

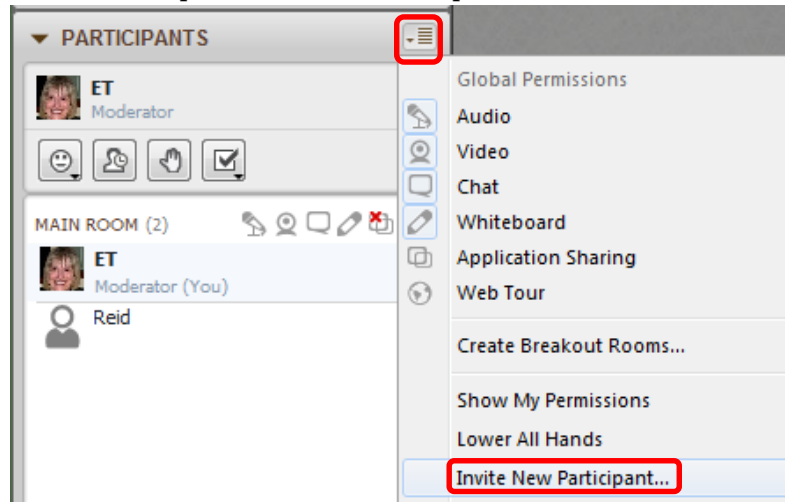
IN-SESSION INVITATIONS

Moderators can invite others to join their meeting by sending an email from within the live room with a direct link to the session.

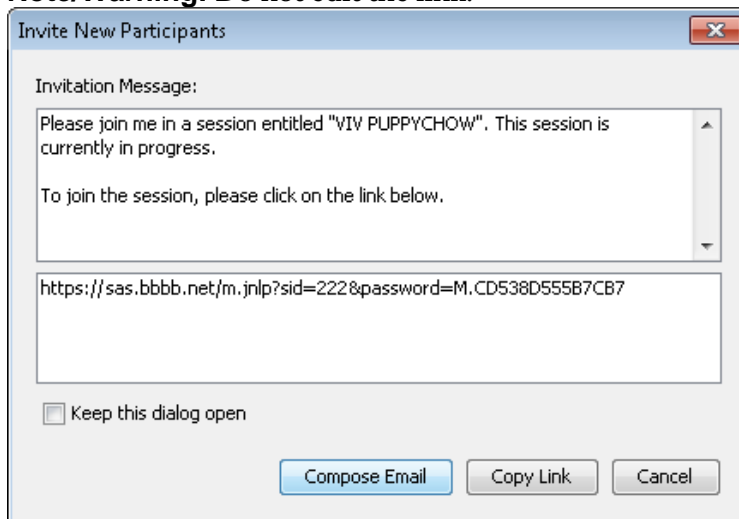
Sending an In-Session Invitation

To send an email invitation to guests, follow the steps below:

1. Open the Invite New Participants dialog by doing one of the following:
 - From the *Tools* menu, select *In-Session Invite* and then *Invite New Participant...*
 - In the Participants Panel Global Options menu, select *Invite New Participant...*



2. (Optional) Edit the text of the Invitation Message as desired.
Note/Warning: Do not edit the link.



3. Click on **Compose Email** button. A new message composition window for your default email application will open. It will be populated with the information from the Invite New Participants dialog.

Note: Remember to add the dial-in number and passcode if you are using the telephone for audio.

4. Enter the email address of all those to whom you wish to send the invitation and click on **Send**. The invitation will be emailed to guests immediately.

Tip: If your default mail application opens but the text is copied into the new message incorrectly, you have two courses of action:

- 1) Try changing your Email Encoding Invitation Option under Preferences.
- 2) Select *Keep this dialog open* in the Invite New Participants dialog, manually open your email application and copy and paste the text from the Invite New Participants dialog into a new message composition window in your email application.