

Inviting participants to join a meeting

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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



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



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