

## Create a channel

This article is designated for all users.

### Who can create a channel?

Organizational group managers or anyone authorized by the organization to create channels in MediaSpace can create a channel on the MediaSpace site and manually select the channel's settings and member permissions. See the [Kaltura MediaSpace Channels and Permissions Planning Guide](#) for more information.

### Create a channel

1. Choose **Channel** from the **+Create** menu.

2. Go to step 3 below.

OR

1. Choose **My Channels** from the user menu .

2. On the **My Channels** page, click **+Create Channel**.

3. Under the **Details** tab on the **Create a New Channel** page, enter values for:

- **Name** – Enter the name for the Channels page. The channel name is limited to 60 characters.
- **Description** – Enter a summary of the channel content to display on the My Channels page.
- **Tags** – Enter a descriptive tag(s) to use in searches.

4. Choose the **Privacy** settings for the channel.


- **Open** – All logged-in users can view and contribute content (contribution isn't allowed for viewer-role users).
- **Restricted** – All logged-in users can view content and only channel members can contribute content.
- **Private** – Only channel members can view and contribute content.
- **Shared Repository** – Only channel members can view and contribute content. Content can be published to other channels according to publishing entitlements.
- **Public, Restricted** – Anyone can view the content (including anonymous, not

logged-in users). Only channel members can contribute content according to their entitlements.

- **Public, Open** - Anyone can view the content (including anonymous, not logged-in users) and all logged-in users can contribute content.

5. Choose the **Options** settings for the channel.

- **Moderate content** - Select this option if you want to approve media before it gets published. (Media won't appear in the channel until approved by the channel manager.)

 The Moderation feature is under development for the new Theming UI, and will be available very soon.

- **Enable comments in channels** - If enabled, Comments are displayed when the media item is accessed through a channel. To manage comments that are made via the media page, see [Disable comments and Close Discussion](#).
- **Enable subscription to channel** - Select this option to let users subscribe to your channel and get an email notification for new items.
- **Enable Newrow Live Room** - Select this option to enable [Kaltura Meetings](#).

6. **Categories** - Depending on your entitlements, choose the galleries that this channel will be associated with. For example, these are the gallery options of this MediaSpace site.

7. Click **Save**. A message appears saying your information was saved.

Next up! Learn how to [Edit your Channel](#).

[template("cat-subscribe")]