

Create and send access links during a live session

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 This article is designated for moderators

About

Moderators can create and send access links from the **Participants** tab to give people access during a live session.

There are two ways to provide access:

- **Invitation link** – Use this to invite a specific person. The invitation is tied to their email address, and you can assign them a role, such as viewer, moderator, or speaker.
- **Guest link** – Use this to provide access to multiple guests. The same link can be shared with multiple people and isn't tied to a specific user.

For a detailed comparison, see [Guest links vs. Invite links – what's the difference?](#)

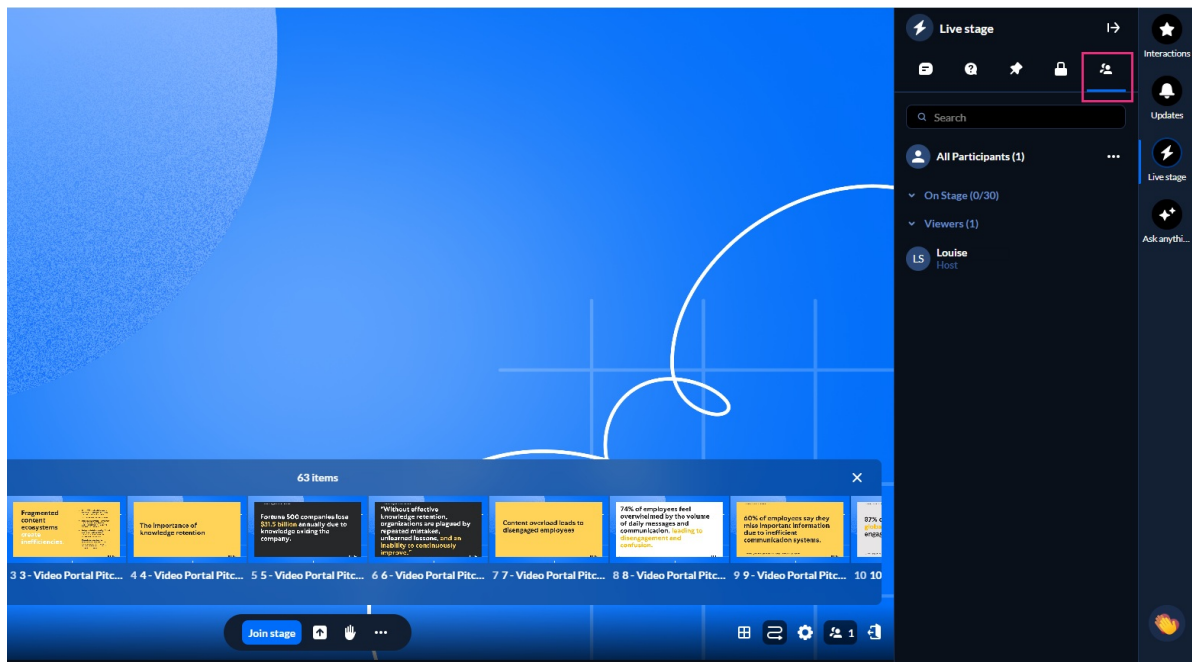


- The **Participants** tab is available for live sessions held in a [Kaltura Room](#).
- For Kaltura Events, the **Participants** tab is automatically included in some custom event templates. If you're using a custom event template and the **Participants** tab isn't visible, contact your Kaltura representative to have it added.

Open the participants list

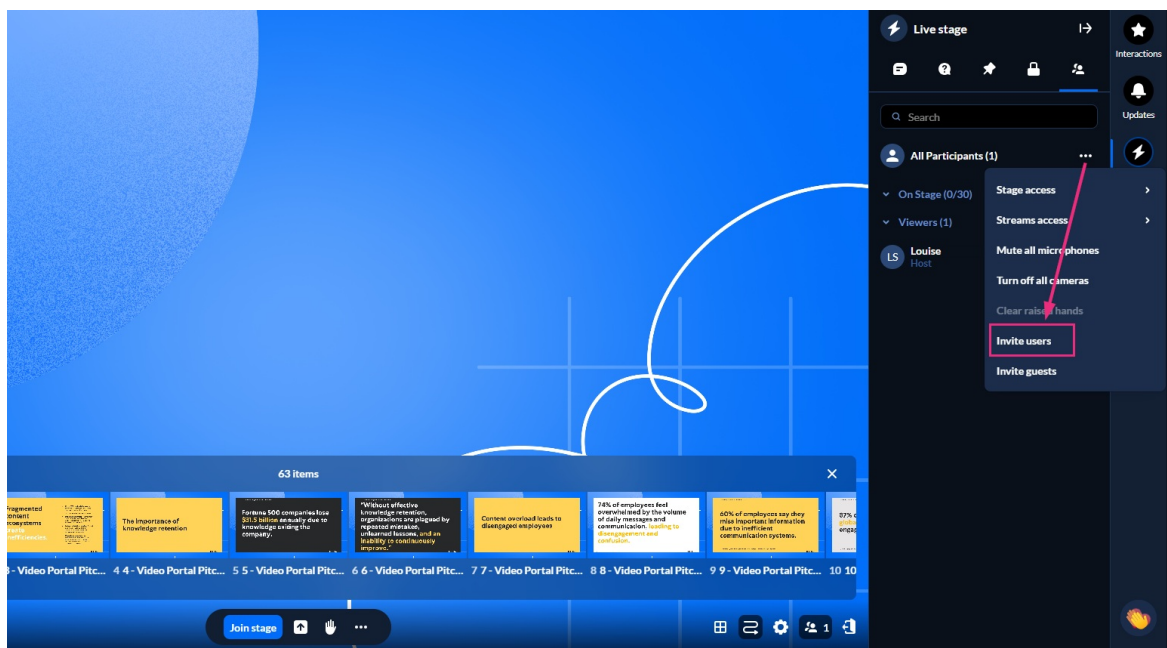
1. On the session page, click **Live stage** in the right navigation.
2. Click the **Participants (people) icon**.

The participants list opens.

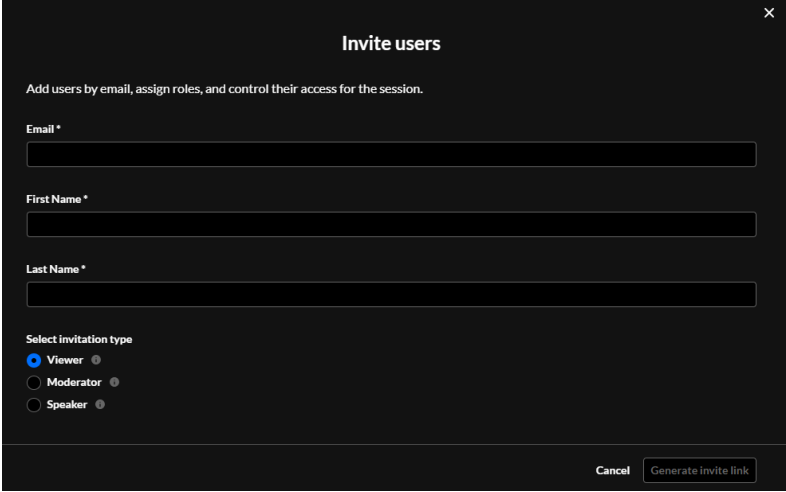


Create an invitation link

1. Click the **three dots** next to **All Participants** and select **Invite users**.



The **Invite users** window opens.



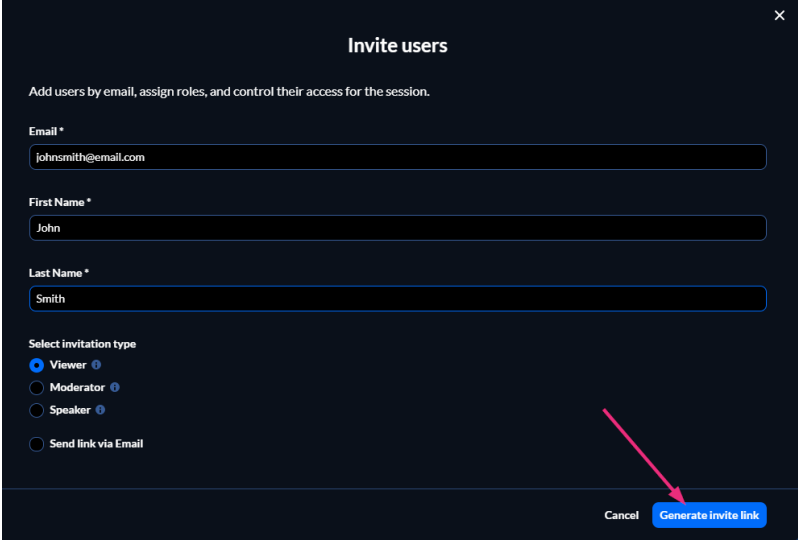
2. In the **Invite users** window, complete the following:

- **Email address** – (Required) Enter the invitee's email. If the email matches an existing user, the user appears in the drop-down menu.
- **First and last name** – (Required) Enter the invitee's name.
- **Select an invitation type** - Choose a role for your invitee:
 - **Viewer** – Can access chat, answer interactions, and participate in Q&A.
 - **Moderator** – Can access backchannel, initiate interactions, and participate in Q&A.
 - **Speaker** – Can access backchannel, interactions, and Q&A.
- **Send link via email** - Select this checkbox to send the invitation link by email.

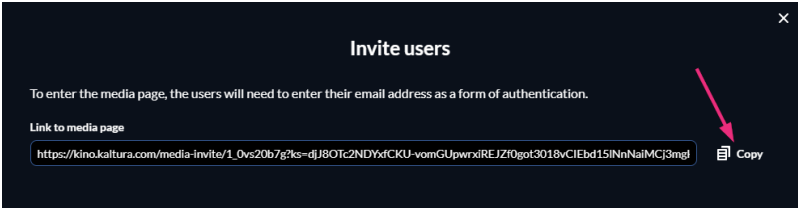


The **Send link via email** option only appears if an [email template](#) has been configured for invitations.

3. Click **Generate invite link** at the bottom right.



4. Copy the generated link from the confirmation window.



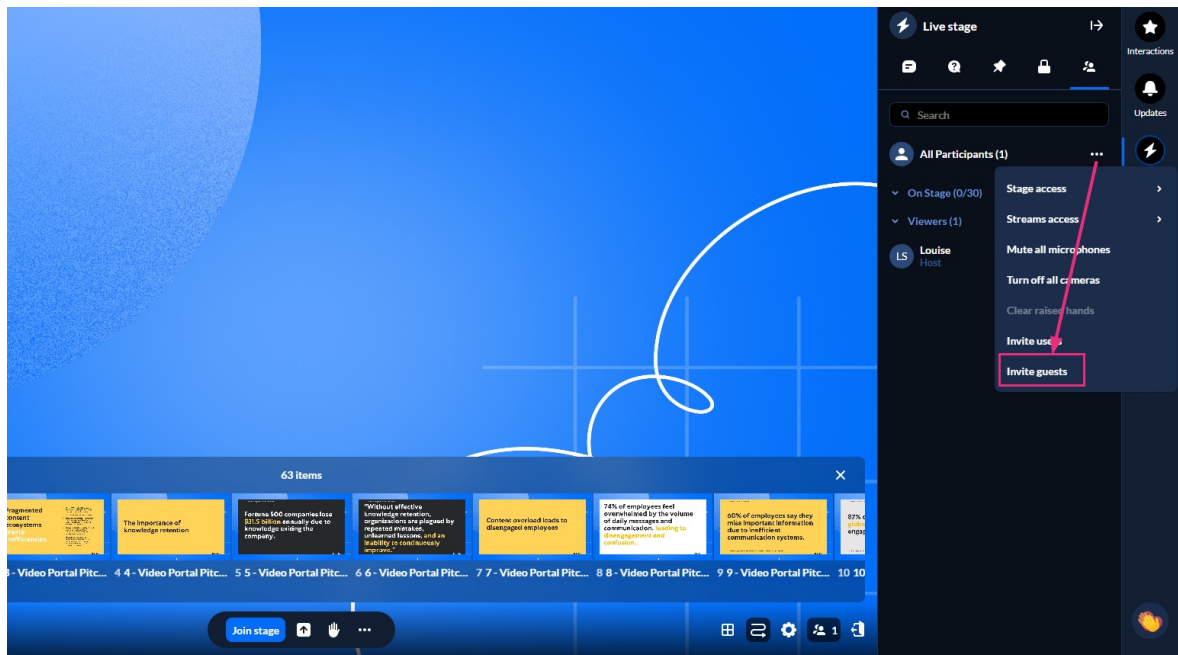
5. Share the link with the invitee using your preferred method.



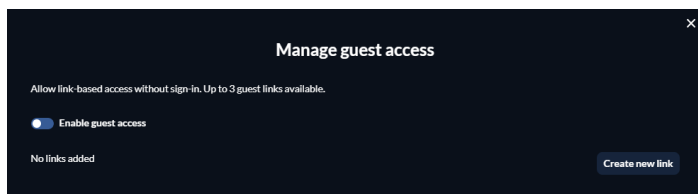
For security, links can't be reused on multiple devices.

Create and manage guest links

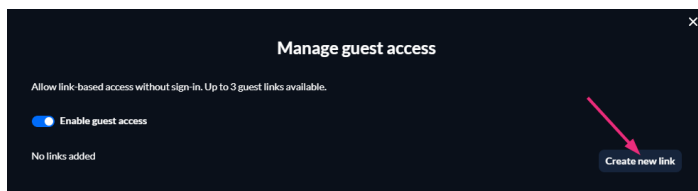
1. Click the **three dots** next to **All Participants** and select **Invite guests**.



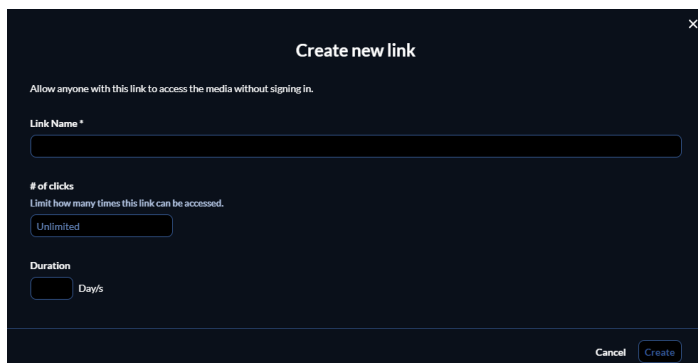
The **Manage guest access** window opens.



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



The **Create new link** window opens.



3. Complete the following:

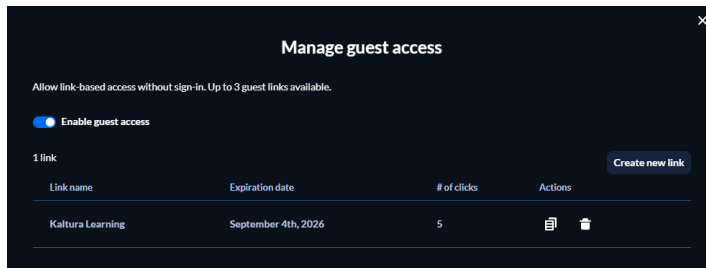
- **Link name** – Enter a name to help you identify the link later, for example, “Guest

speakers.”

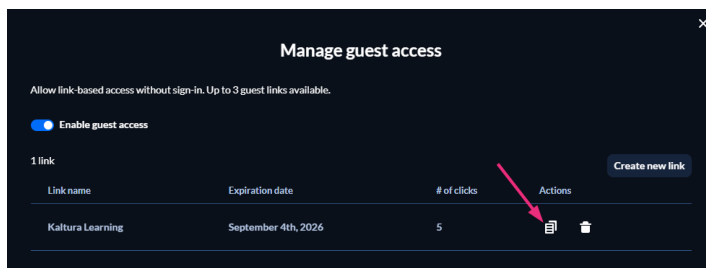
- **# of clicks** – Optional. Set how many times the link can be used before it becomes inactive.
- **Duration** – Optional. Set how long the link remains active, in days.

4. Click **Create**.

The new link is generated and added to the list.



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



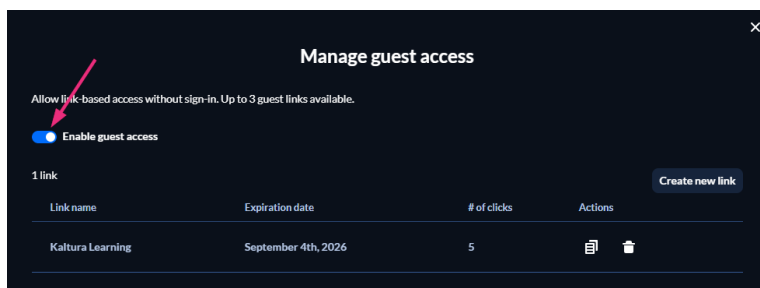
6. Share the link with your guests.



Guest links can be shared with multiple people and aren't personalized for each guest. You can create up to three guest links per room.

Disable guest access

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

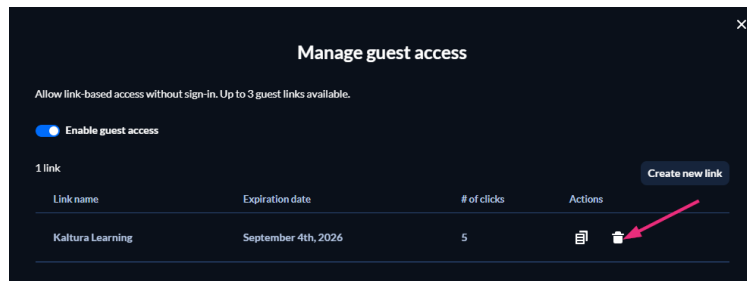


All guest links become inactive. New guests can't join using the links. Guests who

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**.