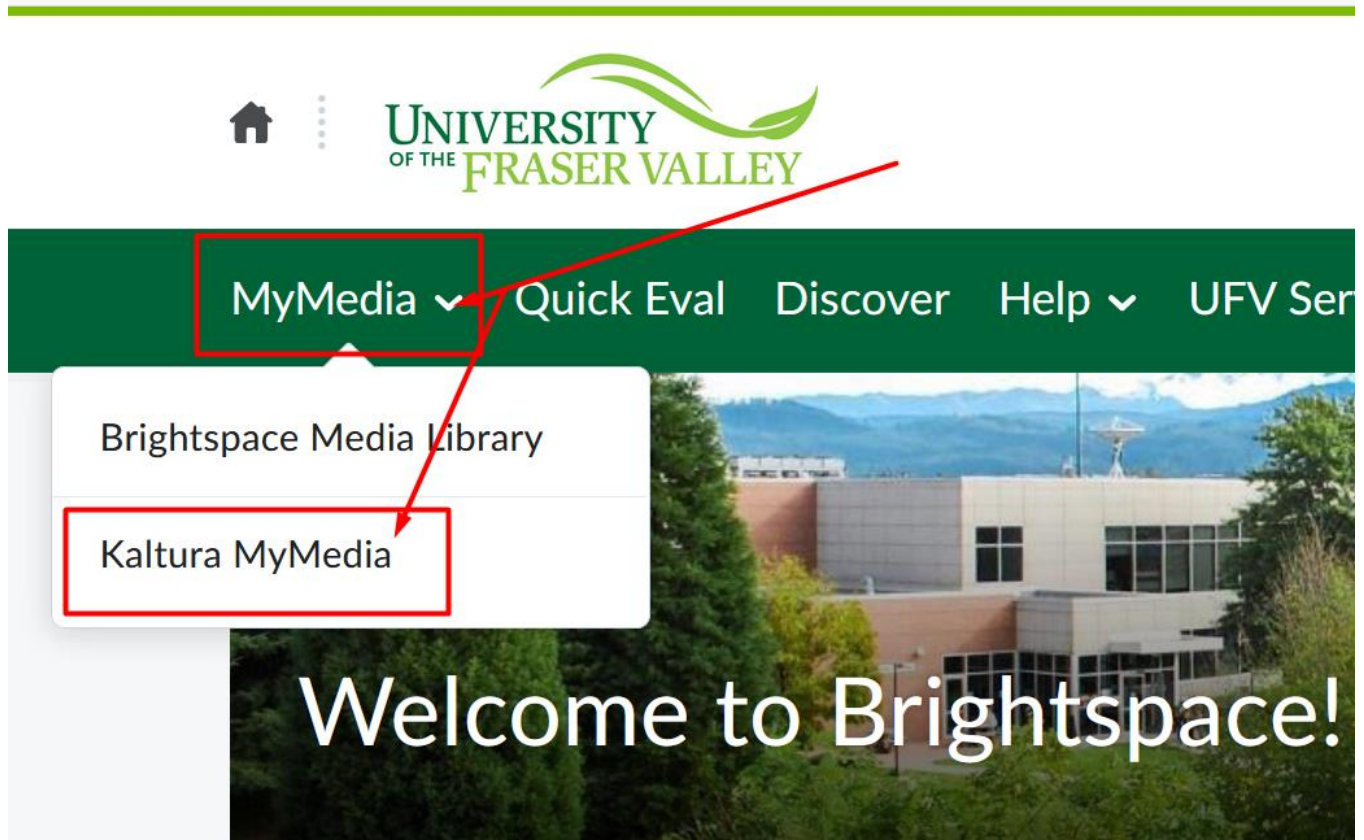


Kaltura MyMedia: How to Add Collaborators

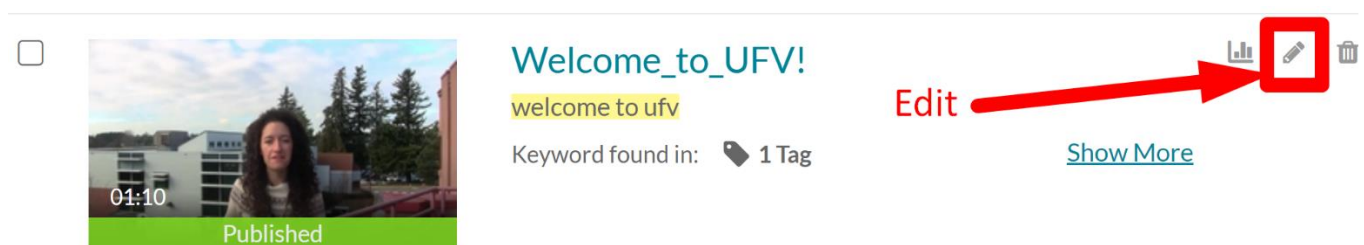
Email: askTLC@ufv.ca

Video: video.ufv.ca

1] **Brightspace Main Homepage** > **MyMedia** > **Kaltura MyMedia**



2] **Edit** icon to the right side of the video/audio



3] Collaboration > Add Collaborator

Details Publish Options **Collaboration** Thumbnails Downloads Captions Attachments

Timeline Replace Media

Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

[Change media owner](#)

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[+ Add Collaborator](#)

4] Type your collaborator's UfV email address

> **Select the collaborator** when it appears under the UfV email address.

Add a Collaborator

tlcone@student.ufv.ca

type

tlcone (TLC One)

select

5] Choose from **Co-Editor and/or Co-Publisher and/or Co-Viewer**, depending on your requirements > **Save**

Add a Collaborator

tlcone (TLC One) x

Check if this is correct

Select permissions:

- ☒ Co-Editor
- ☒ Co-Publisher
- ☒ Co-Viewer

Choose one, two or all, depending on your requirements

Cancel Add

6] **Check** if everything is okay. You can still **add**, **edit** or **delete** collaborators.

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

Check

Add

+ Add Collaborator

Member	User ID	Permission	Edit	Delete
TLC One	tlcone	Co-Editor, Co-Publisher, Co-Viewer		