

# Inviting participants to join a meeting

<b>Code</b>		<b>Author</b>	Vani Ganesan
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<b>Rating</b>	☆☆☆☆☆	<b>Votes</b>	0

You can use the 'Invite' option to easily invite attendees by e-mail address to join the meeting room session

Step 1 : Go to <https://www.braincert.com/app/bcrooms>

Step 2 : After creating meeting rooms you can select the invite button corresponding to your meeting room

ID	Room Name	Status	Datacenter Region	Options
1	mathslab	✓ Live	US East (Dallas, TX)	Start Meeting Edit Invite Remove
2	physicsclass	✓ Live	US East (Dallas, TX)	Start Meeting Edit Invite Remove

Step 3 : After clicking the invite button, a popup will open prompting you for email address of participants, enter one email address per line

Step 4: It will prompt you for the meeting invite link which you can enter

# Invite Participants



https://www.virtualclass.io/p/mathslab

## Email address

(Enter one email address per line.)

## Subject

[instructor\_name] has invited you to a virtual classroom meeting

## Message

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{instructor\_name} has invited you to a video meeting.

Meeting Title: {room\_name}

Meeting Time: {date\_time}

{room\_link}

Want to test your device settings?

<https://www.braincert.com/live/html5check.php>

Step 5: Enter the subject of the meeting invite link

Step 6: Enter the message and click send

Now your attendees will get a notification about the meeting which they can join through the invite link you sent