

# Share a guest link to a Kaltura Room session in Brightspace

Last Modified on 05/12/2026 5:31 pm IDT

 This article is designated for moderators and hosts

## About

A **guest link** lets you provide access to a Kaltura Room session to external users.

Guests don't need a Kaltura account. They enter their name and email on a dedicated entry page and can then join the session. Guests don't appear in the user list. Email is collected for identification only.

Guest access is designed for quick entry, not identity verification, while keeping access limited to the session.



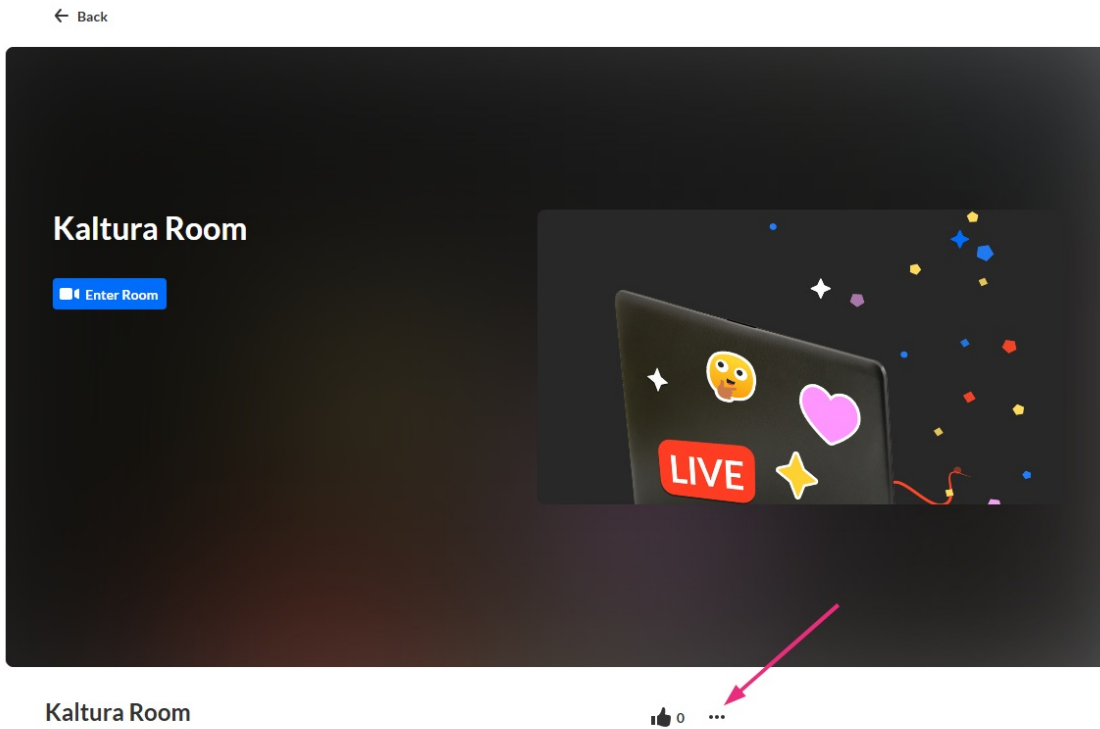
If you need to invite specific users and control what they can do (for example, assign roles such as viewer, moderator, or speaker), use our [Invite users](#) option.



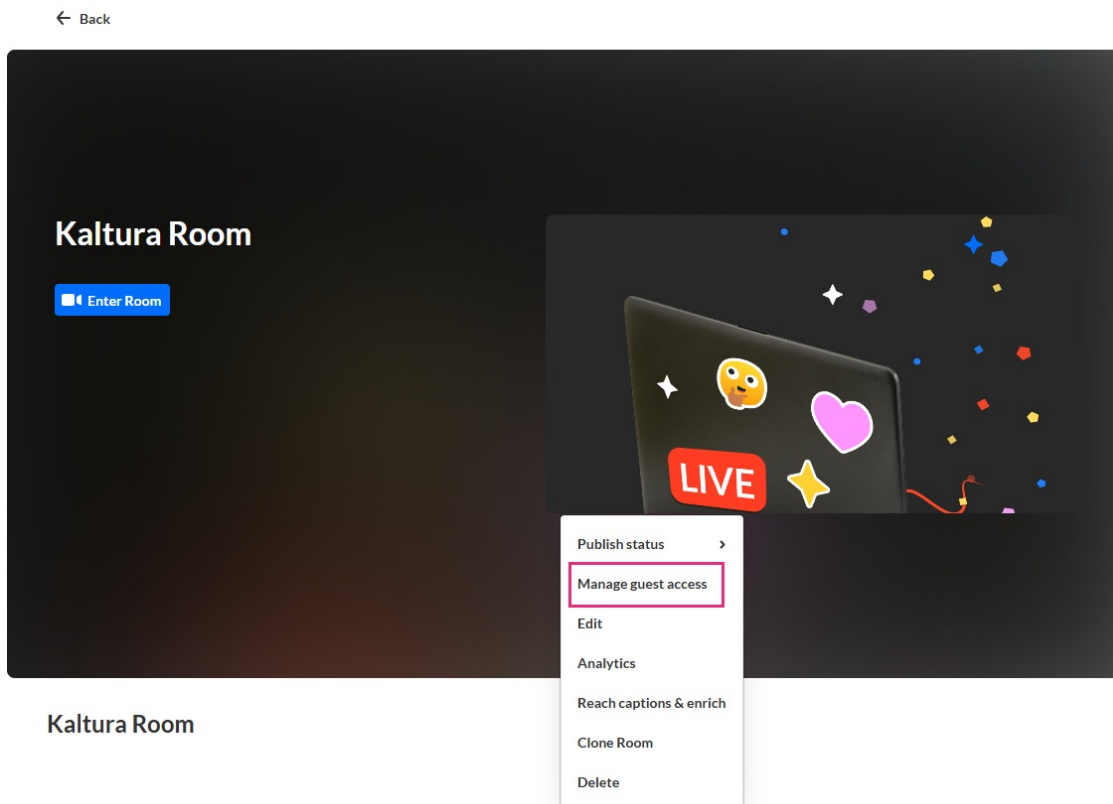
- This feature requires the following to be enabled:
  - [Invitetomedia module](#)
  - [Theming module](#) with the 'mediapage' feature set to 'Yes'
- Only permitted users can create guest links.
- Guest access is not supported for media gallery rooms.

## Enable and share a guest link

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.



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, "Guest speakers").
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

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

✕

### Manage guest access

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

Enable guest access

1 link

Link name	Expiration date	# of clicks	Actions
Kaltura Room	April 23, 2026	unlimited	 

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

✕

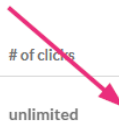
### Manage guest access

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

Enable guest access

1 link

Link name	Expiration date	# of clicks	Actions
Kaltura Room	April 23, 2026	unlimited	 



10. Share the link with your guests.



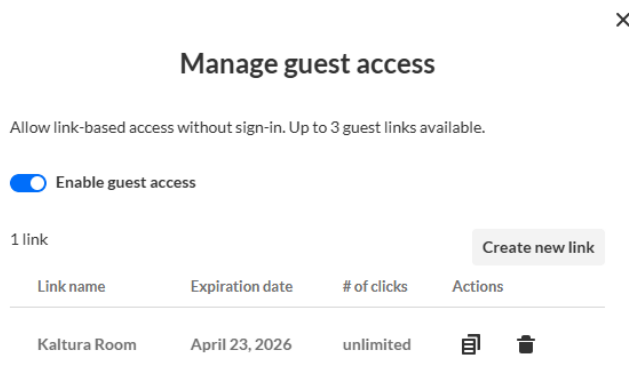
The same link is used for all guests and can't be personalized.



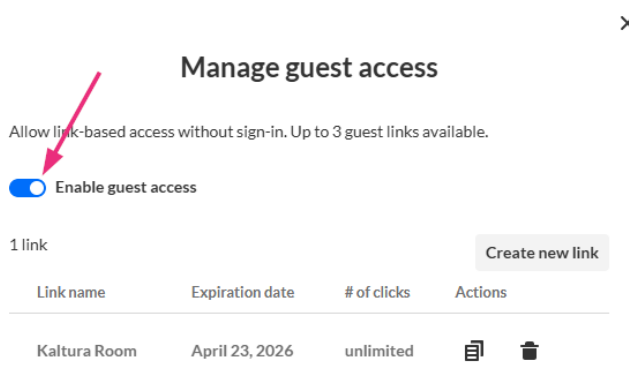
Guest access groups may appear on the entry's edit page. Do not delete these groups, as this may affect guest access.

## Disable a guest link

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



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



All guest links become inactive. New guests 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.

### 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
Kaltura Room	April 23, 2026	unlimited	 

### 3. Confirm the action.

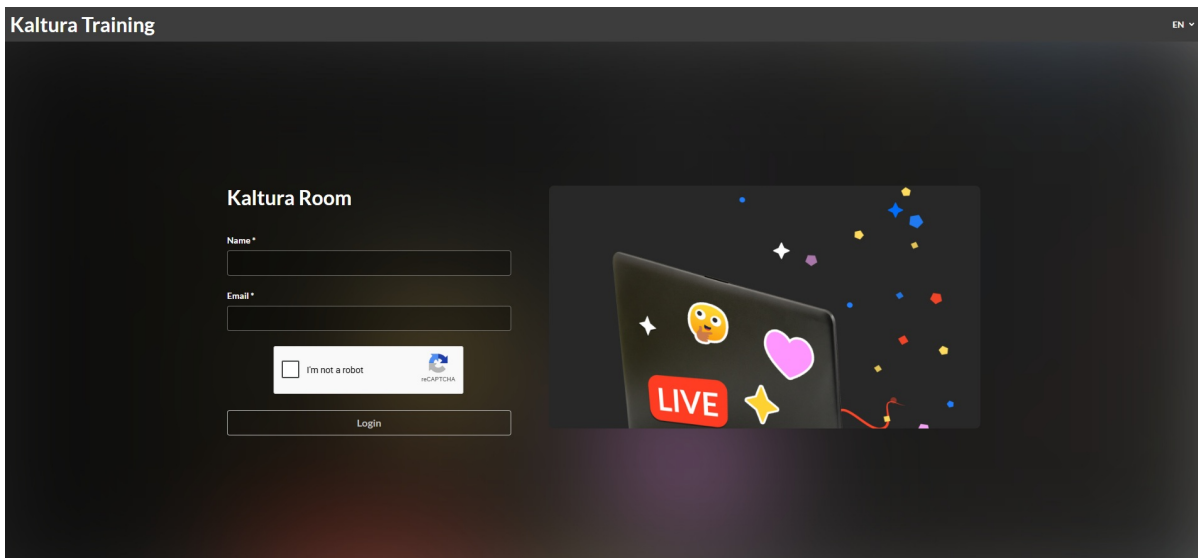
The link is removed immediately and can no longer be used to access the media. Guests who already joined using the link remain connected until they refresh or leave.



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 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.

## 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:

