

How to create a meeting room?

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Creating a meeting room takes only a few clicks. You can create fully personalized room with custom branding. The number of rooms you can create is based on the subscription plan you are subscribed to

Step 1 : Go to <https://www.braincert.com/app/bcrooms> and click create room

Step 2 : Upload your own logo (Recommended size - 60*55 pixels) and favicon (16 * 16 pixels)


Create a room

Upload logo ?



Upload


(Recommended logo size: 60 x 55 pixels)



Upload Favicon

(16x16px size with .ico file extension)

Personal background image ?




Standard Custom

Browse

Presenter name ?

Presenter Avatar ?



Upload

Datacenter Region ?

Personal Link ?

Room type:

Open Password protected

Password:

Save **cancel**

Step 3 : Upload your personal background image either standard or custom. Your personal background is an image that attendees will see starting the meeting.

- Image Dimensions - 1920*1080 pixels
- Image Type - “.jpg”, “.gif”, “.png”
- File size - Maximum 8 MB (megabytes)

Step 4 : Enter presenter name and upload presenter avatar

Step 5 : Choose the datacenter region. For the best performance choose the region which is closer to you. All your sessions will be maintained in this region regardless of attendees' location

Step 6 : Create a customized link with attendees for a quick and easy way to join meeting

Step 7 : You can either create an open room type or password protected room type and click save