

Add & manage collaborators on your media in Video Portal

Last Modified on 04/13/2026 1:35 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.

Add collaborators

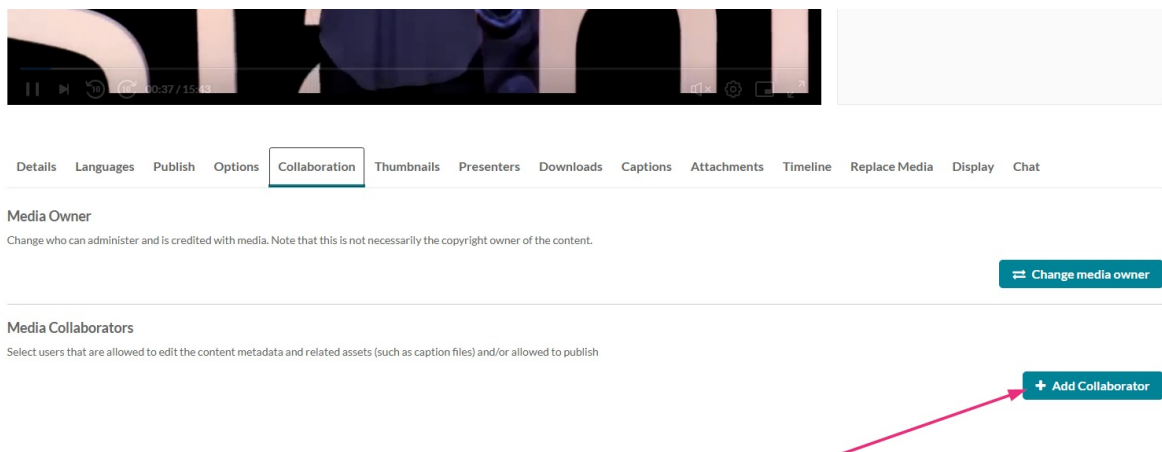
1. Access the [edit media page](#).
2. Click the **Collaboration** tab.



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.

Add a Collaborator

 ⓘ

Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

Cancel **Add**

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 ✕

👤 louise ✕ ▼

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

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

+ Add Collaborator

	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

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 ▼

+ Add Collaborator

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 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 Video Portal](#).