Invite Participants to Join Your Live Session

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There are several ways to invite participants to your live sessions, depending whether you want your users to authenticate or simply to join as guests.

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Invite Guests to Join Your Session Via Direct Link

To invite guests to your live session by sharing a link to the Live Room.

1. When within your Kaltura LIve Room session, click **Invite.**
2. Click **Copy** corresponding to *Direct Link To Invite Participants.*
3. Paste the link in an email to send it directly to your participants.

> ⚠️**Your Kaltura Live Rooms are persistent from session to session. The link to your Kaltura LIve Room virtual classroom does not change so you can share the link in a recurring calendar invite.**

Invite By Gmail

To invite your guest participants using Gmail

1. Click **Invite** within your virtual classroom.
2. Under *Invite By Email*, select **Gmail**. This launches your Gmail Compose screen with the message text already included. You can customize your message as needed.
3. Add your recipients and click **Send**.
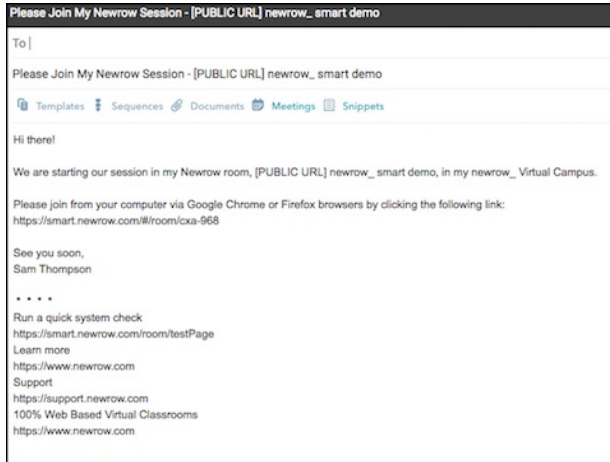
Invite By Default Email

Selecting Default Email launches your computer's preferred email client. If you are using a PC, the defaulat email is typically Outlook. If you are using a Mac, Mail is launched.

To invite participants with your default email client

1. Click **Invite** within your virtual classroom.
2. Under *Invite By Email*, select **Default Email**. This launches your computer's default email service Compose screen with the message text already included. You can customize your message as needed.
3. Add your recipients and click **Send.**

Invite Kaltura MediaSpace Users to Your Session Via Channels

If given permissions/roles to access channels as authenticated users in specific MediaSpace channels, participants can join a Live Room.

To join a live session via a channel

1. Send a channel link to participants with permissions.
2. Participants must click on the channel link.
3. Participants must sign in to MediaSpace.
4. Participants must click **Join Meeting**.

♀Please see Join Live Room Via Channel for more information on how authenticated users connect to live rooms via channels.

Invite Guests to Join Your Session Via Dial In

Enable Dial in for your Live Room *(Premium feature)*

To enable dial in for your Live Room

Each room has its own code that must be enabled once.

1. Click **Invite** at the top of the classroom.
2. Click **Enable Dial In.** Enabling Dial In is a one-time task.
3. Click **Get Code.** This generates a code for the room and shows the available phone numbers.
4. Click the *Country* of the user to reveal a list of phone numbers.
5. Click **Copy** to copy the phone number and 9 digit room code.

♀After you copy the number and room code, you can share it with your student/participant via email, chat, or messenger.

Direct link to your room
Share this link with your participants for them to join your session.

https://smart.newrow.com/sign/#/room/m...   Copy

Dial In
Share the phone number and code with your participants that are dialing in to join.

Get Code

Invite By Email
Choose your preferred email service to invite your participants.

Gmail   Default Email

Dial In
Share the phone number and code with your participants that are dialing in to join.

IL ▼ : 646-501-8979 ▼   Code: 263 254 123   Copy