

# How to create a meeting room?

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<b>Created Date</b>	2019-08-08 07:11:49	<b>Last Update</b>	2019-08-20 05:24:03
<b>Rating</b>	☆☆☆☆☆	<b>Votes</b>	1

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)



**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