

# 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