

Main Board Room – How to add a participant(s) from Tablet



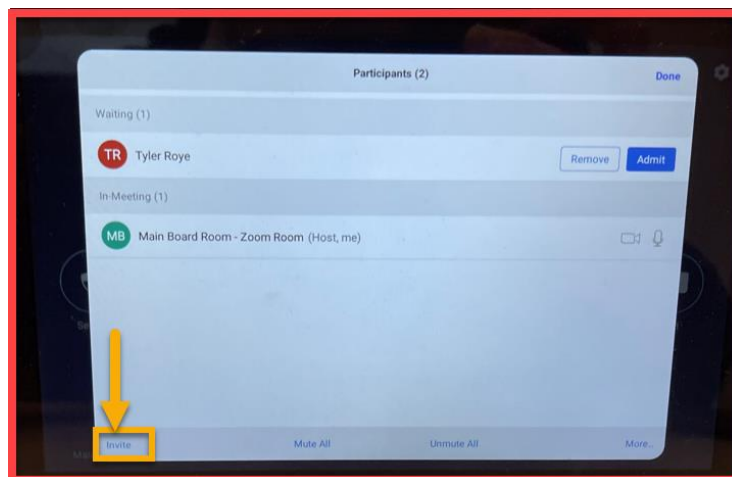
*** Instructions are assumed a zoom meeting has already been created***

Invite from tablet:

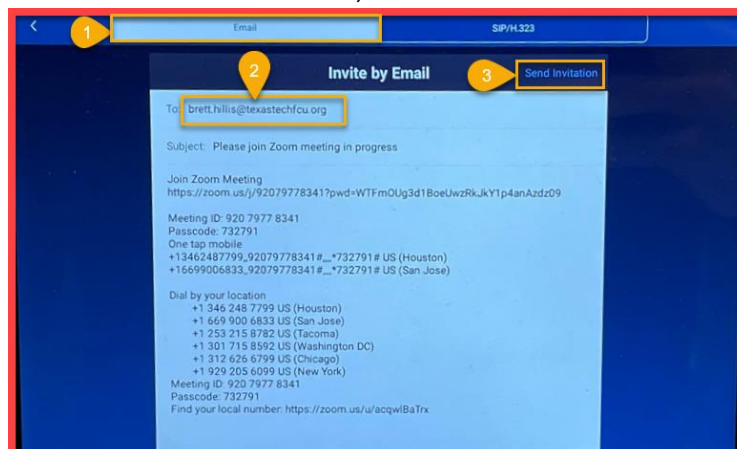
- a. On the tablet click “Manage Participants”



- i.
b. Then click “Invite” on the bottom left corner of the screen



- i.
c. Make sure it's on the Email tab at the top, then click the “to” field.
i. Enter the email address of the person you want to invite.
ii. After email has been entered, click “Send Invitation” on the top right

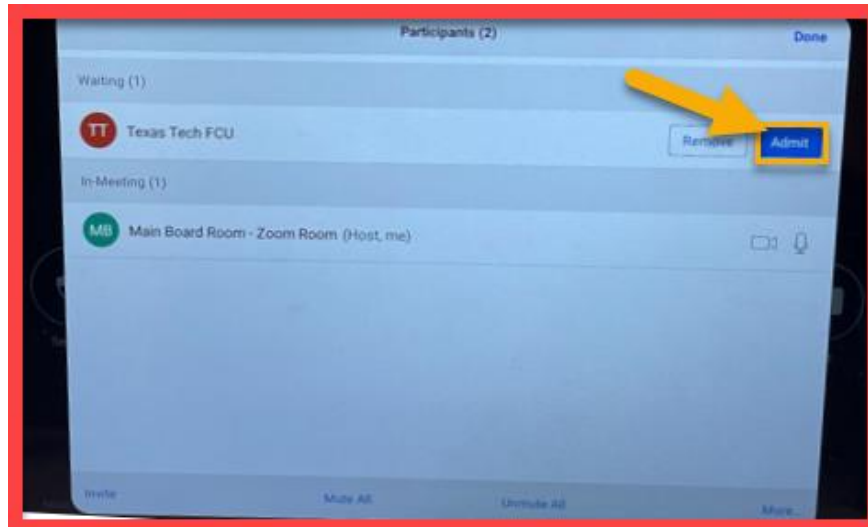


- iii.

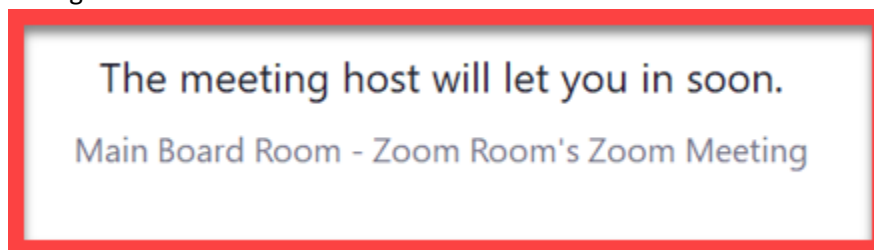
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- d. Once the participant joins the meeting you will have to let them in the meeting by going back to “Managed Participants” and click “Admit” next to the participant you added.



- i.
- e. From the invited participants side, they will see the below message until they are admitted into the zoom meeting.



i.