# How to use IBSA 2021 Boardroom Facility?

**Note:** Board Room-1 is reserved, so you can use any available boardrooms from Boardrooms-2 to Boardrooms-5.

1. **Click on Boardroom label available in Lobby or in top menu bar.**



2. **Once you enter in Boardroom section then you will able to see 5 boardrooms.**

3. **Click on Support /Helpdesk menu on right bottom corner side & make request for boardroom (marked in red in following image)**



4. **Support will provide you available boardroom No. & joining passcode/password.**

5. **Click on Boardroom number which is been provided / allotted to you by support.**
   **Upon clicking on boardroom new tab of ZOOM meeting will open in which you have to enter passcode/password.**
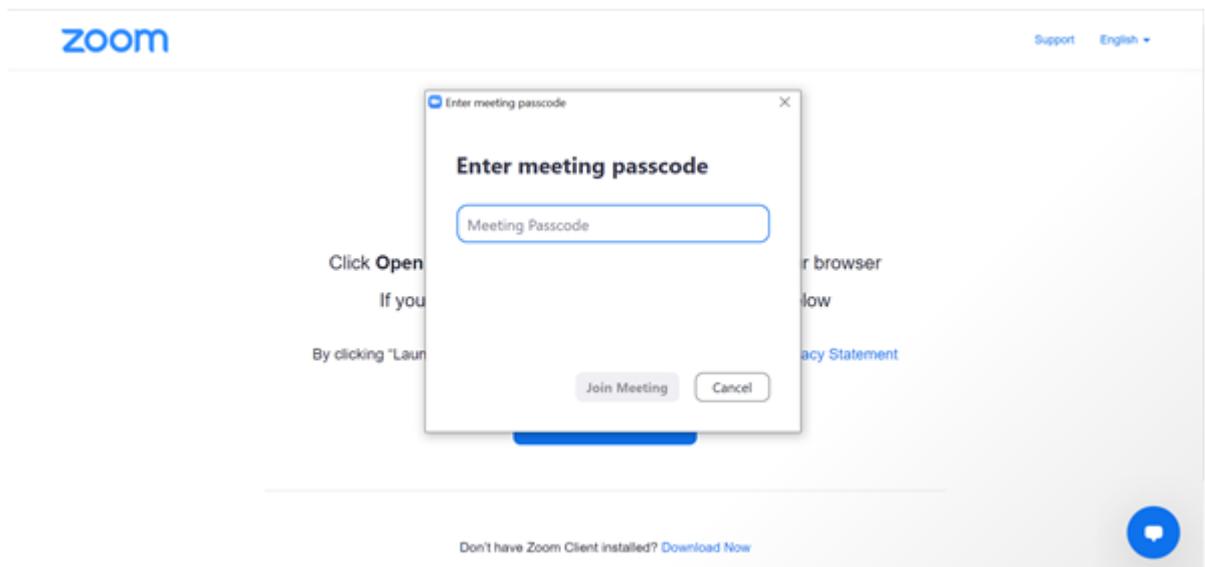


6. **Once you enter the Passcode / Password then you will be able to join the meeting.**
   **Meeting will be active for 40min.**

7. **With this, you will have to call/inform your counter parts for meeting and share boardroom number, meeting passcode/ password.**
   **Meeting will be active for 40min.**

8. **After 40 minutes, meeting will get automatically closed.**

9. **User can conduct as many meeting as they want using above mentioned steps.**