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

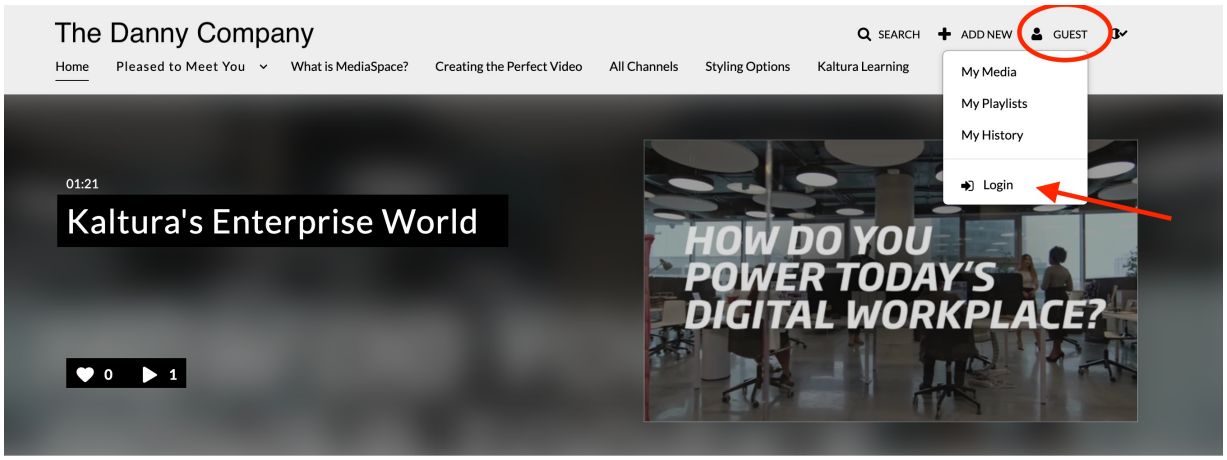
Last Modified on 09/10/2025 10:59 am IDT

> **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.

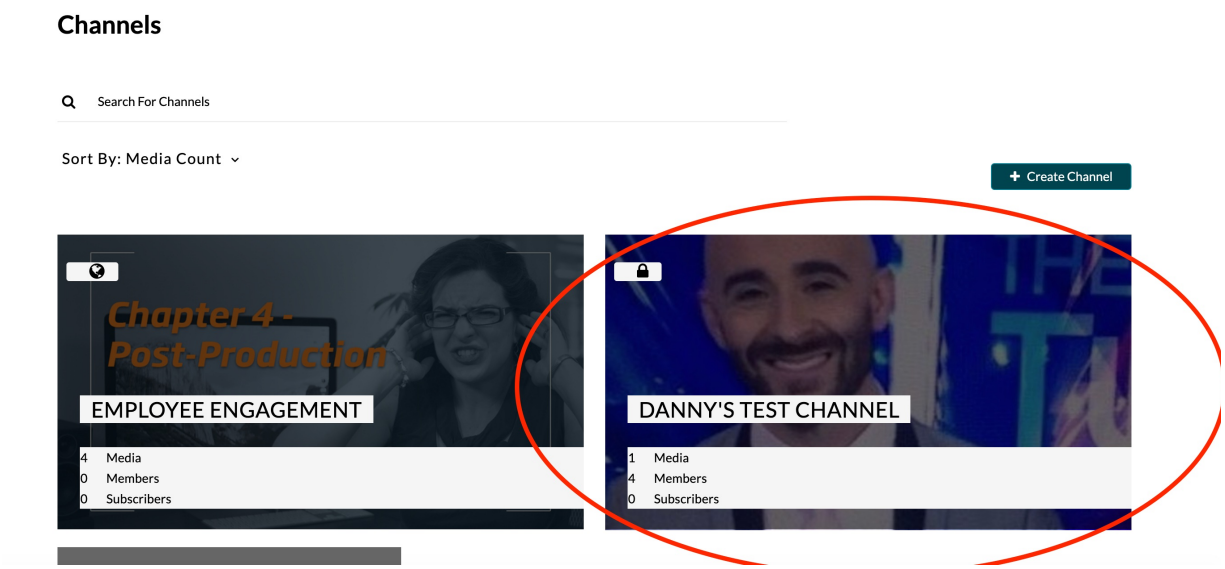
Adding Participants to A Channel

1. Login to your MediaSpace instance.

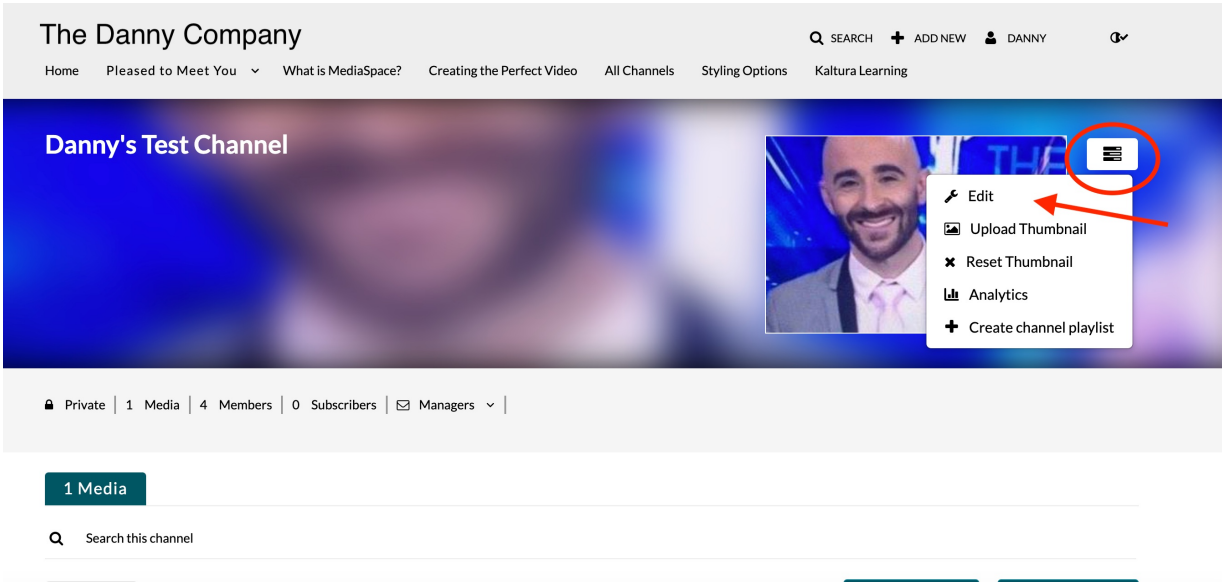


2. Select a channel you want to add users to.

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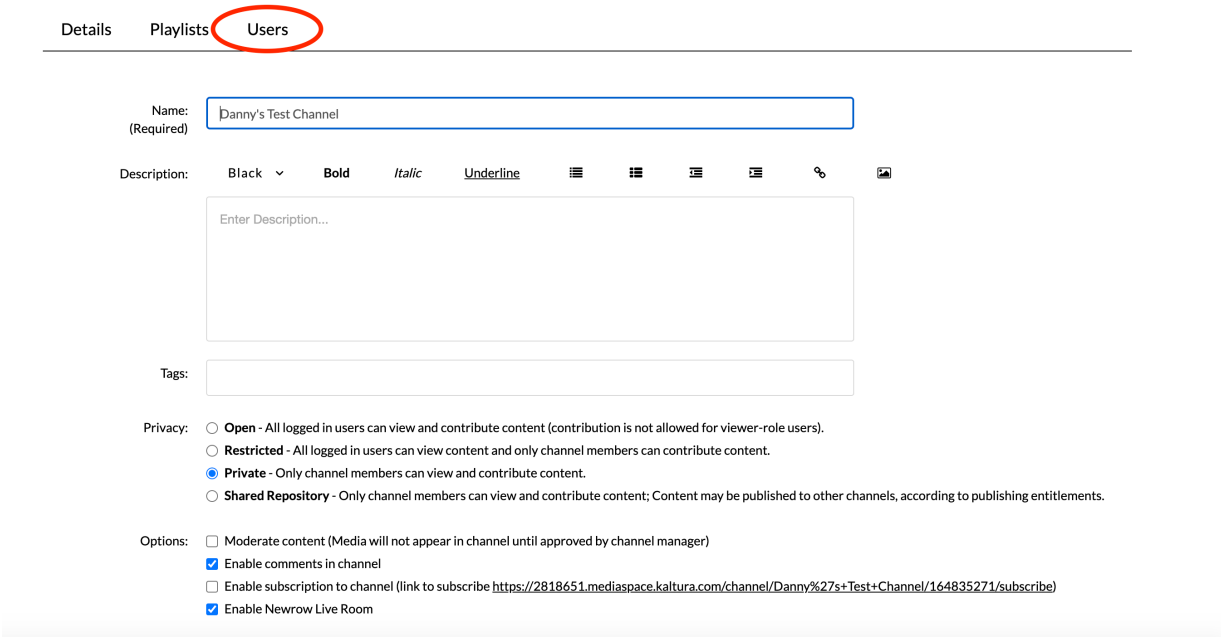


3. Select Edit.

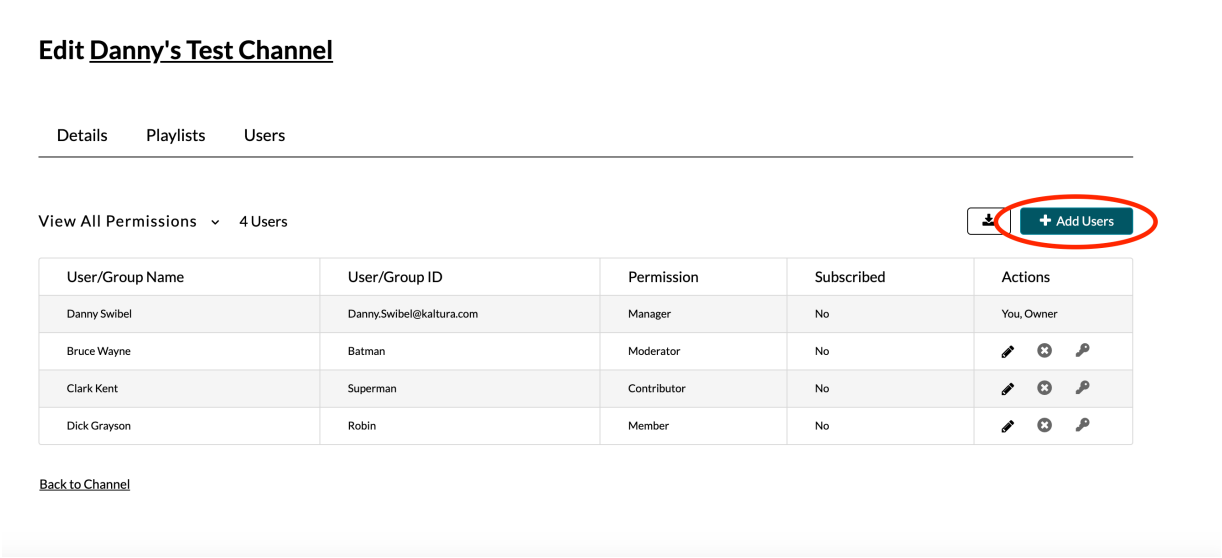


4. Select the Users tab.

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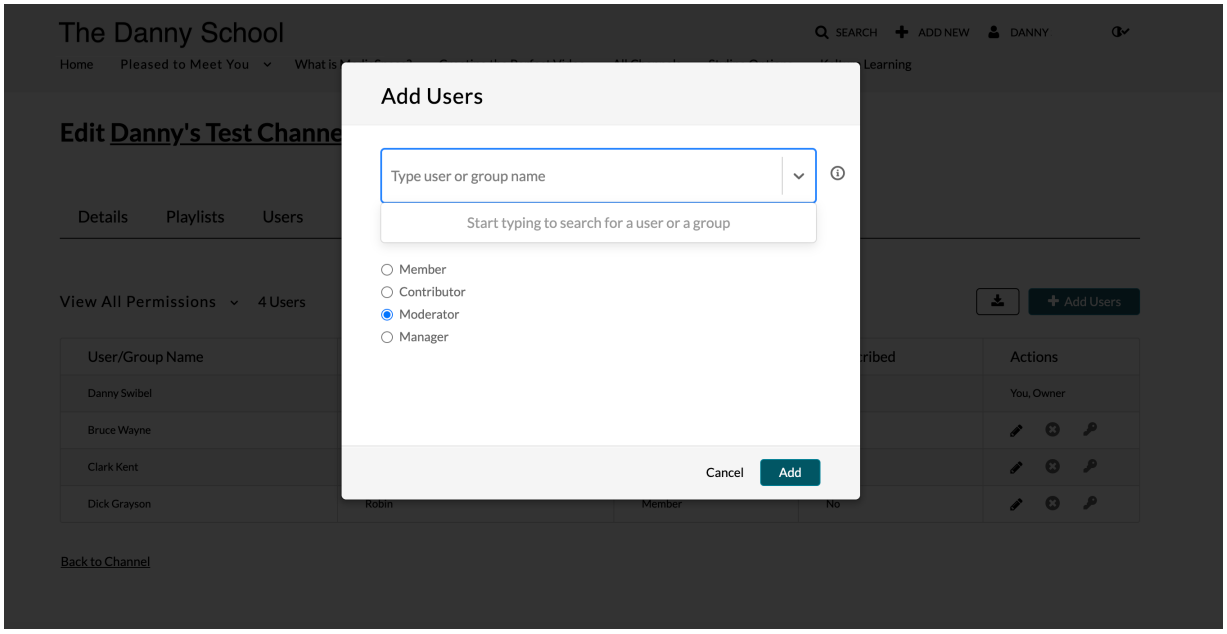


5. Click Add Users.



6. Enter the user or group name.

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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 more information about channel permissions see Kaltura MediaSpace/Kaltura Application Framework (KAF) Roles and Permissions.

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