

Share a guest link to specific media in Brightspace

Last Modified on 05/12/2026 5:08 pm IDT

 This article is designated for all users.

About

A guest link lets media owners provide access to a specific media item (such as a video, live session, or room) to external users or 'guests'.

Guests don't need a Kaltura account. They enter their name and email on a dedicated entry page and can then access only that media. Guests aren't added as platform users. Email is collected for identification only.

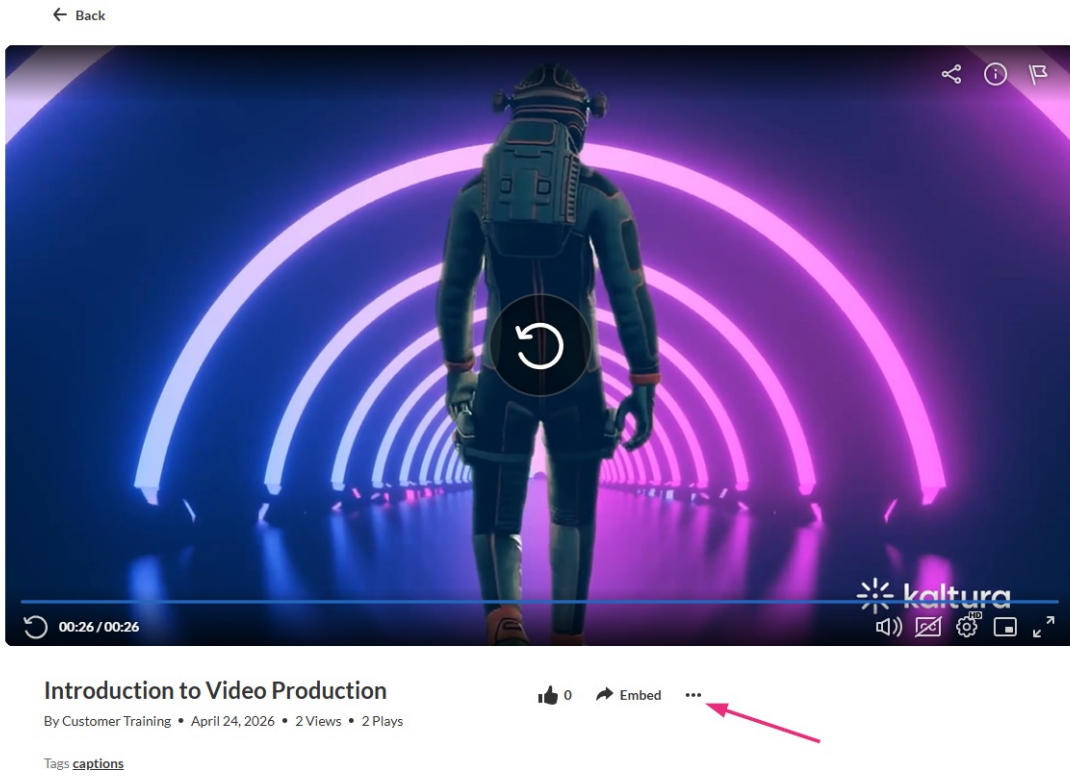
Guest access is designed for quick entry, not identity verification, while keeping access limited to a single media item.



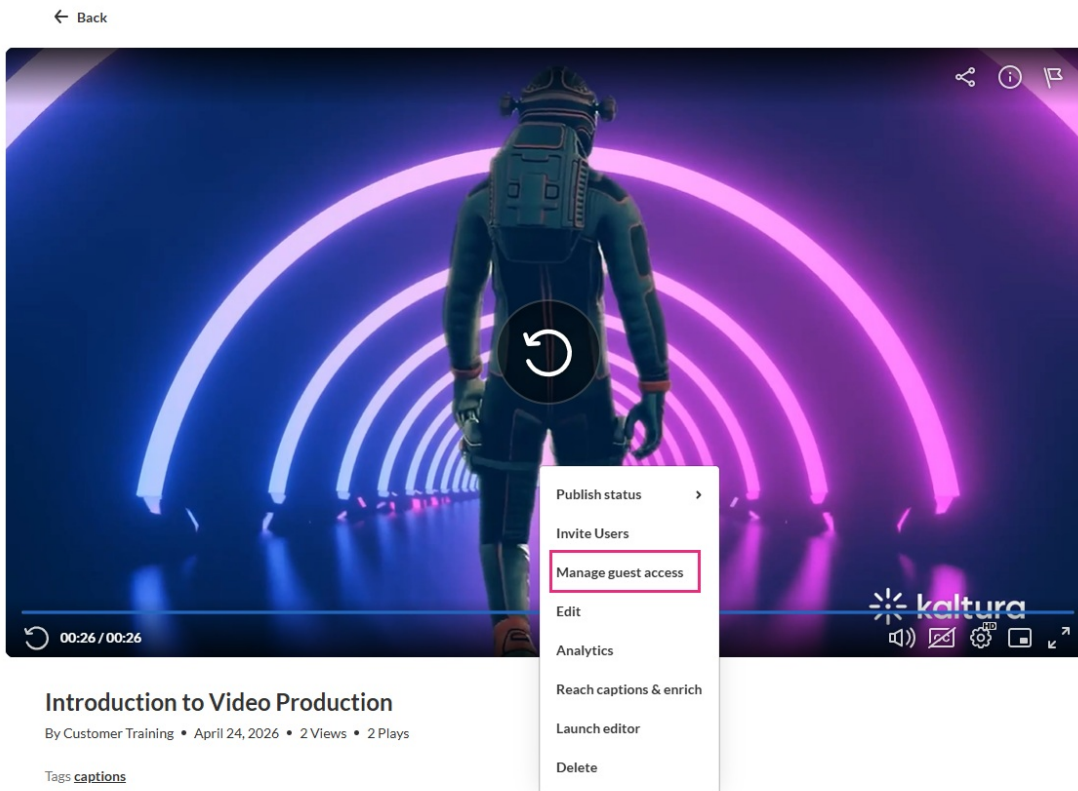
- This feature requires the following to be enabled:
 - [Invitetomedia module](#)
 - [Theming module](#) with the 'mediapage' feature set to 'Yes'
- Only permitted users can create guest links.
- Guest access is not supported for channel rooms.

Enable and share a guest link

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



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



The 'Manage guest access' window opens.

✕

Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

No links added

Create new link

4. Toggle on **Enable guest access**, then click **Create new link**.

✕

Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

No links added

Create new link

The 'Create new link' window opens.

✕

Create new link

Allow anyone with this link to access the media without signing in.

Link Name *

of clicks

Limit how many times this link can be accessed.

Duration

 Day/s

Cancel

Create

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

✕

Create new link

Allow anyone with this link to access the media without signing in.

Link Name *

of clicks

Limit how many times this link can be accessed.

Duration

 Day/s

Cancel

Create

The new link is generated and added to the list. You can create up to **three guest links** per media item.

✕



Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

1 link

Create new link

Link name	Expiration date	# of clicks	Actions
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	 

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

✕



Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

1 link

Create new link

Link name	Expiration date	# of clicks	Actions
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	 

10. Share the link with your guests.



The same link is used for all guests and can't be personalized.



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

1. In the **three-dot menu**, select 'Manage guest access'.
2. The 'Manage guest access' window opens.

×

Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

2 links Create new link

Link name	Expiration date	# of clicks	Actions
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	

3. Turn off the **Enable guest access** toggle.

×

Manage guest access

Allow link-based access without sign-in. Up to 3 guest links available.

Enable guest access

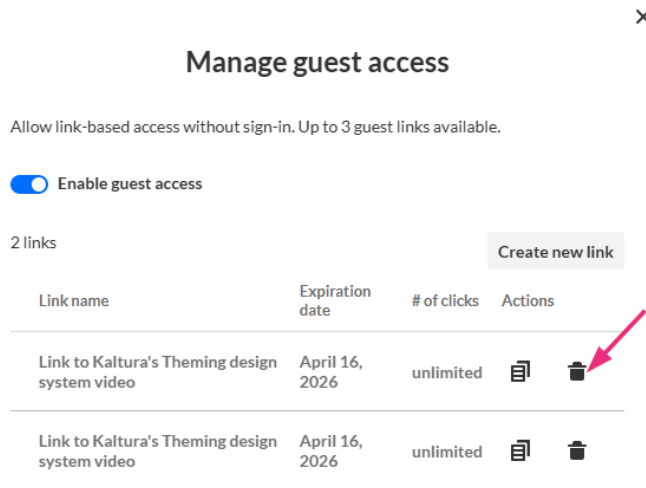
2 links Create new link

Link name	Expiration date	# of clicks	Actions
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	
Link to Kaltura's Theming design system video	April 16, 2026	unlimited	

All guest links become inactive. New participants can't join using the link, and existing guests remain connected until they refresh or leave.

Delete a guest link

1. In the 'Manage guest access' window, locate the link you want to remove.
2. Click the **trash can icon** next to that link.



3. Confirm the action.

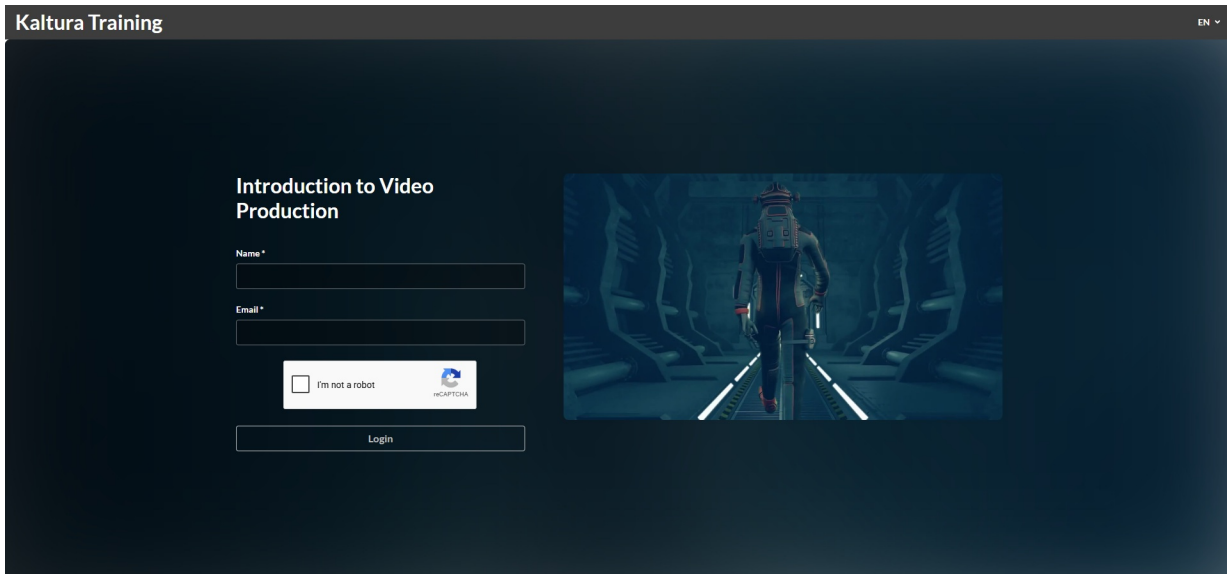
The link is removed immediately and can no longer be used to access the media. Guests who already joined using the link remain connected until they refresh or leave.



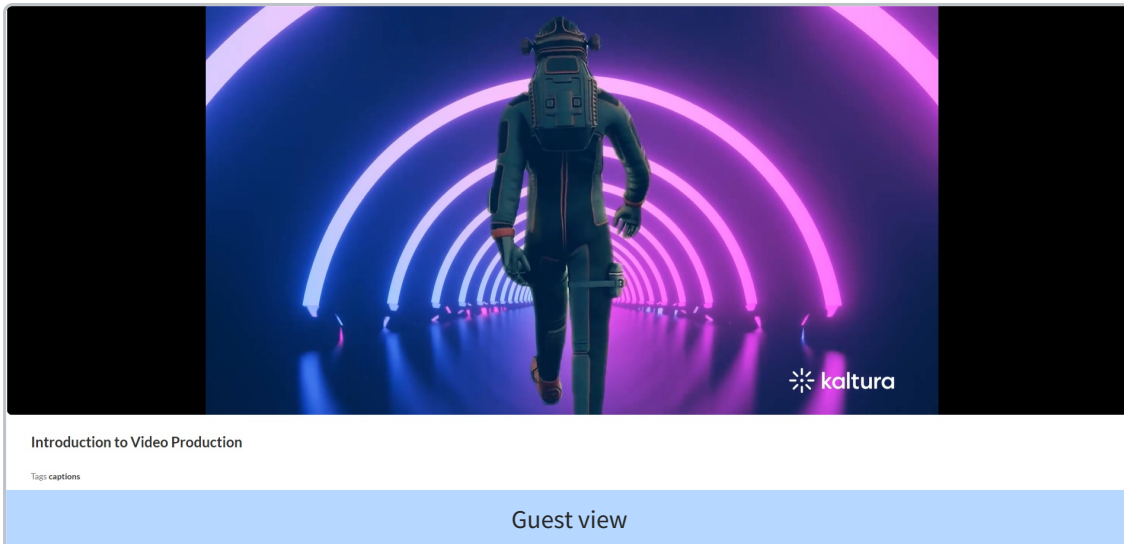
Deleted links can't be restored. To create a new link, use **Create new link**.

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.



After submitting, they're taken directly to the media.



Access behavior

- Once on the media page, guests can view the media and use limited interaction features, depending on the media type.
- Guests can view the shared media but can't navigate elsewhere in the LMS environment.

Why guests can't access the media

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

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

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

