Edit channel details - Theming

Last Modified on 01/01/2026 6:08 pm IST

> 👥 **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, and deleting the channel if it's no longer needed.

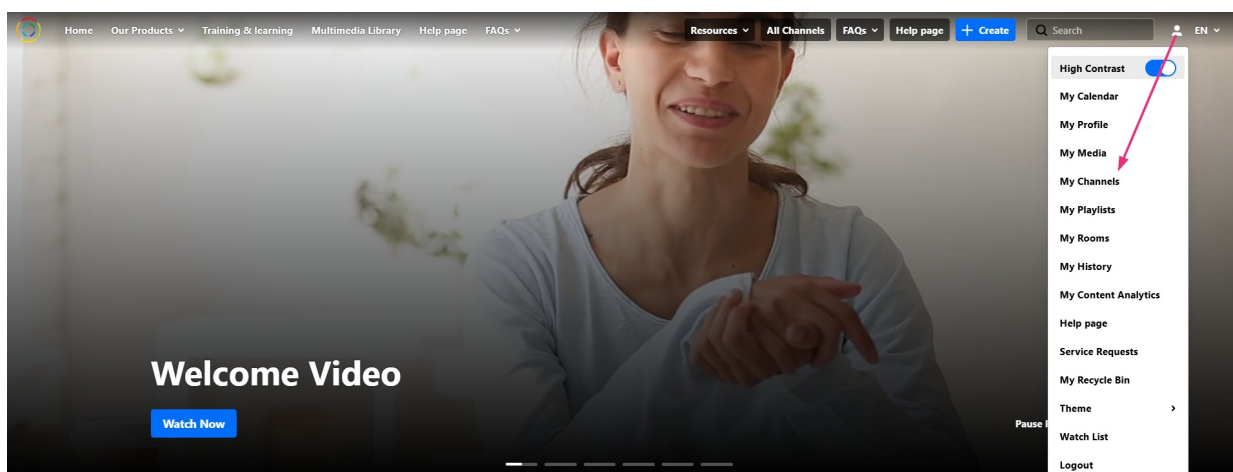The Details tab appears only if it's enabled by your admin.

> ℹ️
>
> The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Edit a channel.

Who can use this

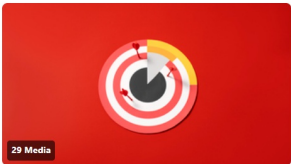- Channel owners
- Channel managers

Access the Details tab
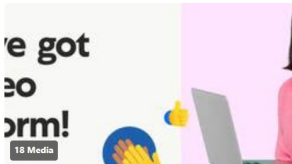
1. From the user menu, select **My Channels**.

The **Channels** page displays.

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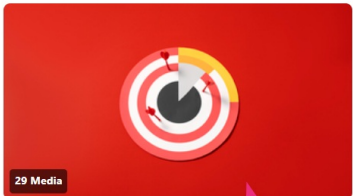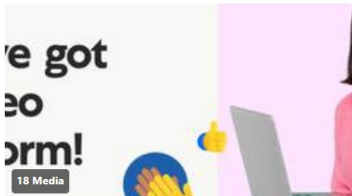
2. Find the channel you want to edit and click **Go to channel** or the thumbnail.

Channels
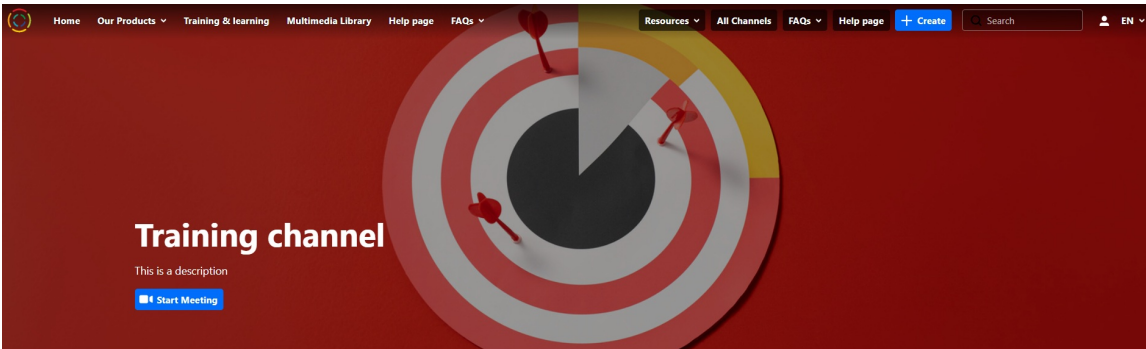
The channel page opens.

3. At the far right, click the **Actions** menu and select **Configure**.
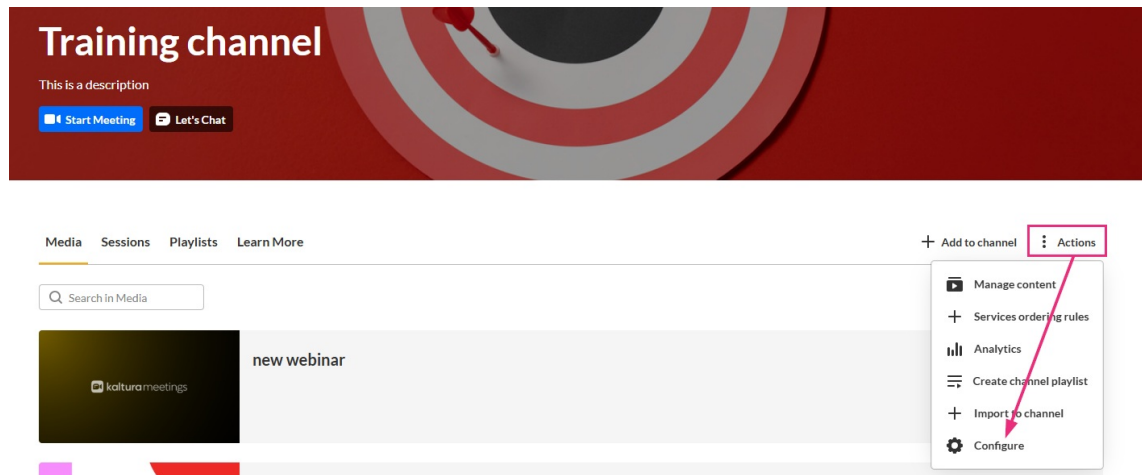
The edit page opens on the **Details** tab by default.
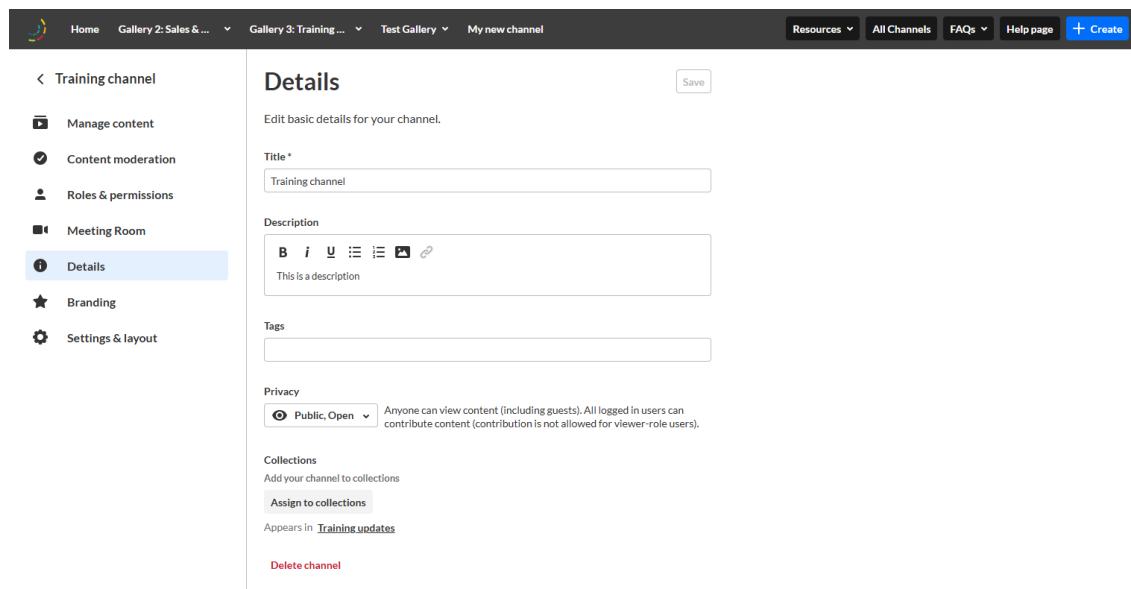
Make your changes, then click **Save** at the top right of the page.

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
- **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.

Assign a channel to collections

In the **Collections** section, you can add the channel to collections or remove it from collections it no longer belongs to.

> ✓ Good to know:
>
> - Admins must configure the channelcollections module before you can use this feature.
> - For more information about channel collections, check out our article Introduction to channel collections.

1. Click **Assign to collections**.

The 'Add to collections' window opens.
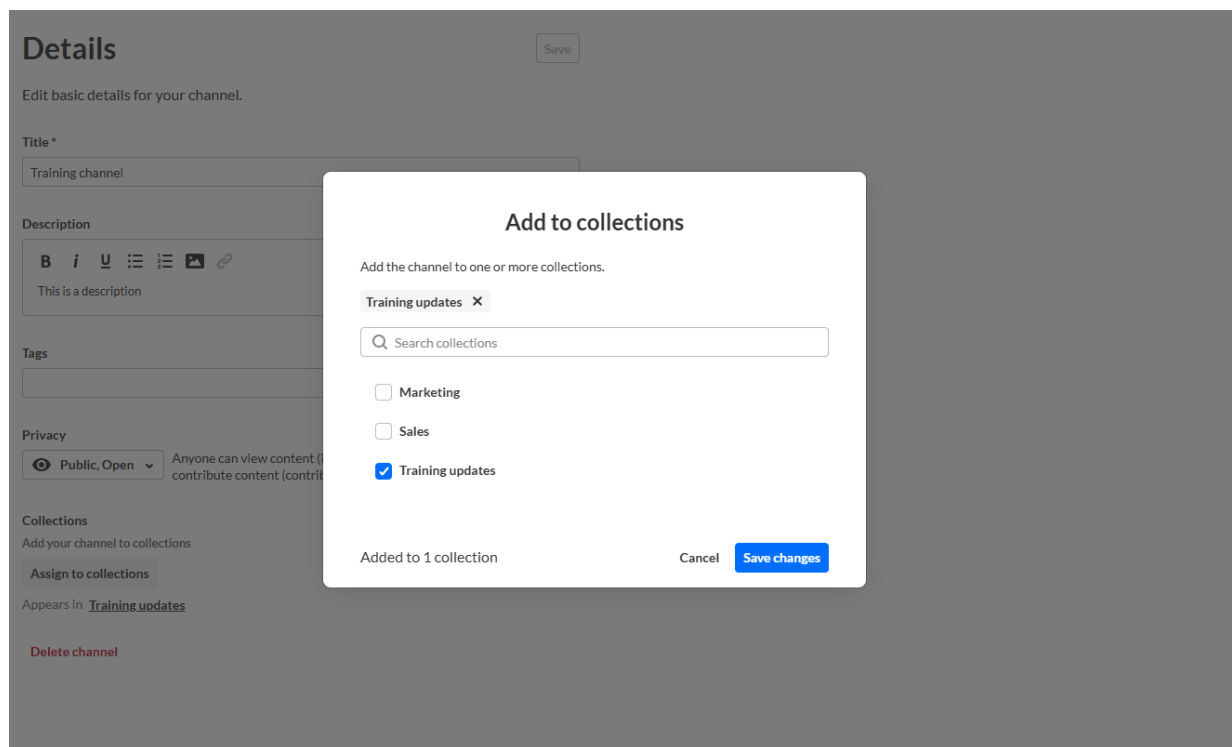
2. In the window, select one or more collections (or clear selections to remove it from collections), then click **Save changes**.

The channel appears on the selected collection pages and is listed under 'Appears in'.

> ✅ Removing a channel from a collection removes it from that collection's page but doesn't delete the channel.

Delete a channel

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

> ✅ **Good to know**
>
> - Media in the channel isn't deleted and remains in My Media.
> - This action can't be undone.