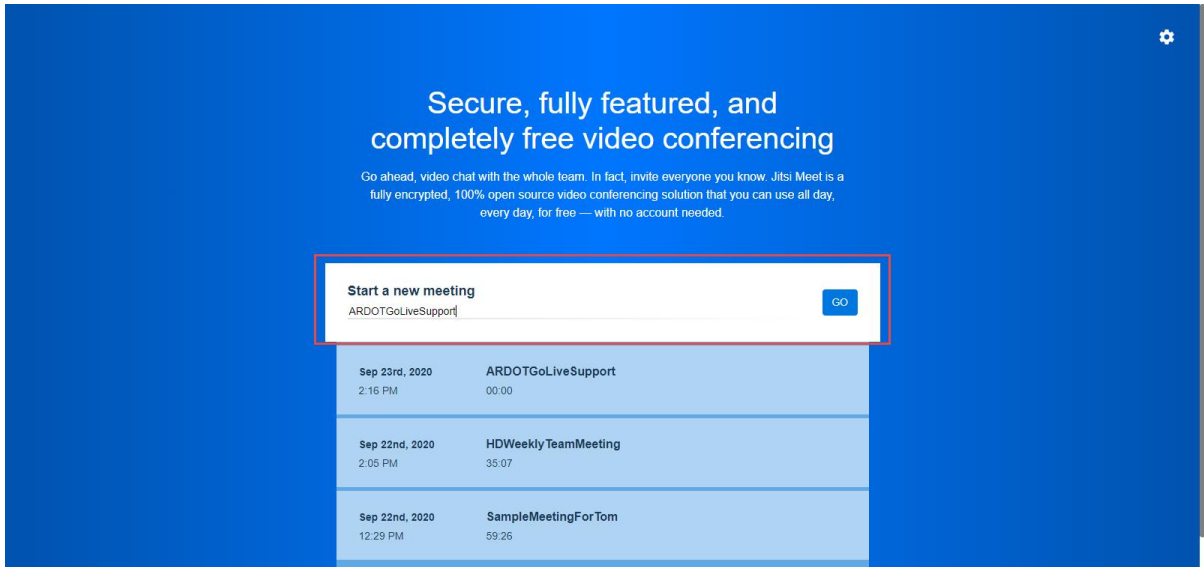
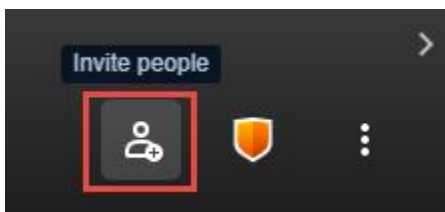


## CRT Jitsi – Create a Meeting

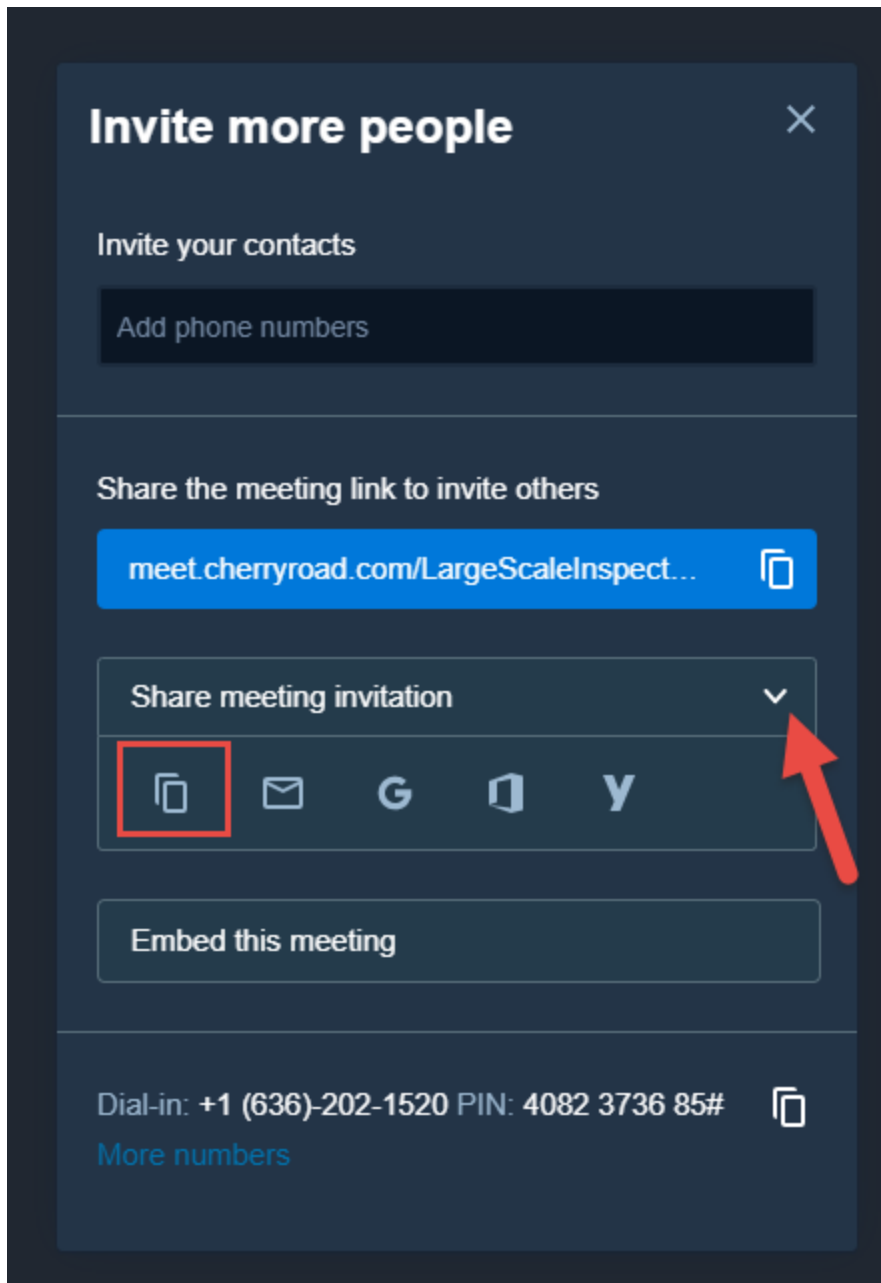
1. Navigate to <https://meet.cherryroad.com>.
2. Enter a name to be used for the meeting URL in the area labeled “Start a new meeting” (no spaces). You can use anything you want, but try and make it unique and descriptive to the purpose of the meeting. For example, you might use “ARDOTGoLiveSupport”. Then click “Go”.



3. Your meeting is now created. To copy the meeting details to share with others, hover your mouse over the lower right corner until you see icons pop-up. The click on the "Invite people" icon as shown below.



4. Once you do that, you can use the “copy” function to copy and paste this information into a meeting request or share by email. To do this, click on the down arrow/carrot shown below. You will then see different options to share. Select the 1<sup>st</sup> icon (copy meeting invitation). You can then past this into a meeting request or share with others by email.



**Note:**

- Jitsi works best of Chrome or Firefox. Internet Explorer is not support, as well as earlier versions of Edge. If you are using Edge, please make sure you are using the latest version.
- The pin for the dial in number is only good for 30 days.