Share a guest link to a live session

Content updated: 04/01/2026

This article is designated for moderators and hosts

About

A **guest link** lets you share access to a live session with external participants who don’t have a Kaltura account.

Guests open the link, enter their name and email on a dedicated entry page, and then join the session. Guests aren't added to the site's user list, and their email address is collected for identification purposes only.

Guest links are reusable and can be shared with multiple people. They aren't tied to specific users or groups, so guests don't receive personalized permissions or roles.

You can create up to **three guest links per room**, for example, if you want separate links for different groups or need to disable one link without affecting the others.

If you need to invite specific users and control what they can do (for example, assign roles such as viewer, moderator, or speaker), use our Invite users option (available only in Content Hubs).

- This feature requires the Invitetomedia module to be enabled.
- Only permitted users can create guest links.

Enable and share a guest link

You can create and share a guest link from the **Participants** tab during a live session. You can also manage guest access from the room's media page.

From the Participants tab

1. In the live session, open the **Participants** tab.

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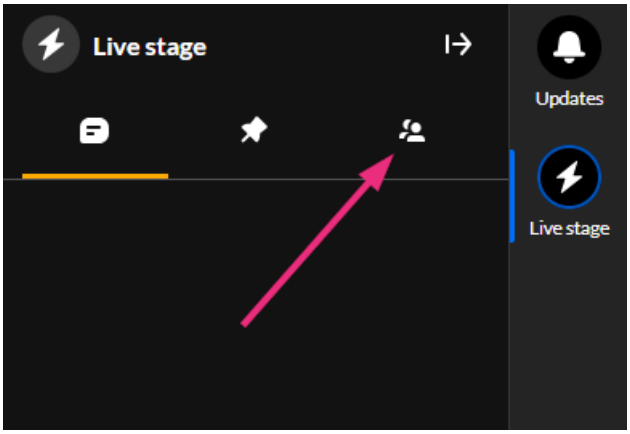
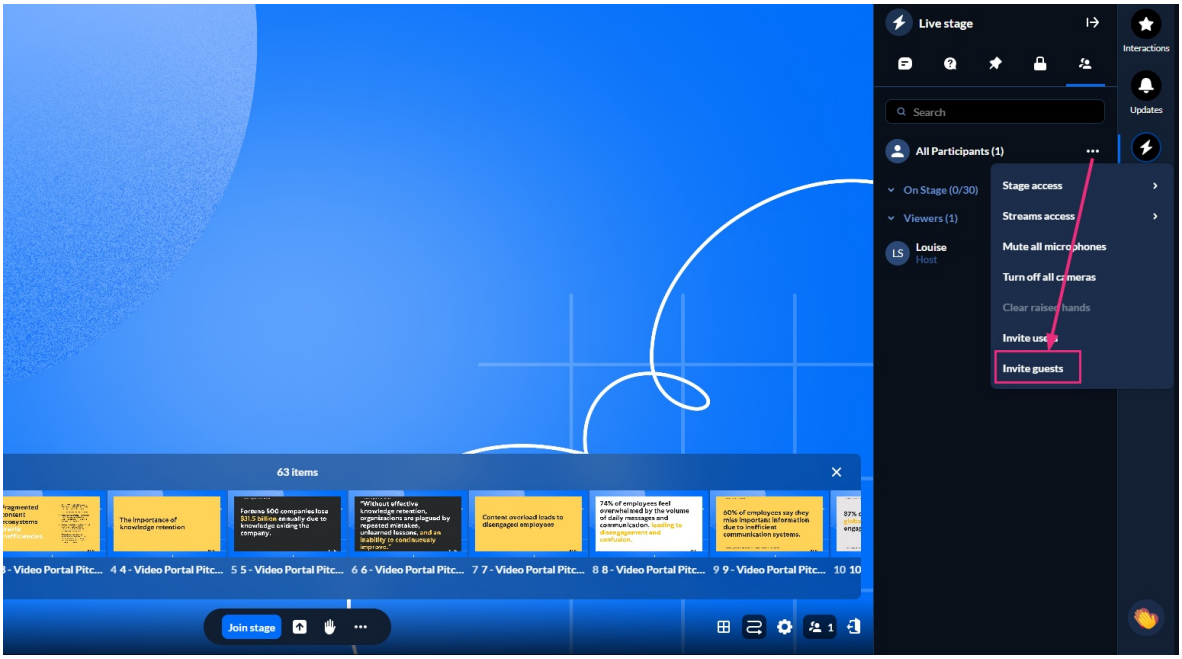
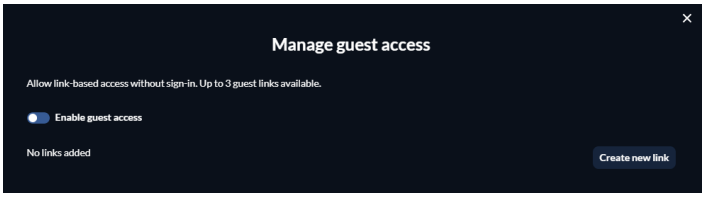


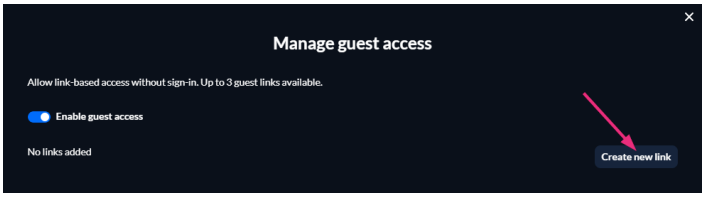
2. Click the **three dots** next to **All Participants** and select **Invite guests**.



The **Manage guest access** window opens.



3. Turn on **Enable guest access**, then click **Create new link**.



The **Create new link** window opens.

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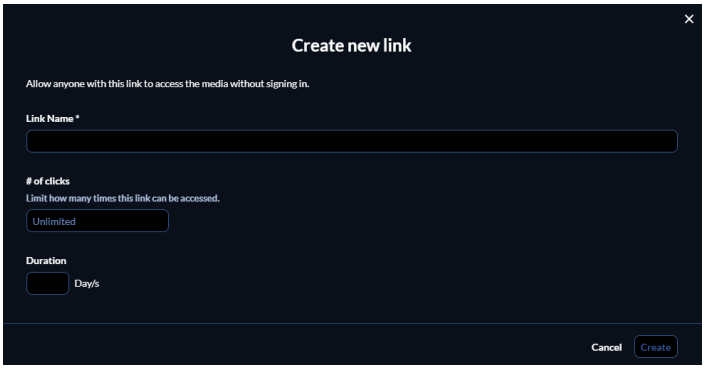
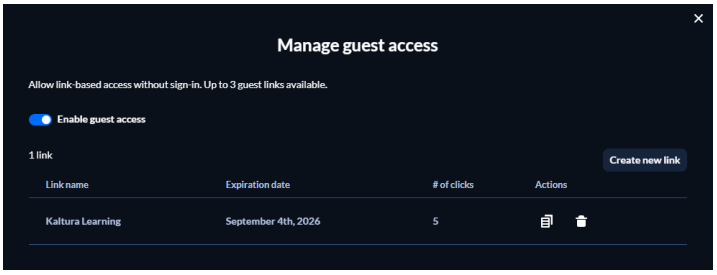


4. Complete the following:

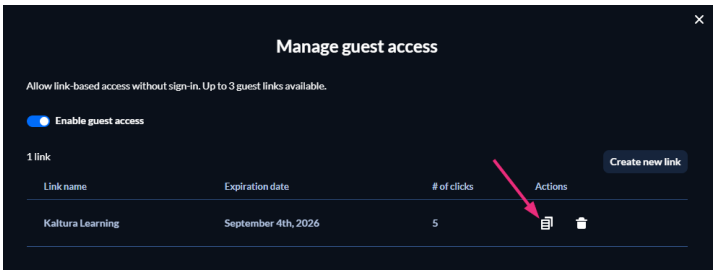
- **Link name** – Enter a name to help you identify the link later, for example, “Guest speakers.”
- **# of clicks** – Optional. Set how many times the link can be used before it becomes inactive.
- **Duration** – Optional. Set how long the link remains active, in days.

5. Click **Create**.

   The new link is generated and added to the list.



6. Click the **copy icon** to copy the link.



7. Share the link with your guests.

Guest links can't be edited. To change the duration or number of uses, delete the link and create a new one.

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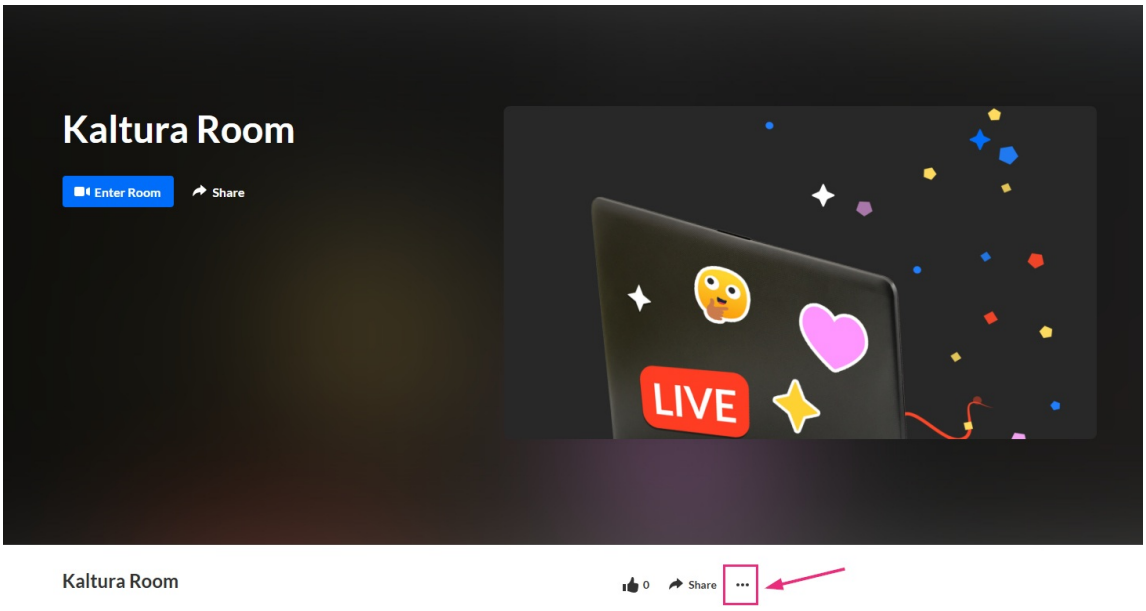
Guest access groups may appear on the entry’s edit page. Do not delete these groups, as this may affect guest access.

From the session's media page

Available only in **Content Hubs** and **LMS Extensions**.

1. Go to the media page of the session you want to share with guests.
2. Click the **three dots** below the screen.



3. Select **Manage guest access** from the menu.

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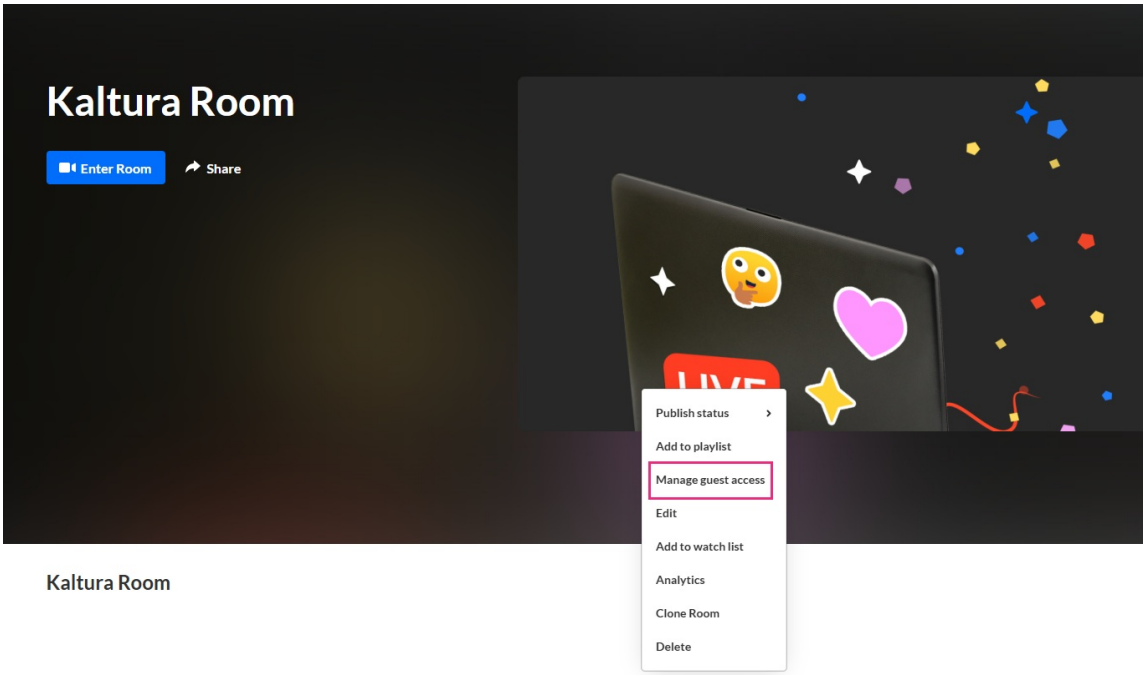
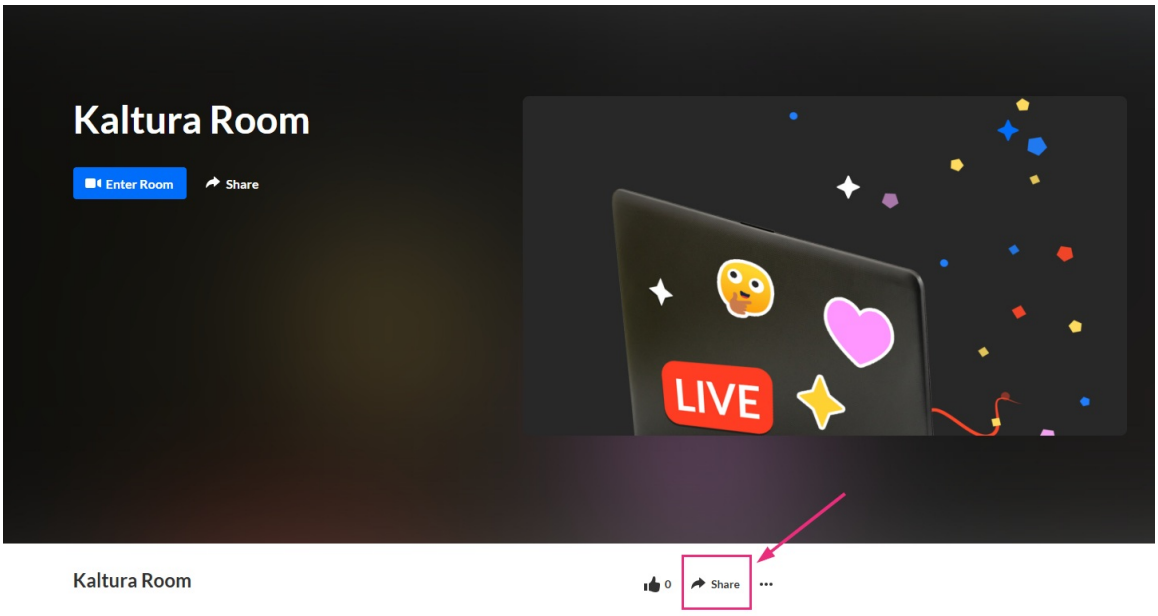


You can also click the **Share** button below the screen.



4. When the 'Share' window opens, select the **guest access icon** at the far right.

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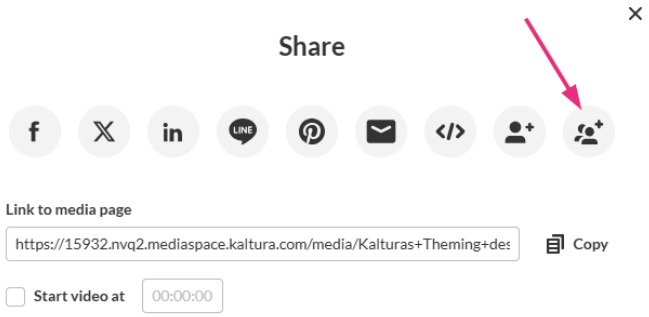
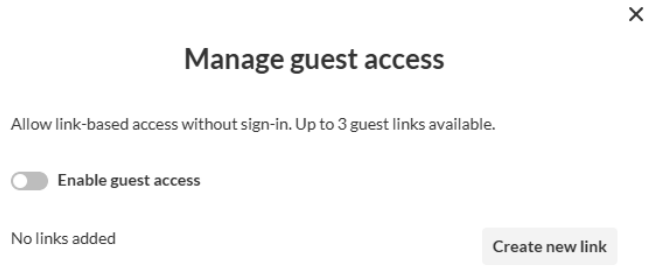
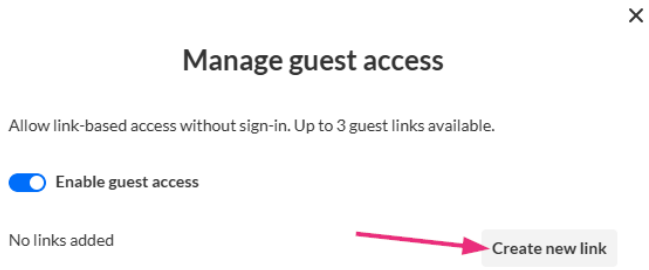


The 'Manage guest access' window opens.



5. Turn on **Enable guest access**, then click **Create new link**.



The 'Create new link' window opens.

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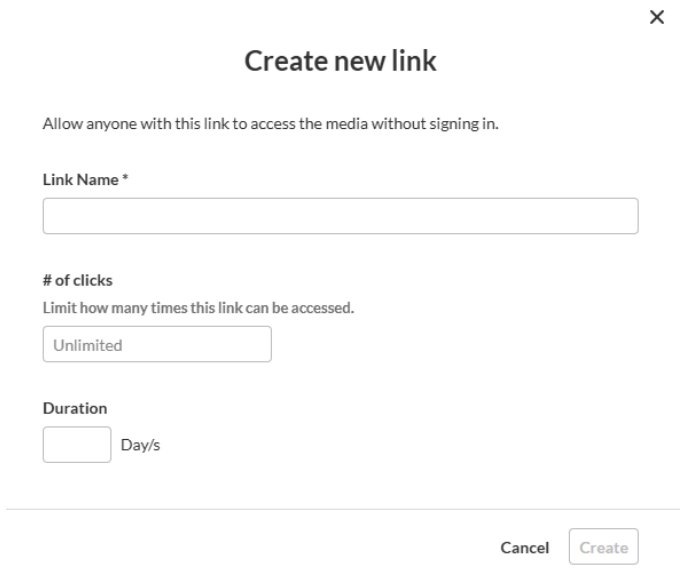
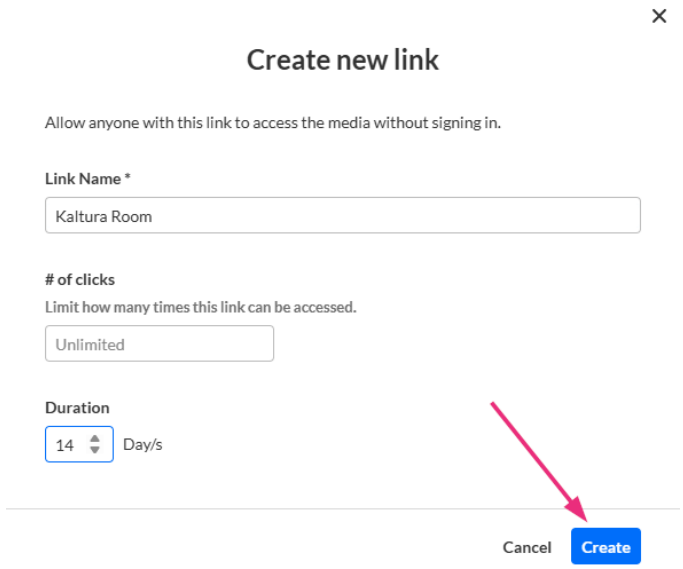


6. Enter a **name** for the link. This helps you identify it later (for example, “Guest speakers”).
7. (Optional) Enter the **number of clicks**. This sets how many times the link can be used before it becomes inactive.
8. (Optional) Enter the **duration** (days). This sets how long the link remains active.
9. Click **Create**.



The new link is generated and added to the list.

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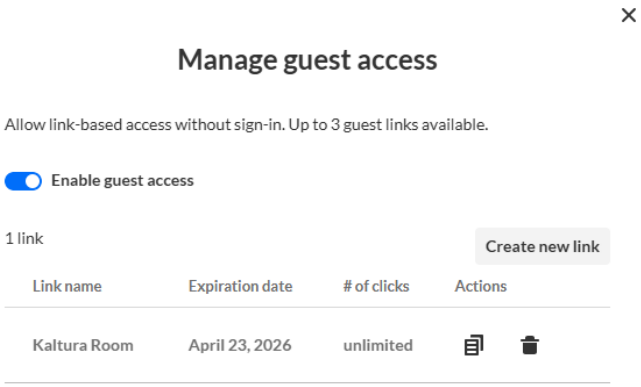
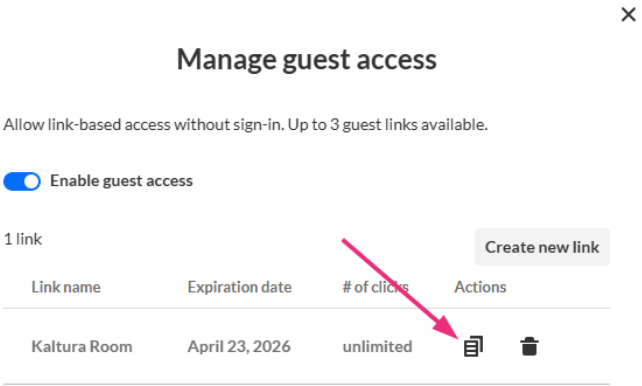


10. Click the **copy icon** to copy the link.



11. Share the link with your guests.

Guest links can't be edited. To change the duration or number of uses, delete the link and create a new one.

Guest access groups may appear on the entry's edit page. Do not delete these groups, as this may affect guest access.

Disable a guest link

In the **Manage guest access** window, turn off **Enable guest access**.

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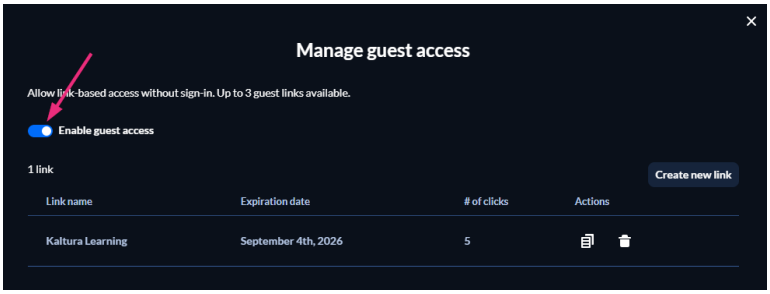
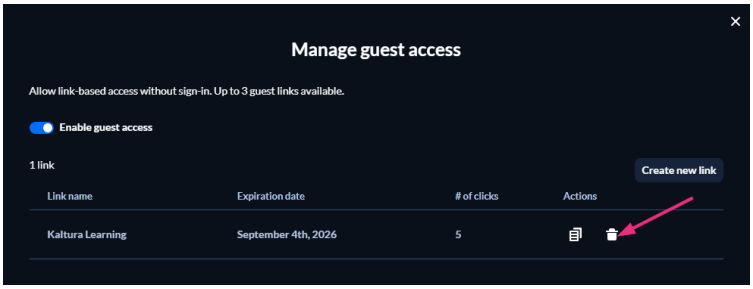


All guest links become inactive. New guests can't join using the links. Guests who already joined remain connected until they leave or refresh the session.

Delete a guest link

1. In the **Manage guest access** window, find the link you want to delete.
2. Click the **trash can icon** next to the link.



3. Confirm the action.

   The link is deleted immediately and can no longer be used. Guests who already joined using the link remain connected until they leave or refresh the session.

Deleted links can’t be restored. To create a new link, click **Create new link**.

Guest experience

When someone opens a guest link, they’re directed to a dedicated page where they are required to enter a name and email.

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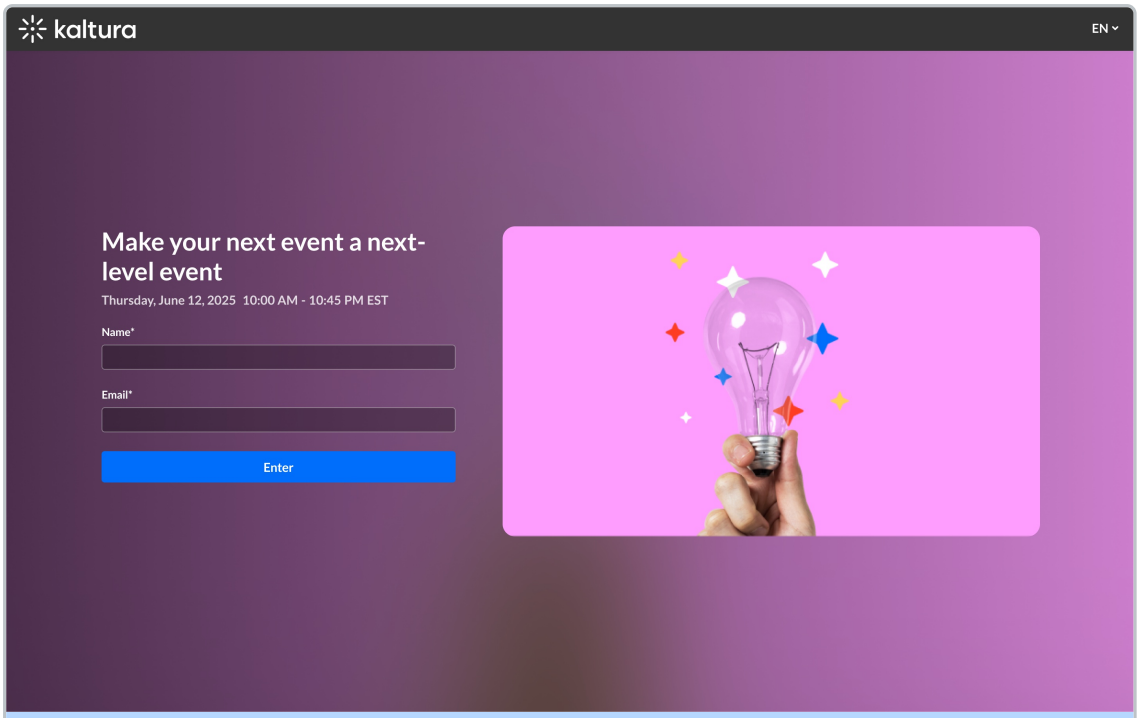

Enter a name and email

After submitting, they're taken to the session. They may need to wait to be admitted by the session moderator.

Access behavior

- Once in the session, guests can view the media and use limited interaction features, depending on the media type.
- Most elements on the page aren't interactive, and guests can't navigate to other pages in the site or access advanced roles or features.

To allow guests to post messages in the room chat, enable the UnconfirmedChat module.

If guests can't join a session

A guest may not be able to access the session if:

- the owner turned off guest access
- the link is no longer valid (for example, if it expired)
- the room is no longer available

In these cases, guests see a dedicated message page when they open the link:

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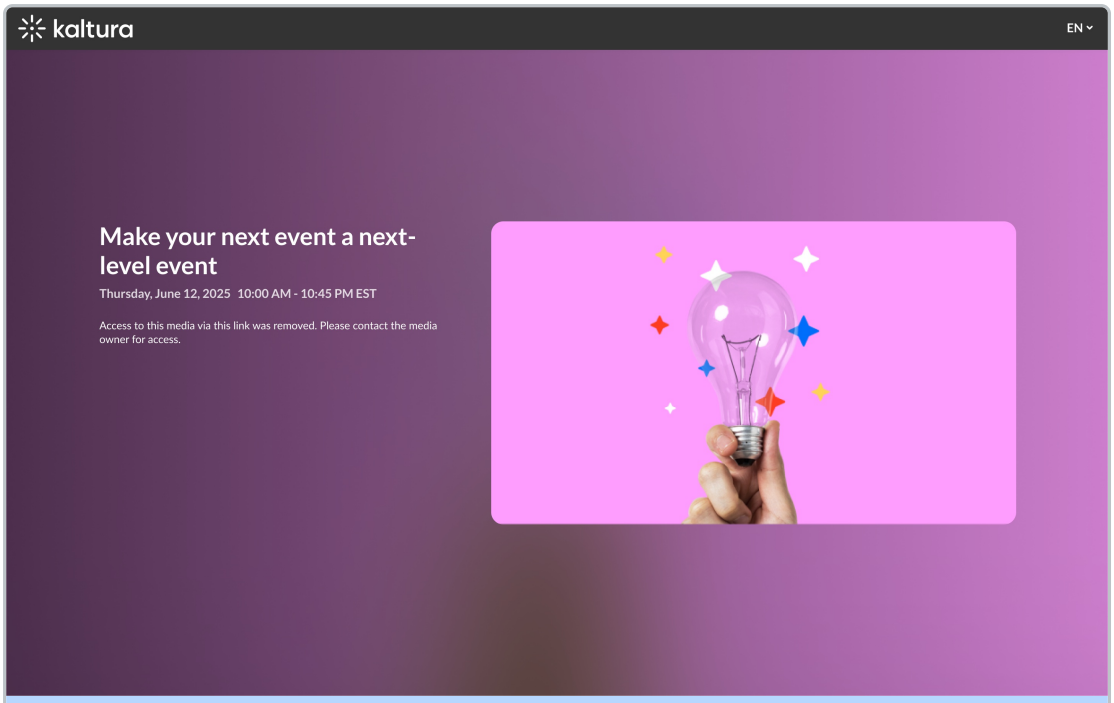

Access denied page

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