

Add & manage collaborators on your media in Legacy Video Portal

Last Modified on 05/22/2026 12:55 pm IDT

 This article is designated for all users.

About

Media owners can add other users as collaborators so they can view, [edit](#) or [publish](#) their media. Collaborators see the media in their own [My Media](#) area.

These instructions apply to the **Legacy Video Portal**. If you're using the Theming-based Video Portal, please refer to the [Content Hubs category](#).

Add collaborators

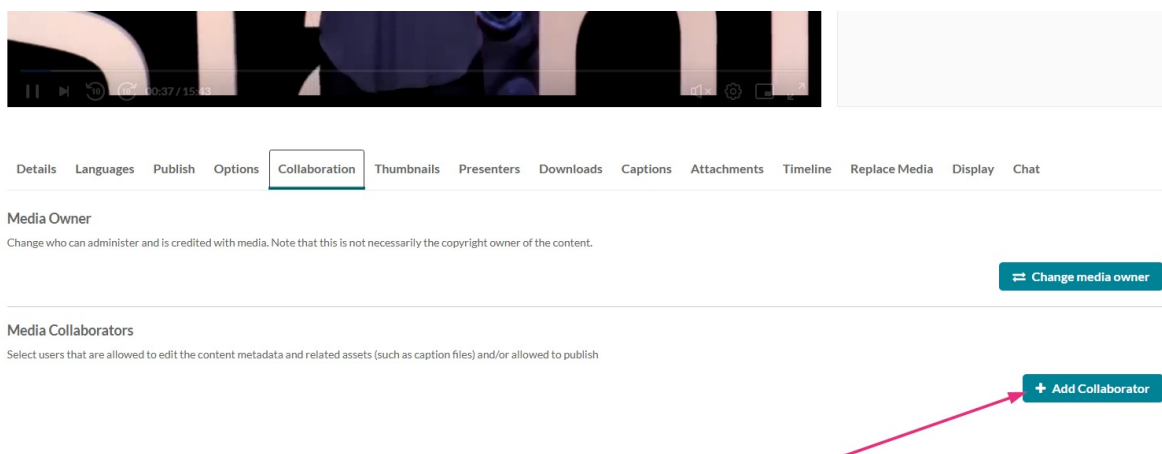
1. Access the [edit media page](#).
2. Click the **Collaboration** tab.



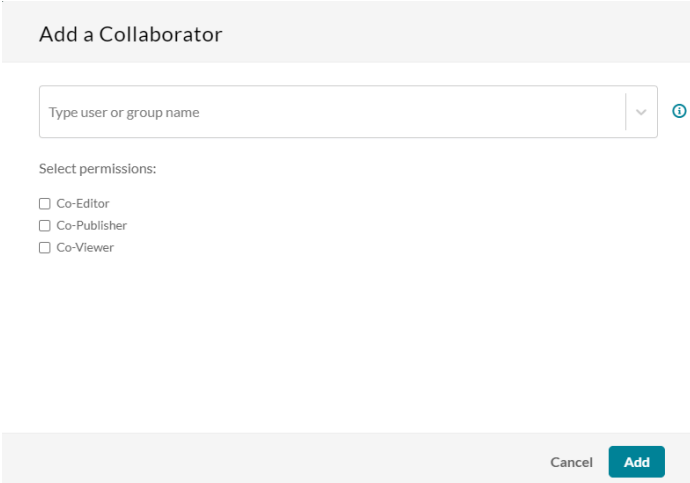
If you don't see the Collaboration tab or can't add collaborators, ask your administrator to enable the [Media Collaboration module](#), or check your permissions.

The collaboration page displays.

3. Click **+Add Collaborator**.



The 'Add a Collaborator' window opens.



4. Enter the user or group name.

You can search for available users or groups and use the auto-complete function (starts from the third character).

5. Select the collaborator type and permissions as follows:

- **Co-Editor** - Can edit this media's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors can't delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
- **Co-Publisher** - Can publish the media to categories or channels they're entitled to.
- **Co-Viewer** - Can only view this media and doesn't have editing or publishing permissions.
- **Kaltura Webcasting Moderators** - (Webcast entries only) Assigned by the media owner. Moderators can send announcements, manage questions, and interact with the audience during a live event. The Co-viewer option isn't available for webcast entries.

Add a Collaborator ✕

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Select permissions:

Co-Editor

Co-Publisher

Co-Viewer

Cancel
Add

- 6. Click **Add**.

Manage collaborators

To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▼

▼ All Permissions

Co-Editor

Co-Publisher

Co-Viewer

	User ID	Permission	
	customertraining@kaltura.com	Co-Editor, Co-Publisher	✎ ✕
	Instructor	Co-Viewer	✎ ✕

Use the editing options at the end of the row to edit or delete the collaborators.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▼

Member	User ID	Permission	
Louise Smith	louise@kaltura.com	Co-Editor	✎ ✕
Brian Dean	e0be464cf59cd2dc45246ec8a9aa9536	Co-Publisher	✎ ✕



Adding a collaborator doesn't override the user's Legacy Video Portal role. A user with a viewer role can't publish content, even if added as a co-publisher. To learn more about roles, see [User roles and permissions in Legacy Video Portal](#).