

# About VisiMeet Rooms

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Organizations that meet on a regular basis may consider creating a virtual room. Virtual rooms are tied to a community and any community member can enter it. A Virtual Room is a permanent version of a meeting that is always available and the settings never change. It is always available and can be jumped into at any time. Any subscription level can have a Room created and can access one. The meeting code for these meetings always remain the same and any meeting settings, such as deactivated tools, will be applied anytime the room is used. Rooms are ideal for:

- Classes
- Departments or teams that meet frequently
- Research groups

Anyone who is a community member will have access to the room.

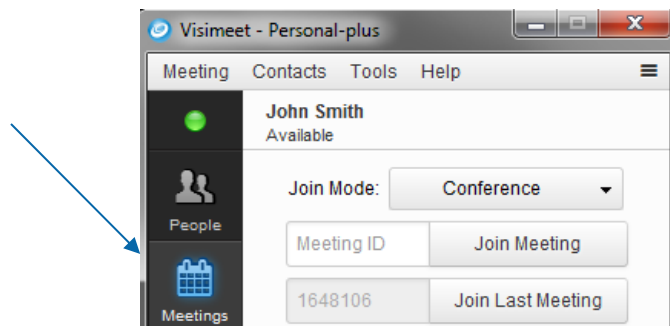
## Request a Room

If you would like a room linked to a community, contact visit <http://janet.iocom.co.uk/page/support>

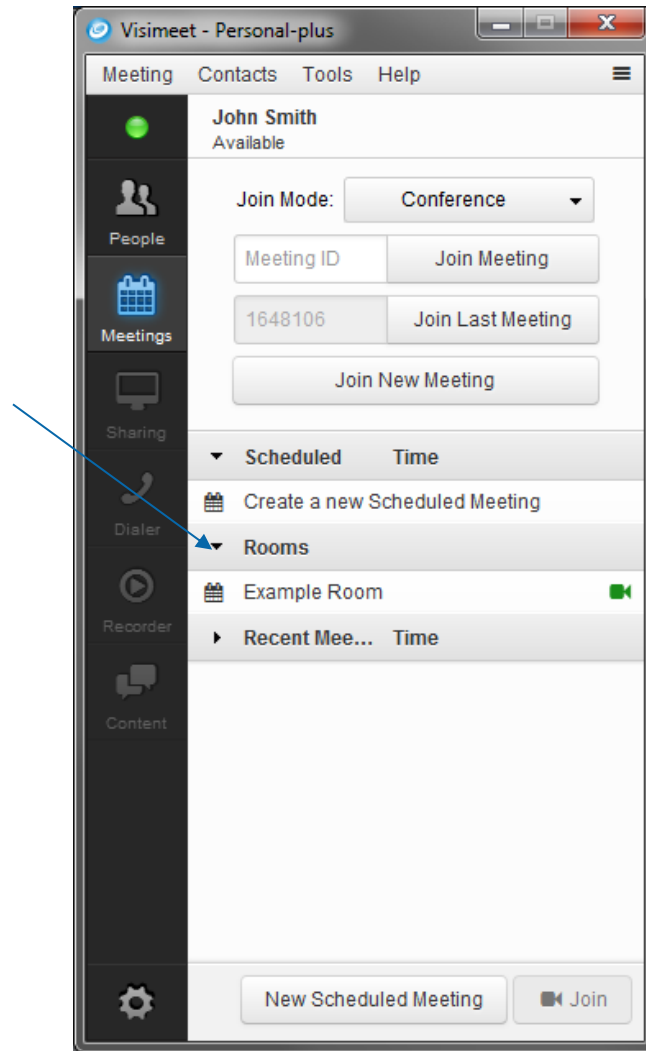
You must have an existing community prior to requesting a room; refer to the Community Manager Guide on the Support page to learn about communities. There is no limit to the number of rooms linked to a community.

## How to Join a Room

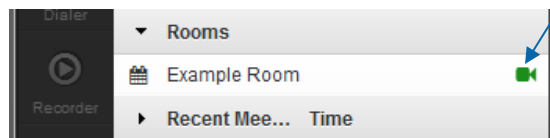
1. Click the Meeting tab



2. Select the "Rooms" drop-down menu

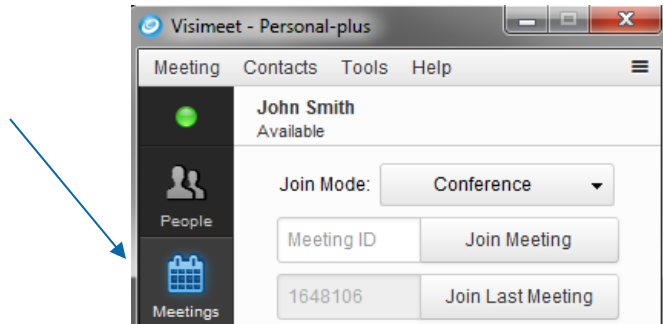


3. Click the camera icon to join

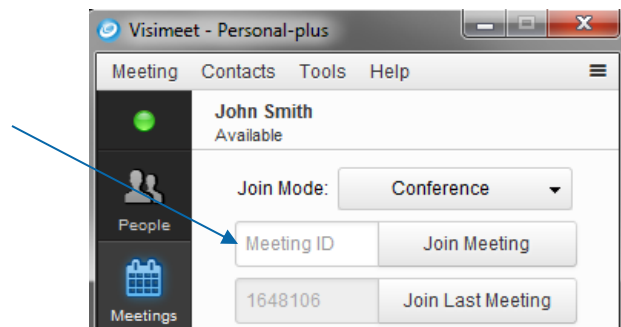


Users who are not a community member can join by entering the meeting code by:

1. Selecting the Meeting Tab



2. Enter the code in the field "Meeting ID" and click "Join Meeting"



or

3. Dial-in from their phone, H.323 or SIP device. (This option can be disabled)