Kaltura Media Collaboration

Media owners are able to add co-editors and co-publishers to their media.

Co-Editors can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers.

Co-Publishers can publish media to their entitled sites. This option must be enabled by your KAF administrator for this tab to display.

1. Click on the **My Media** link from the Course Navigation column
2. Locate the media you wish to share/collaborate, and click the **Edit** button

![Image showing My Media link and edit button]

3. Click the Collaboration tab and click the **+Add Collaborator** button

![Image showing Collaboration tab and Add Collaborator button]

4. Type the name or the FGCU email address of the collaborator and select the permissions you wish to grant them.

![Image showing Add a Collaborator dialog]

5. Click the **Add** button