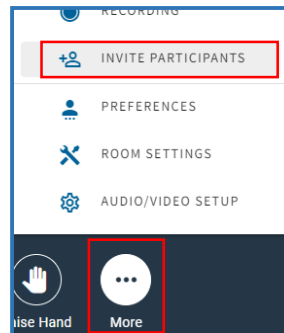




## COURTCALL: Invite Participant (Host Only)

The *Invite Participant* feature is a quick way to create a video and audio link in order to connect a guest to an active session. To access this feature, press the **'More'** button located in the bottom control bar. Choose **'Invite Participants'** from the menu choices.



The *Invite Participants* menu will appear with three (3) options. In most scenarios, you will choose **'Shared Access Link'**.

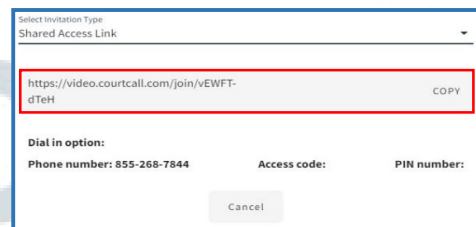
A video and audio link that can be shared by multiple participants. (Most common)

Shared Access Link  
Dedicated Single Participant Link  
Scheduled Participant Link

A unique video and audio link that can be used by ONE participant.

Used if a scheduled participant needs to be resent their unique video link.

A pop-up screen will appear with the generated video link. Press **'Copy'** and paste the web link into an email to send the participant who is being requested to join.



When the participant joins, they will be placed into the *Waiting Room* and will not see or hear any proceedings until the Host places them into the main Conference. The Host will follow the steps below to move the participant into the Main conference when they are ready. To get started, press the **'Participant'** button in the bottom control bar to view the *Participants* menu.

1. Select **'Active Participants'**.
2. Hover over the participant's name to view the *Quick Control* menu. Click **'Move'** button.
3. Choose **'Main Conference'** in drop-down menu.
4. Select **'Move now'** button.

