

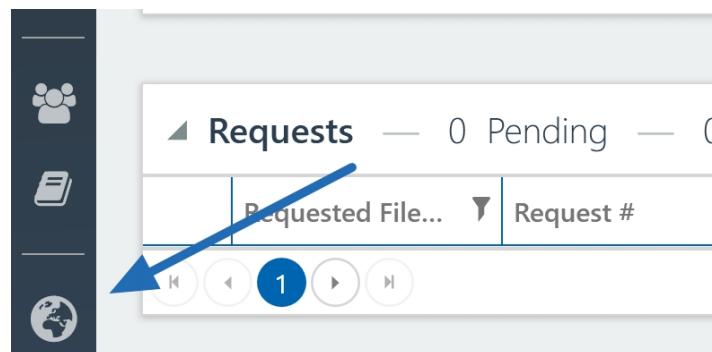
# How to Access Private Channel Content

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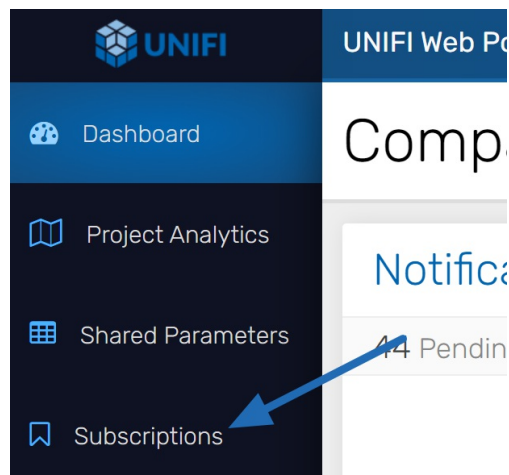
Channels in UNIFI allow you to access libraries from other content providers at no additional cost to you. UNIFI has partnered with BIMStore, along with numerous manufacturers, to provide additional value to your subscription. In some cases, you may receive a private invitation to a channel. In this article, we are going to show you how to access this private channel content.

Once your point of contact for the channel provider has invited you to their private library, you'll receive an email from [info@unifilabs.com](mailto:info@unifilabs.com). It's important to note that only Company Admins can accept the invitation.

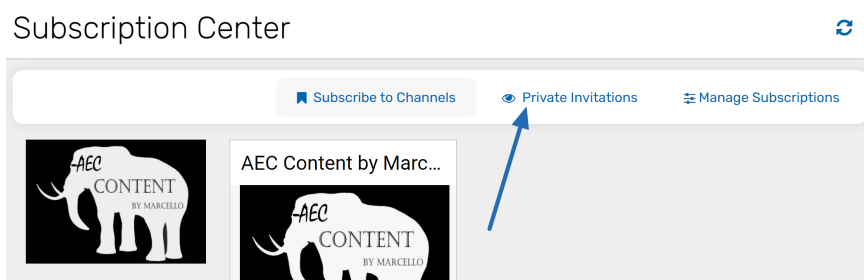
To accept the invitation, a company admin will need to access the UNIFI Web Portal. To do this, click on the globe icon on the left side of the screen.



Next, select **Subscriptions** from the menu on the left.



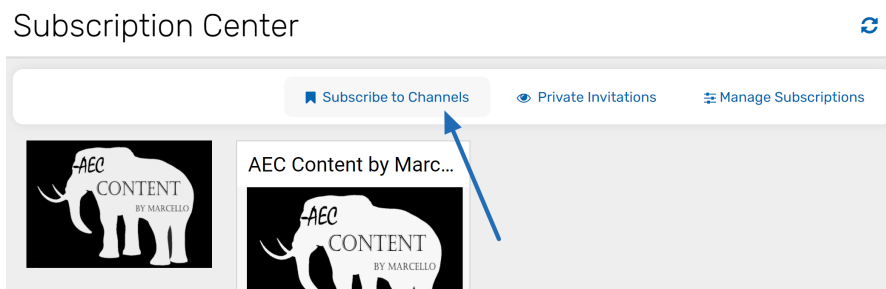
Then select **Private Invitations** from the top right of the screen.



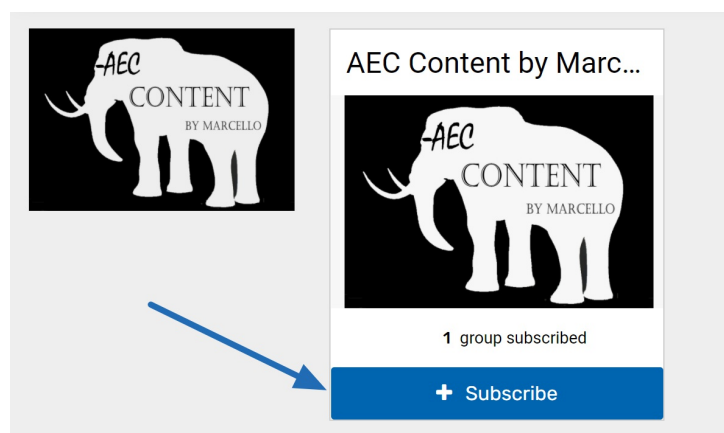
From here, you'll see all pending invitations and can accept or reject these invitations. These invitations will expire

after 7 days.

Once you have accepted the channel invitation, you will need to Subscribe to that channel. To do this, select **Subscribe to Channels** at the top right of the screen.



Next, find the channel that you want and select the blue **+Subscribe** button.



Access to the content within channel subscriptions is based on user groups. From the channel's subscription page, you can select the toggle button to indicate which user groups you want to be subscribed to this content.

**Subscribe**

Select which user groups you would like to have access to this content channel.

| User Groups                                            | <a href="#">Select All</a> |
|--------------------------------------------------------|----------------------------|
| <b>Admins - Content Request Notifications</b><br>users | <input type="checkbox"/>   |
| <b>Architecture - AU</b><br>users                      | <input type="checkbox"/>   |
| <b>Architecture - UK</b><br>users                      | <input type="checkbox"/>   |
| <b>Architecture - US</b><br>users                      | <input type="checkbox"/>   |
| <b>AutoCAD Content Request</b><br>users                | <input type="checkbox"/>   |

For example, let's say that you have a team assigned specifically to Content Review. If you select only that group as having access to this channel, then only users in that Content Review user group can access the content.

This process helps you easily target who accesses subscription content.