Edit channel details in Content Hubs

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This article is designated for all users.

About

You can update your channel's basic information and visibility from the **Details** tab.

This includes editing the channel name and description, setting privacy options, managing gallery and collection associations, and deleting the channel if it's no longer needed.

This feature requires the following to be enabled:

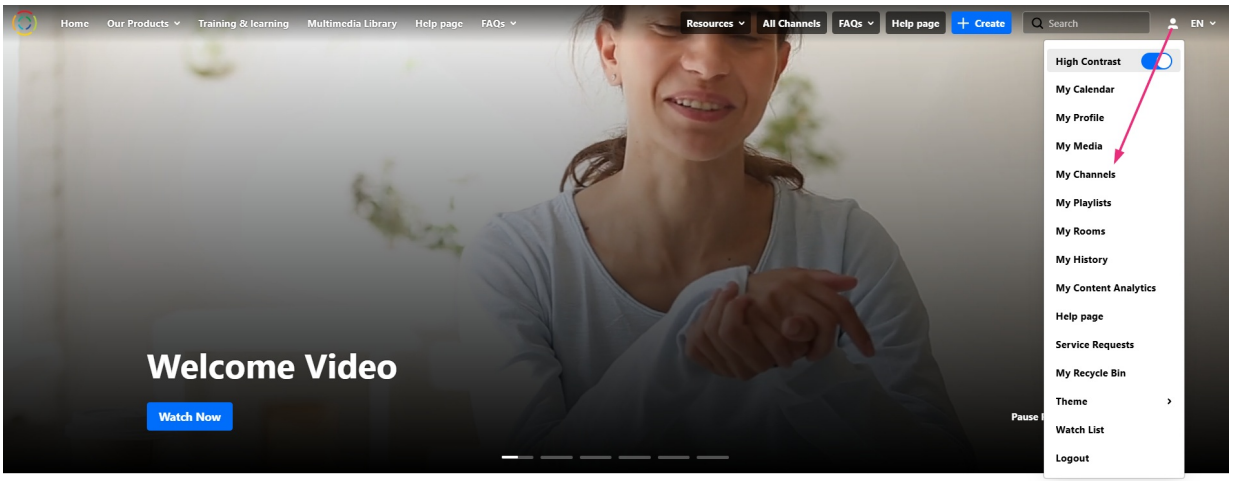
- Channelthemingui module
- Theming module with the 'channeledit' feature set to 'Yes'

Who can use this

- Channel owners
- Channel managers

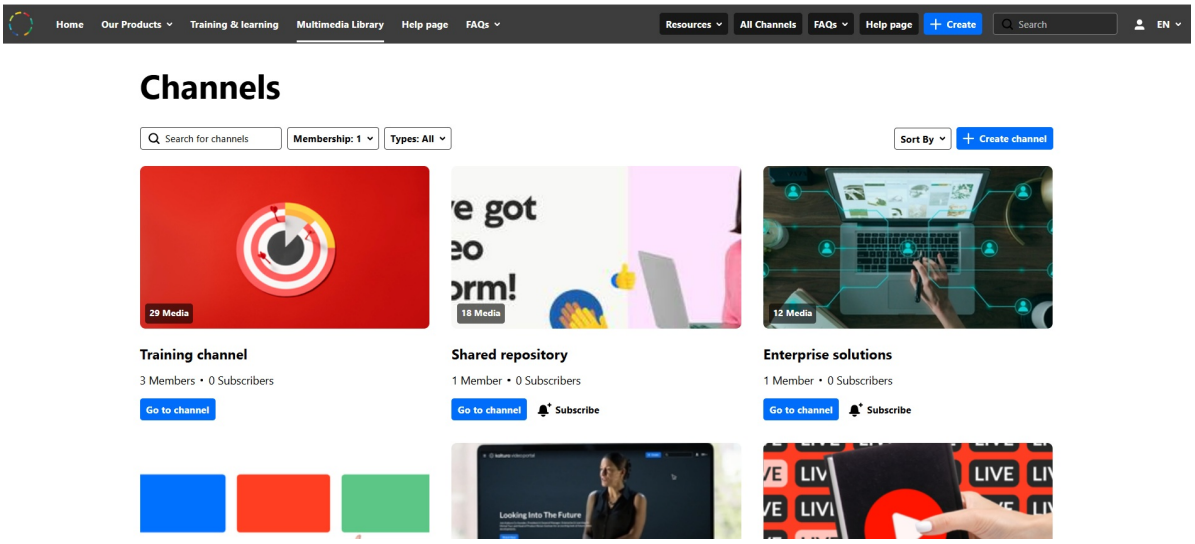
Access the Details tab

1. From the user menu, select **My Channels**.

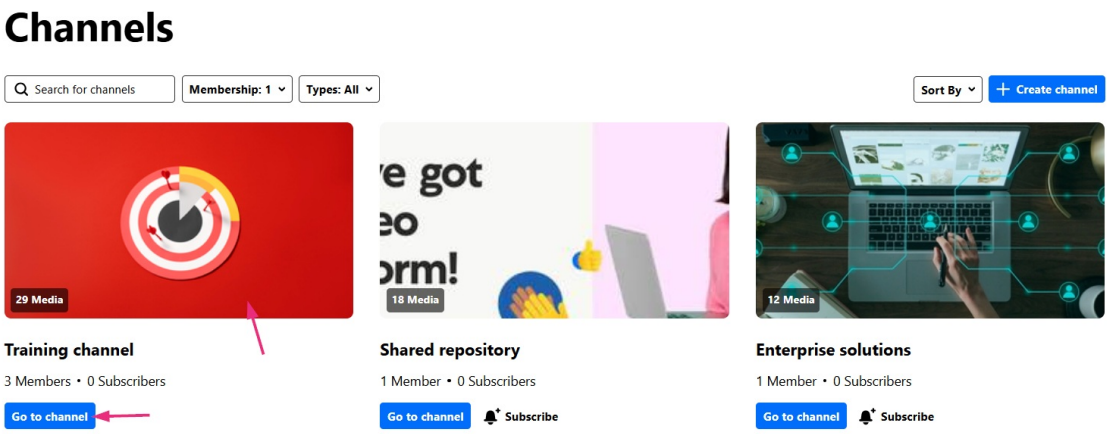


The **Channels** page displays.

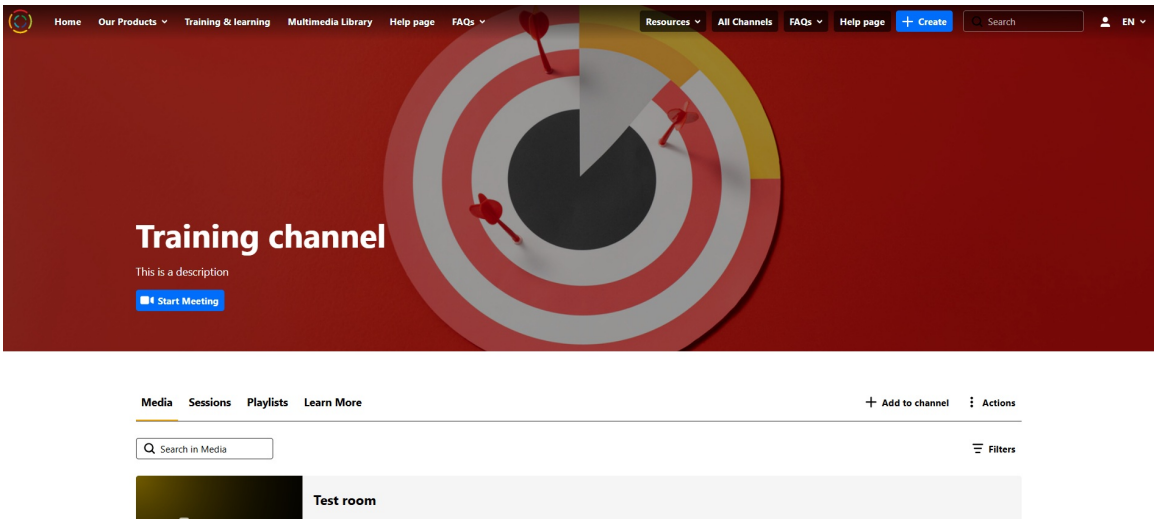
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2. Find the channel you want to edit and click **Go to channel** or the thumbnail.

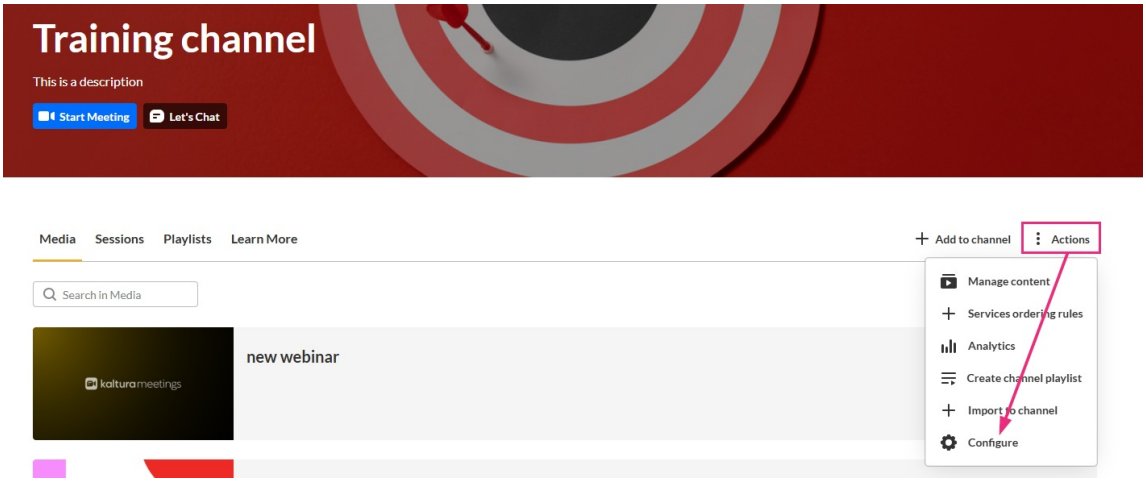


The channel page opens.

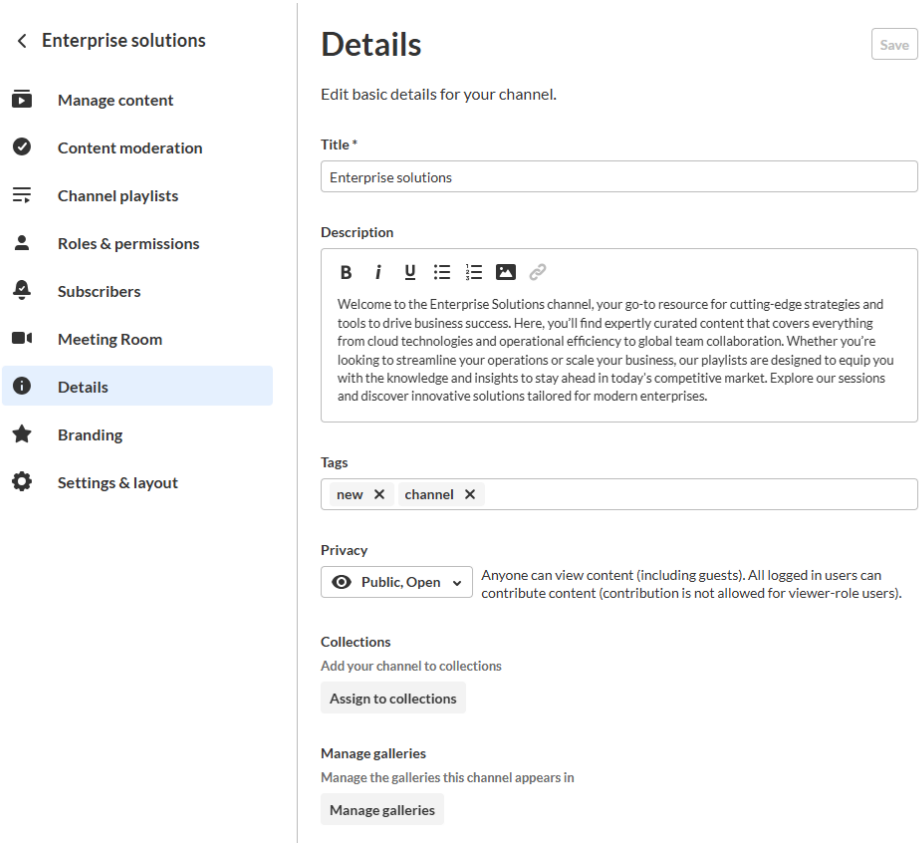


3. At the far right, click the **Actions** menu and select **Configure**.

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The **Details** tab opens by default with a left-hand navigation.



4. Make your changes, then click **Save** at the top right of the page.

Edit channel details

Update basic channel information

You can add or update the following:

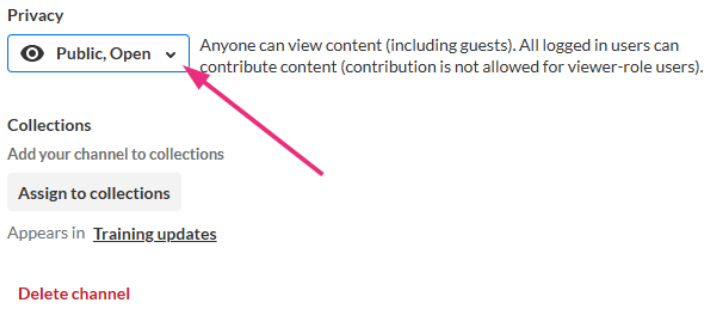
- **Title** – the channel name shown at the top of the channel page and in channel lists

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- **Description** – add or update the channel description using the rich-text editor
- **Tags** – add tags to help users find the channel through search

Set channel privacy

Use the **Privacy** settings to control who can access the channel and contribute content.



Click the **Privacy** drop-down menu and choose from the available options (the options depend on your site configuration):

- **Open** - all logged-in users can view and contribute content, but contribution is not allowed for viewer-role users
- **Restricted** - all logged-in users can view content, but only channel members can contribute
- **Private** - only channel members can view and contribute content
- **Shared Repository** - only channel members can view and contribute content; content can be published to other locations, according to publishing entitlements.
- **Public, Restricted** - anyone can view content (including guests). Only channel members can contribute content according to their publishing entitlements.
- **Public, Open** - anyone can view content (including anonymous not logged-in users) and all logged in users can contribute content.

Add a channel to a collection

You can add a channel to one or more collections and remove existing collection associations.

For detailed instructions, see Add a channel to a collection.

Add a channel to galleries

You can add a channel to one or more galleries or sub-galleries and remove existing gallery associations.

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For detailed instructions, see Add or remove channels from galleries in Content Hubs.

Delete a channel

Click **Delete channel** to permanently remove the channel.

Media in the channel isn't deleted and remains in My Media. This action can't be undone.

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