Add Users To Channels (To Connect to Kaltura Meetings Live Room)

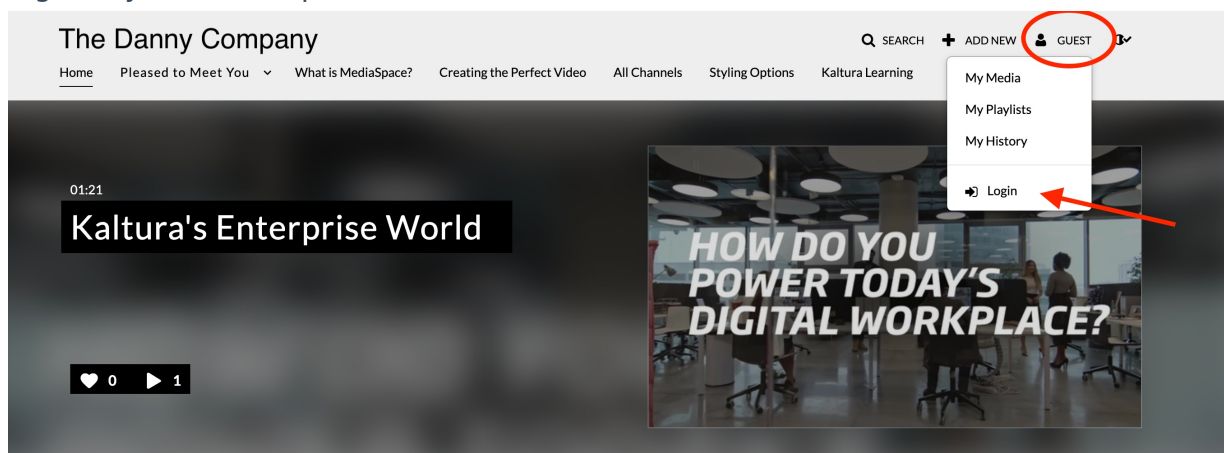Last Modified on 08/25/2025 7:30 pm IDT

> **ⓘ Legacy notice**
> This article documents the **legacy KME Room**. For information on the new room, please visit the **new Kaltura Room documentation**.

Participants must be added to a channel to be able to join or initiate Kaltura Meetings Live Rooms as authenticated users. For more information on how to create a channel, please see the following videos:

- How To Create A Channel And Set Its Privacy Settings
- How To Configure The Channels Module

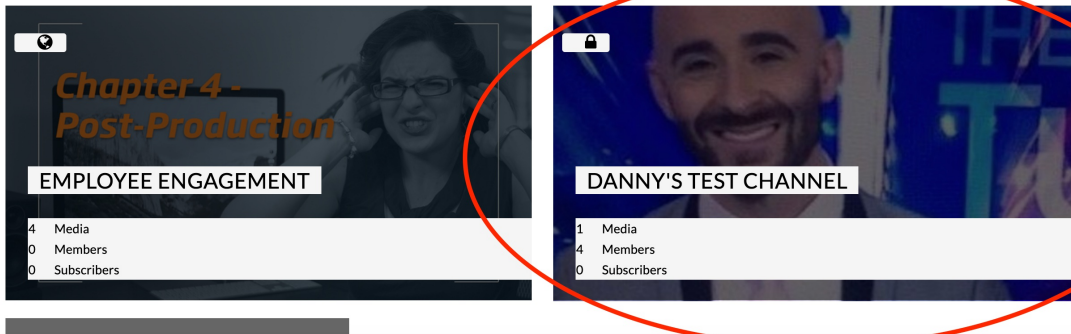## Adding Participants to A Channel

1. Login to your MediaSpace instance.
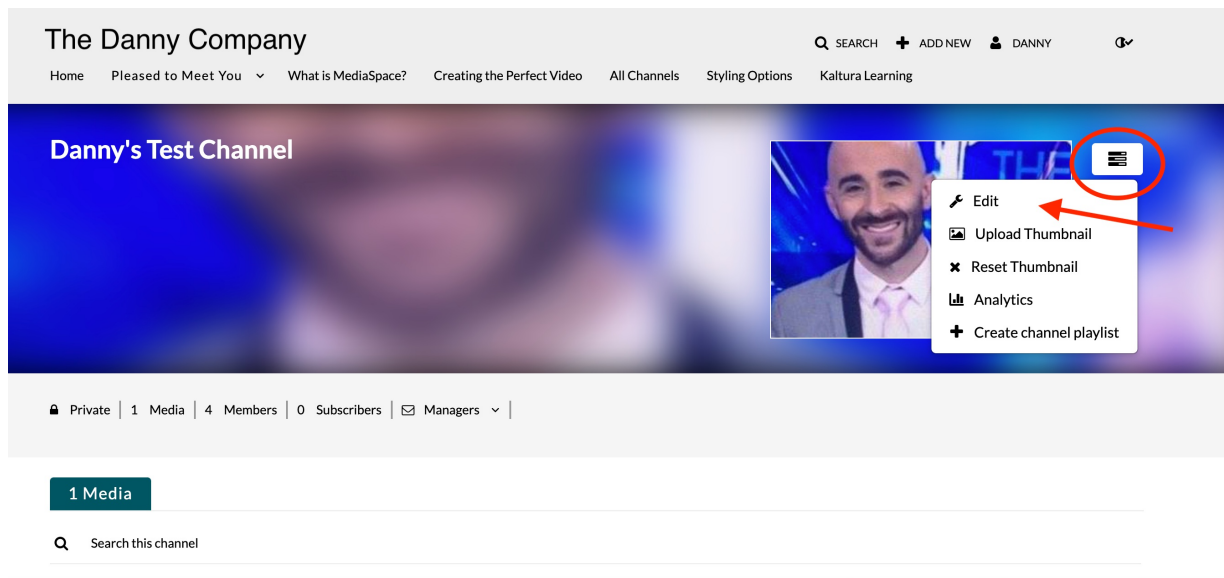

2. Select a channel you want to add users to.

![Kaltura logo]

Channels

Search For Channels

Sort By: Media Count ⌄

＋ Create Channel

EMPLOYEE ENGAGEMENT

4   Media
0   Members
0   Subscribers

DANNY'S TEST CHANNEL

1   Media
4   Members
0   Subscribers

3. Select Edit.

The Danny Company

🔍 SEARCH   ＋ ADD NEW   👤 DANNY

Home   Pleased to Meet You ⌄   What is MediaSpace?   Creating the Perfect Video   All Channels   Styling Options   Kaltura Learning

Danny's Test Channel

🔧 Edit
🖼 Upload Thumbnail
✖ Reset Thumbnail
📊 Analytics
＋ Create channel playlist

🔒 Private | 1 Media | 4 Members | 0 Subscribers | ✉ Managers ⌄ |

1 Media

🔍 Search this channel

4. Select the Users tab.

Kaltura

Details   Playlists   Users

Name:
(Required)   Danny's Test Channel

Description: Black ∨   **Bold**   *Italic*   Underline   ☰   ☰   ☰   ☰   🔗   🖼

Enter Description...

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

☐ Enable subscription to channel (link to subscribe https://2818651.mediaspace.kaltura.com/channel/Danny%27s+Test+Channel/164835271/subscribe)

☑ Enable Newrow Live Room

5. Click Add Users.

Edit Danny's Test Channel

Details   Playlists   Users

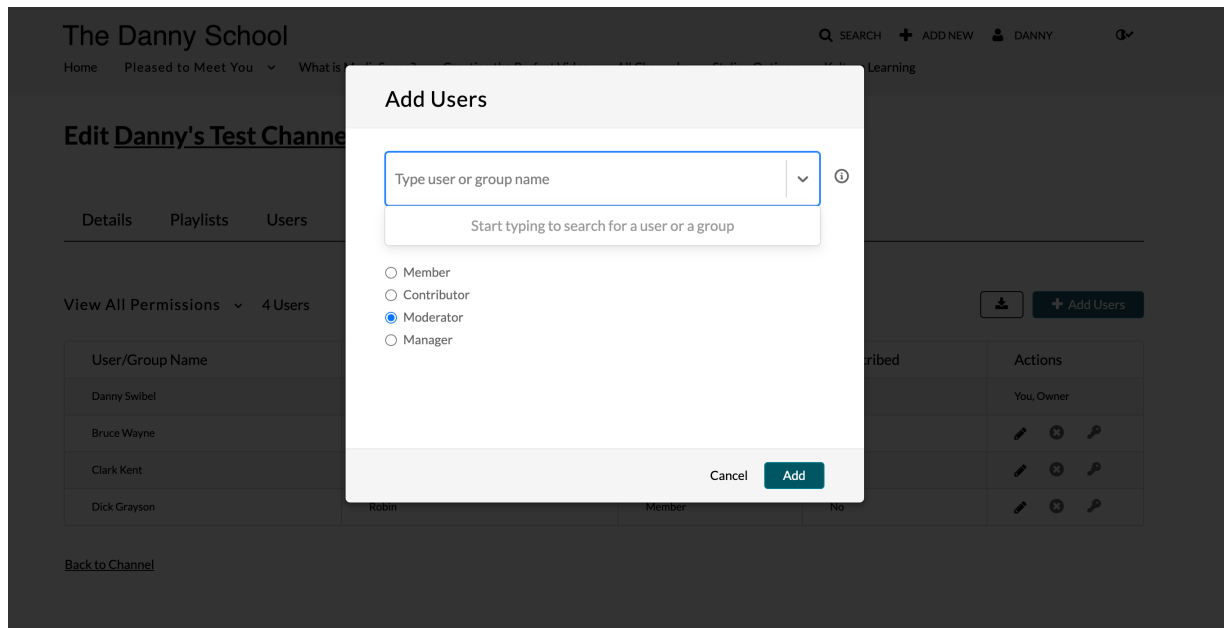View All Permissions ∨   4 Users   ⬇   **+ Add Users**

User/Group Name	User/Group ID	Permission	Subscribed	Actions
Danny Swibel	Danny.Swibel@kaltura.com	Manager	No	You, Owner
Bruce Wayne	Batman	Moderator	No	✏ ⊗ 🔑
Clark Kent	Superman	Contributor	No	✏ ⊗ 🔑
Dick Grayson	Robin	Member	No	✏ ⊗ 🔑

Back to Channel

6. Enter the user or group name.

7. Select the preferred channel role for that user or group and click Add.

- Member - This permission allows the user to view channel content and *Join a Live Room Meeting* that has been launched by a Moderator/Manager as a participant in the live session.

- Contributor - This permission level allows the user to not only view the channel content, but also add media to the channel. A Contributor may *Join a Live Room Meeting* that has been launched by by a Moderator/Manager as a participant in the live session.

- Moderator - This permission level allows a user to view the channel content, add media to the channel, and moderate channel content. A Moderator may Start A Live Room Meeting as the main instructor of the live session

- Manager -This permission level allows a user to view the channel content, add media to the channel, moderate channel content, and access channel settings. A Manager may Start A Live Room Meeting as the main instructor of the session.

For a more information about channel permissions see Kaltura MediaSpace/Kaltura Application Framework (KAF) Roles and Permissions and the video How to Setup Members & Permissions in Galleries.