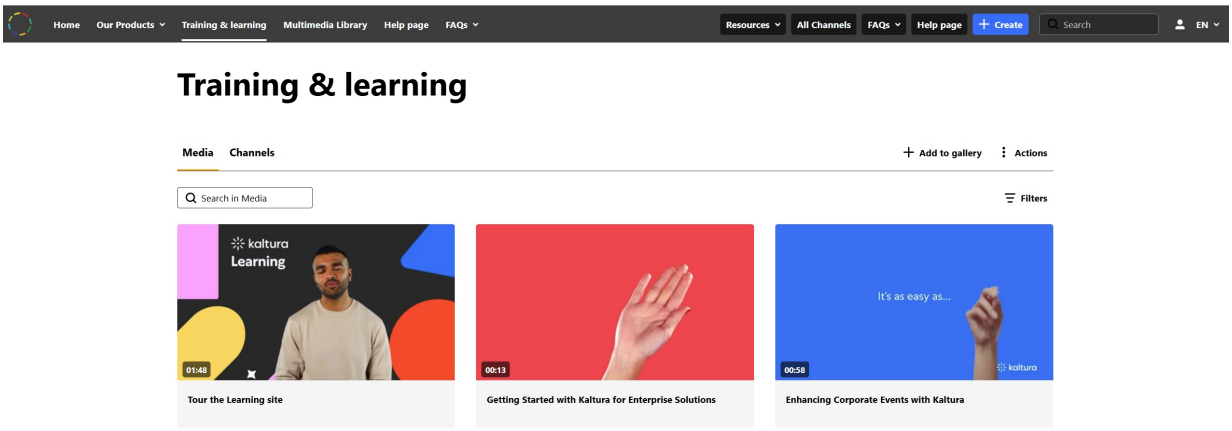
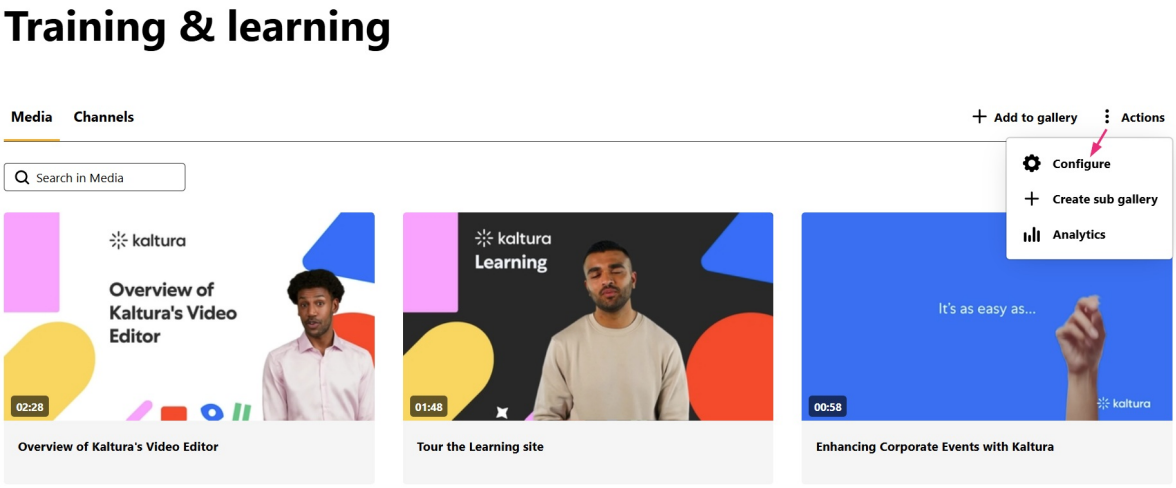


2. On the gallery page, click the **Actions** menu at the far right and select **Configure**.



The edit page displays.

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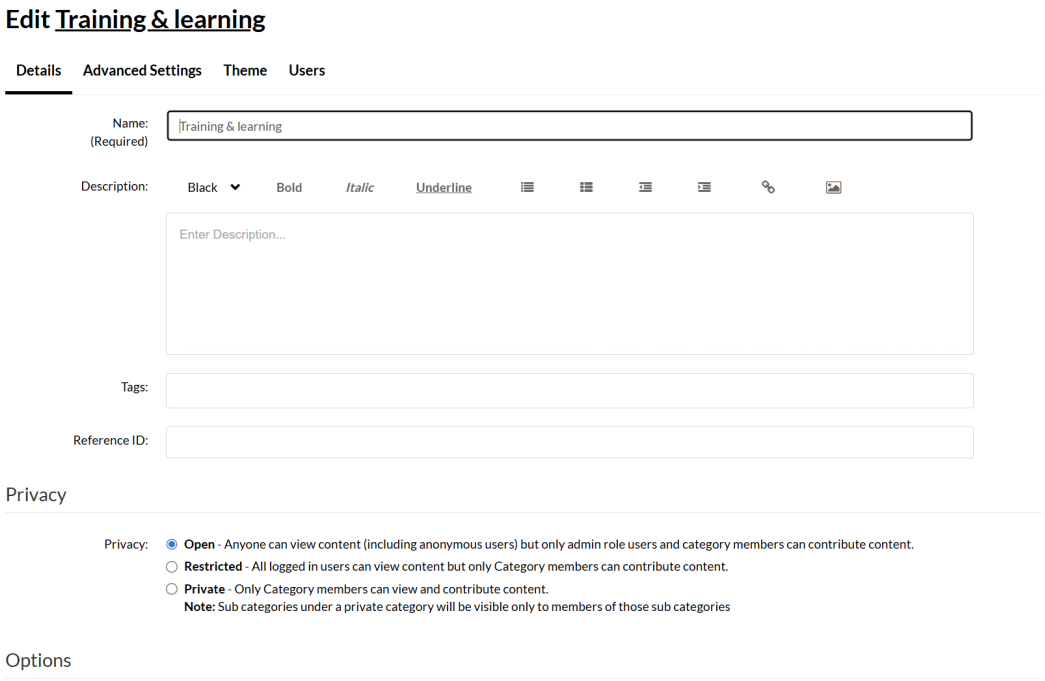
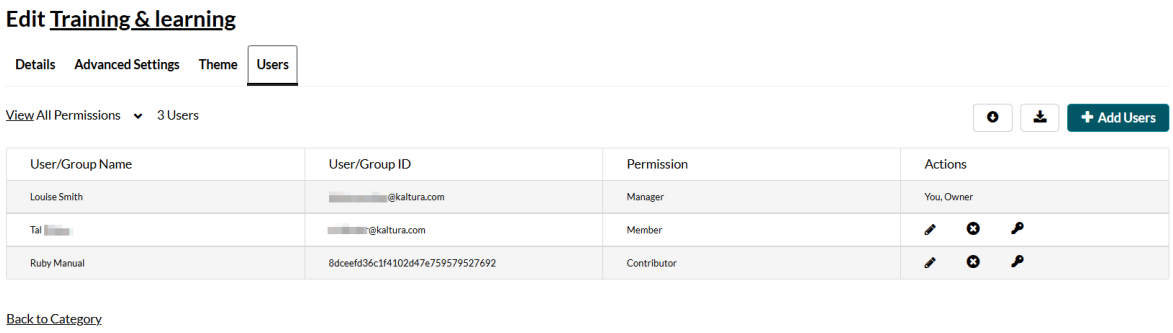
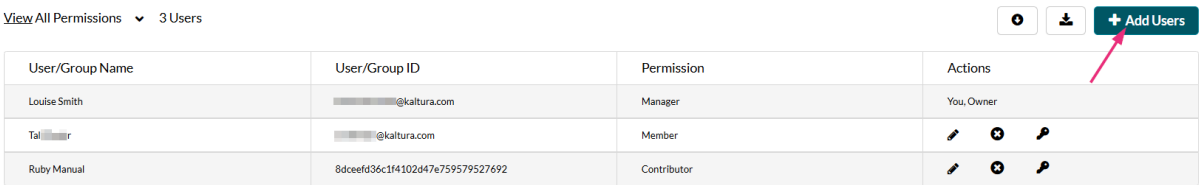


Add users

1. On the edit page, click the **Users** tab.



2. On the Users page, click **Add Users** at the far right.



3. Begin typing a user or group name, then select the correct entry from the dropdown list.

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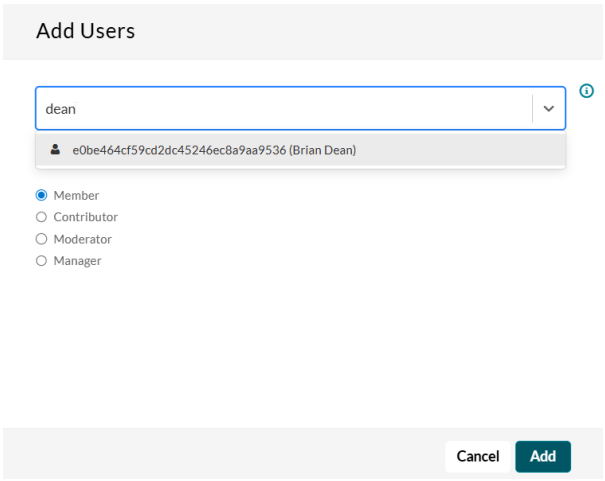
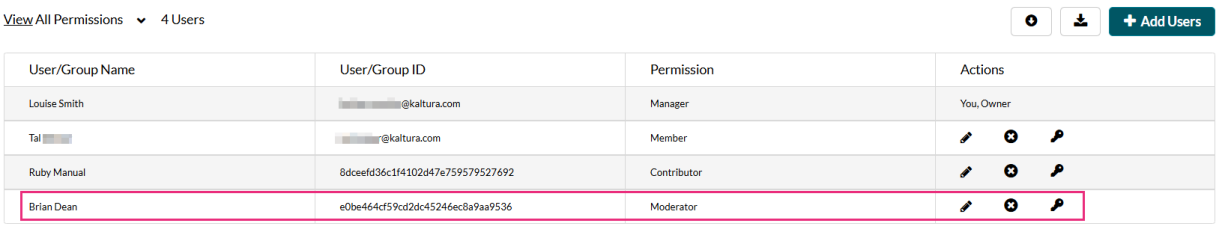


4. Choose the user's permission level:

- **Member** – Can view gallery content.
- **Contributor** – Can view and upload content.
- **Moderator** – Can upload and moderate content.
- **Manager** – Can manage content, update settings, invite users, and delete the gallery.

5. Click **Add** to save the new user.

The new user appears in the list.



If you are in a sub-gallery, you can click the arrow icon to quickly copy users from the parent gallery.

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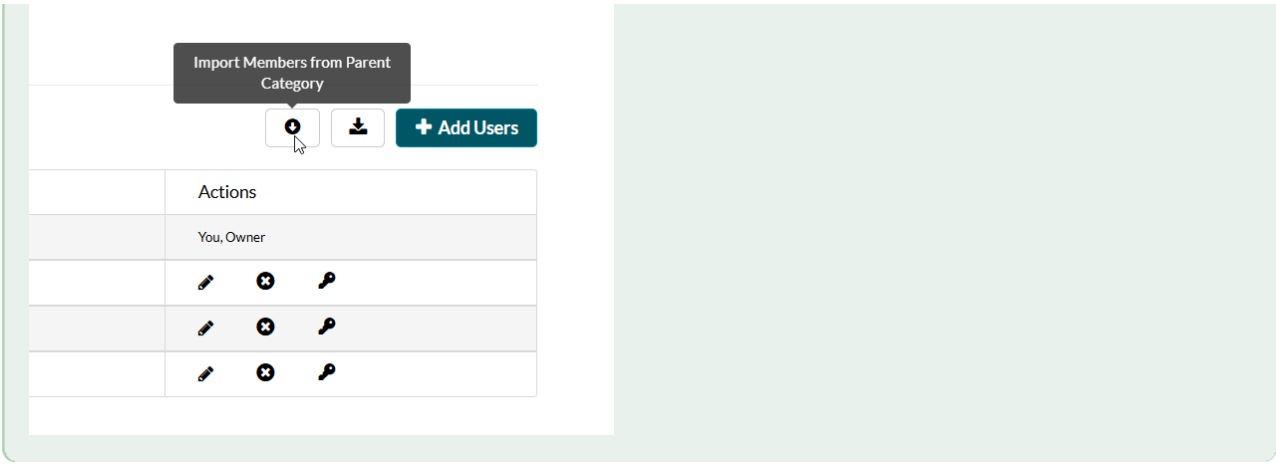
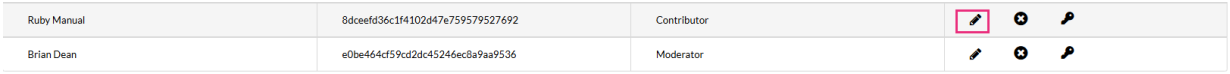
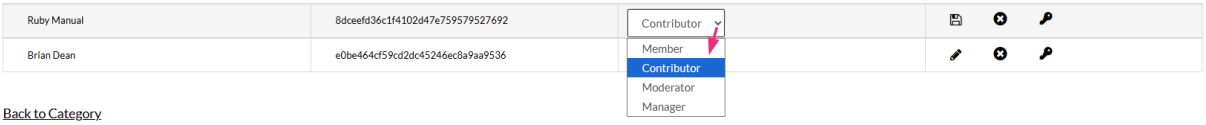


Edit a user's role

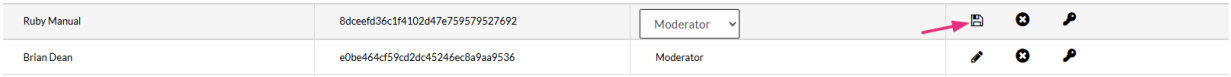
1. To change a user's role, click the pencil icon in the **Actions** column.



2. A drop-down menu displays in the **Permission** column. Select a new role from the dropdown.

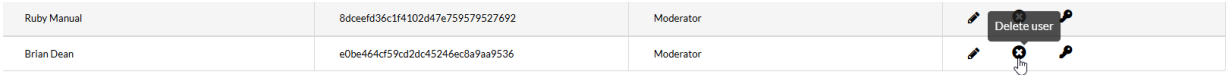


3. Click the **save** icon to save your changes.

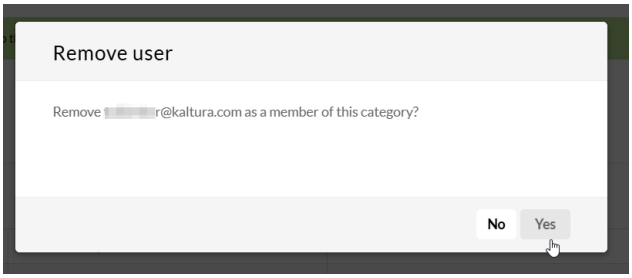


Remove a user

In the **Actions** column, click the **X** icon to remove a user from the gallery.



A confirmation box displays. Click **Yes** to continue.



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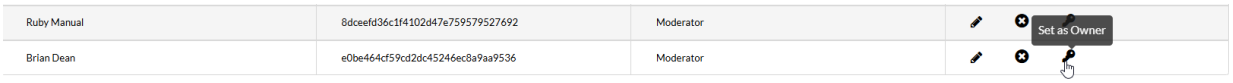
Transfer ownership

If you're the current owner, you can click the **key** icon in the **Actions** column to assign ownership to that user.



A gallery can only have one owner at a time.

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