Invite People to 8x8 Meetings

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It's easy to schedule meetings with people, but what do you do when you need to add people on the fly? 8x8 Meetings allows you to invite other people to the meeting via phone call, e-mail, text message, or invite to another conference system.



Click on the Meetings icon in the left side of the window.



Step 2:

Click on the Start Meeting button at the bottom of the Upcoming meetings panel.



Vertical Wave IP Knowledge Base Content

Step 3:

Once the meeting has started, click on the **Participants** icon at the bottom of the screen.



Step 4:

Click the Invite Someone button to open up the invitation menu.



Step 5:

Invite more people to your meetings. There are a variety of ways you can send out the invitations. You can invite a contact (by phone number), share the direct link, e-mail out an invitation, embed the meeting into an HTML page, or give them a direct phone number to dial in.

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Invite a contact (by phone number)

Invite one of your contacts. If the person you're inviting isn't already in your contact list, you can enter their phone number or sip address instead.

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Share a meeting link

Copy the direct link to the meeting that you can share via message, text message (SMS), or e-mail.

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Create an e-mail invitation

You can share an e-mail invitation to your favorite e-mail client. Gmail, Yahoo Mail, Outlook, and your desktop client are all supported. You can even copy the invitation and paste it into the body of an e-mail.

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To: tean	n@vertical.com ~						
Cc:							
Subject:	You're Invited to	a Meeting					
From: Ve	ertical Communication	ons					
To join by phone instead, tap this: +1 209-844-4600 Looking for a different dial-in number? See meeting dial-in numbers: https://8x8.vc/verticalcommunications/static/dialInInfo.html							
	If also dialing-in through a room phone, join without connecting to audio: https://8x8.vc/verticalcommunications/						

Embed the meeting into a web page

You can paste the meeting into an HTML document via iFrame. That way, anyone with the URL can view the meeting.

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Send a phone number to dial in

Finally, you can share a direct local phone number to dial in to the meeting. Local numbers in over 40 countries are available. The meeting is protected by a PIN, so only those you invite will be able to join.

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To join your meeting, dial one of th	lese numbers and then e	nter the pin.		
PIN: 41	9			
Country	Dial-in Numbers			
United States of America	+1 209-844-4600			
	+1 408-228-4039			
	+1 408-228-4062			
	+1 408-228-4073			
	+1 408-601-4494			
	+1 512-766-1491			
	+1 888-633-0347	Toll Free		
Argentina	+54 11 5984-3756			
Australia	+61 2 8015 5105			
- Austria	+43 720 881757			
Belgium	+32 53 28 03 17			
🐼 Brazil	+55 21 3500-1970			
	+55 800 883 6446	Toll Free		
🧫 Bulgaria	+359 56 916 964			
Canada	+1 778-382-7725			
	+1 888-384-8036	Toll Free		
🏣 Chile	+56 55 253 2657			
	+56 800 835 360	Toll Free		
China	+86 400 842 7508	Toll Free		
Colombia	+57 1 5085690			
Costa Rica	+506 4001 9451			
Croatia	+385 1 3000 709			
	+385 800 200 610	Toll Free		
Cyprus	+357 23 030250			
Czech Republic	+420 228 880 211			
 Henmark	+45 89 88 99 77			
 	+1 849-941-5003			
== El Salvador	+503 2113 3867			
Estonia	+372 668 2705			
Finland	+358 9 42720292			
	+358 800 525075	Toll Free		