

Send an invitation link to join a Kaltura Room in Canvas

Last Modified on 11/06/2025 4:47 pm IST

 This article is designated for all users.

About

Kaltura Room managers can send a secure link that gives someone direct access to a specific session without requiring them to log in through the site's normal authentication process. This is done using the **Invitation to media** feature.

When invitees use this link, they'll be taken to the session according to the site's login and access rules. It's especially useful for:

- Inviting external guests, speakers, or moderators to a room.
- Giving temporary, role-based access to someone outside your organization.
- Promoting an attendee to a higher role during a live session.



This feature is enabled in the [inviteToMedia](#) module.

Send an invitation link



- You must be the room **owner**, **co-owner**, **co-editor**, or **co-publisher** to invite participants.
- The **Invite users** option is only available for Kaltura Rooms where [Chat & Collaboration](#) (C&C) is enabled.

1. Go to the [media page](#) for your **Kaltura Room**.
2. Click the **three-dot menu** below the screen and select **Invite users**.

← Back

LIVE NOW

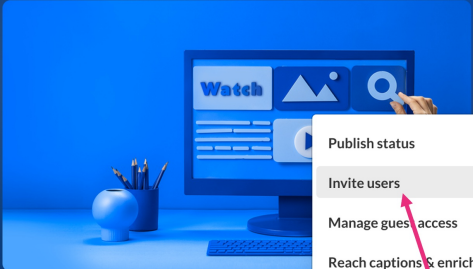
Product spotlight: unveiling innovation and features

Thursday, September 12, 2023 10:00 AM - 10:45 PM EST

[Enter session](#)
[Add to calendar](#)
[Share](#)



Emily Davis
Creative specialist, Kaltura



Publish status >

Invite users

Manage guest access

Reach captions & enrich

Edit

Analytics

Launch editor

Delete

Product spotlight: unveiling innovation and features

Thursday, June 12, 2023 • 10:00 AM - 10:45 PM EST

[Share](#)
⋮

The 'Invite users' window opens.

← Back

LIVE NOW

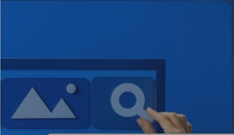
Product spotlight: unveiling innovation and features

Thursday, September 12, 2023 10:00 AM - 10:45 PM EST

[Enter session](#)
[Add to calendar](#)



Emily Davis
Creative specialist, Kaltura



Publish status >

Invite users

Manage guest access

Reach captions & enrich

Edit

Analytics

Launch editor

Delete

Product spotlight: unveiling innovation and features

Thursday, June 12, 2023 • 10:00 AM - 10:45 PM EST

[Share](#)
⋮

Invite users

Add users by email, assign roles, and control their access for the session.

Email *

ron.walker@kaltura.com

First name *

Ron

Last name *

Walker

Select invitation type

☐ **Viewer** Access to chat, answer interactions, and QnA
☐ **Moderator** Access to backchannel, initiate interactions, and QnA
☐ **Simple speaker** Access to backchannel, interactions, and QnA
☒ **Advanced speaker** Access to backchannel, interactions, and QnA

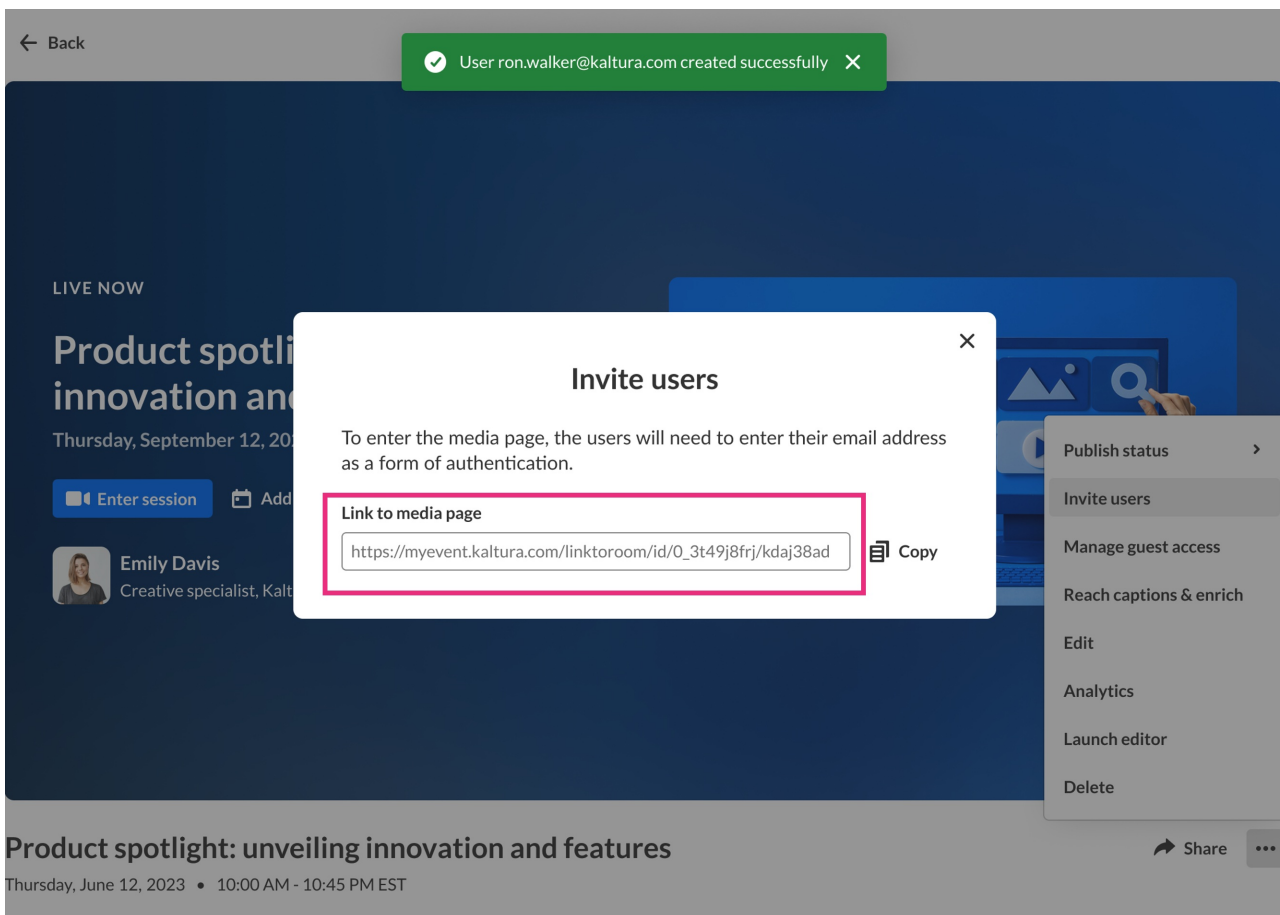
[Cancel](#)
[Generate invite link](#)

3. In the Invite users window:

- **Email address** – (Required) Begin typing the participant’s email. If there’s a match with an existing user, they’ll appear in the drop-down menu. Select the correct person to auto-fill their details. If they’re not in the system, type the full email address.
- **First and last name** – (Required) Enter the participant’s name.
- **Select an invitation type** - Choose from the following:
 - **Viewer** – Access to chat, answer interactions, and Q&A.
 - **Moderator** – Access to backchannel, initiate interactions, and Q&A.
 - **Speaker** – Access to backchannel, interactions, and Q&A.

4. Click **Generate invite link** at the bottom right.

5. Copy the generated link from the confirmation window.



The screenshot shows the Kaltura interface with a modal window titled "Invite users". The modal contains the following text:

To enter the media page, the users will need to enter their email address as a form of authentication.

Link to media page

https://myevent.kaltura.com/linktoroom/id/0_3t49j8frj/kdaj38ad Copy

The background shows a "Product spotlight" event page for "Product spotlight: unveiling innovation and features" on Thursday, June 12, 2023. The page includes a "LIVE NOW" banner, a "Product spotlight" title, and a list of speakers including Emily Davis.

6. Share the link with the invitee using your preferred method.



For security, links can’t be reused on multiple devices.

What the invitee sees

When an invitee clicks the link, what happens depends on whether the session has started and how they're logged in.

- **If the session hasn't started** – The invitee will access the room page with event details and a countdown until the start time.
- **When the session is open** – The lobby screen always appears, even if the invitee is logged in.

Troubleshooting

- **Email doesn't match** – Make sure the invitee is logged in with, or enters, the email address that received the invitation.
 - **Link expired or already used** – Generate a new link and share it with the invitee.
 - **Room deleted or invite removed** – The invite will no longer work.
 - **Domain restrictions** – If the invitee's email domain is blocked, try a different email address or contact the admin.
 - **Role didn't update** – If you promoted an invitee but they don't see their new permissions, ask them to refresh the room.
-