

Procedure to Create RS Meeting (NIC Huddle)

****Procedure:**** Step-by-step guide for NIC VPN Admins to create a Remote Support (RS) Meeting using NIC Huddle.

Document: Procedure to create RS Meeting

Classification: Restricted

Audience:  NIC VPN Admins

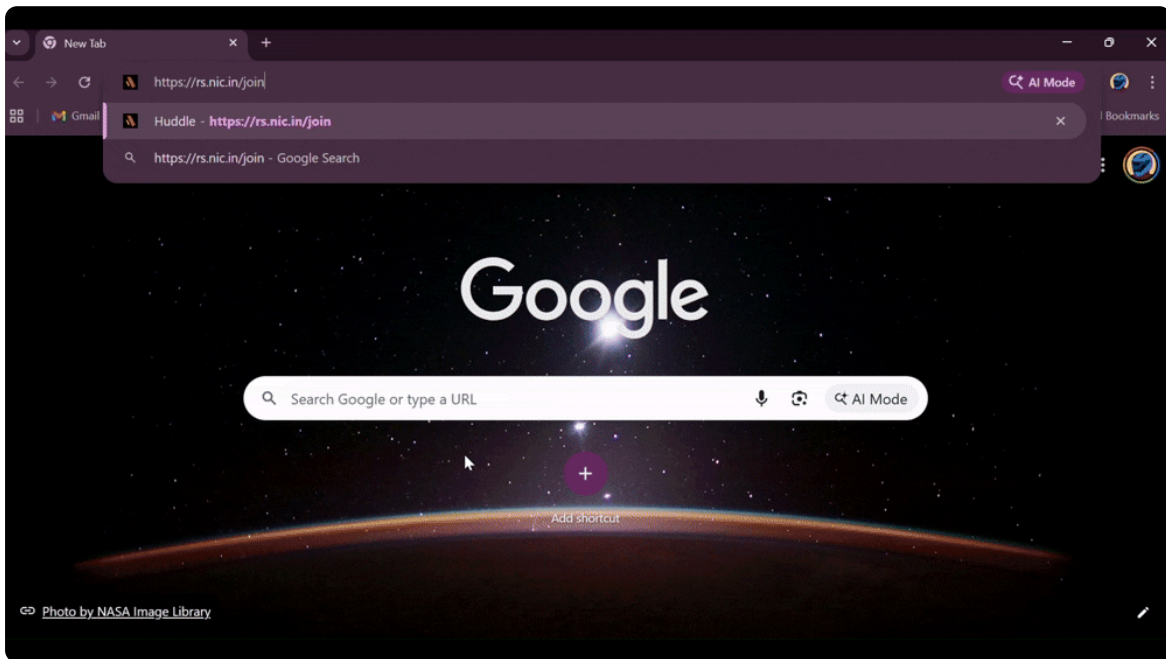
Date:  November 2025

➔] A. Login to Meeting Interface

1.

Go to URL

Go to the web URL: <https://rs.nic.in/join>.

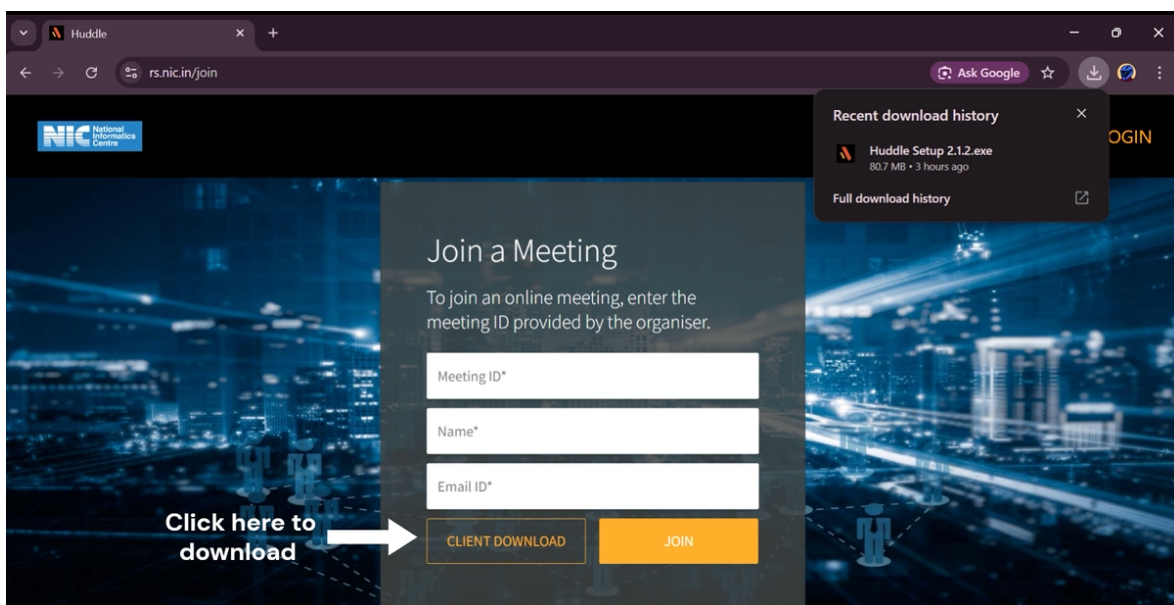


Meeting join page.

2.

Download Client

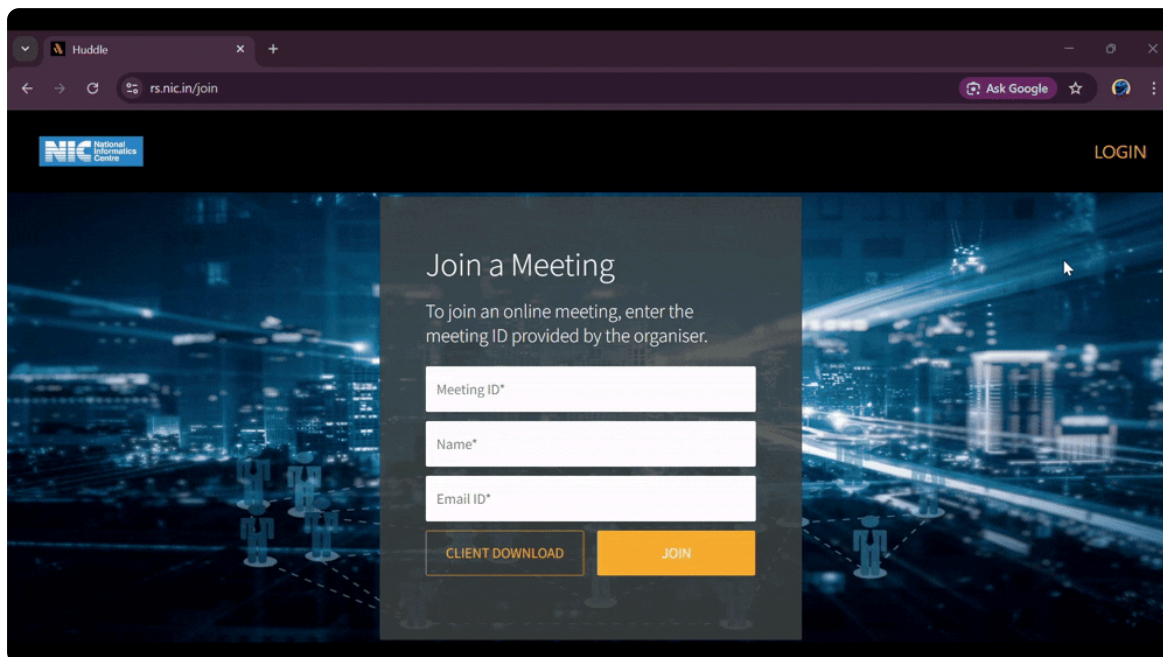
Download the client as indicated on the page.



3.

Click Login

Click on the **Login** option located in the top-right corner of the page.

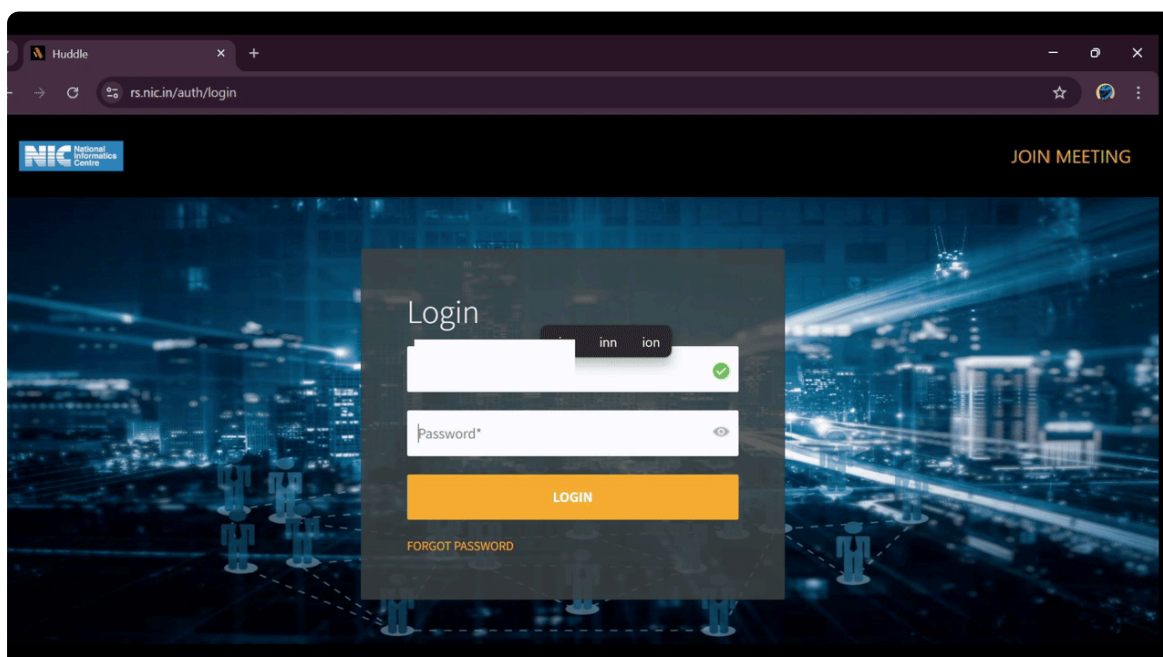


Click the Login button.

4.

Enter Credentials

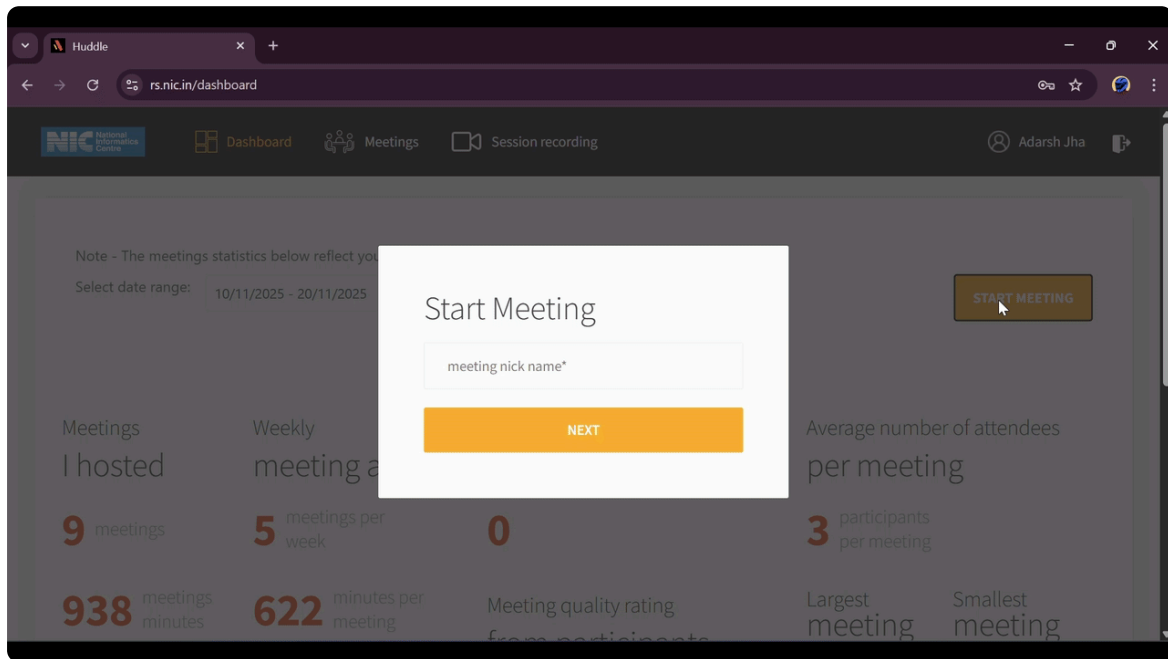
Enter your credentials, i.e., **E-mail ID** and **Password**, in the login dialog.



Enter your login credentials.

B. Create Remote Support Meeting

1.
Click Start Meeting
Once logged in, click on the ****Start Meeting**** icon to create a meeting.

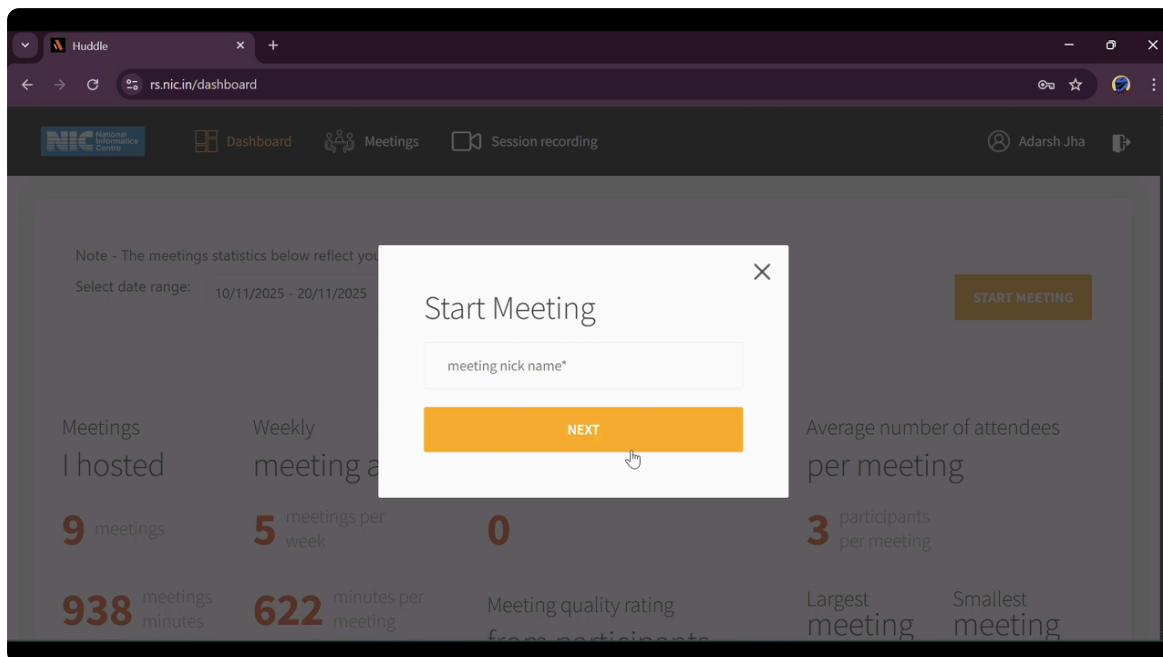


User dashboard (Home).

2.

Enter Meeting Title

Enter the desired **Meeting title** (e.g., 'Meeting with Nic') in the pop-up window.

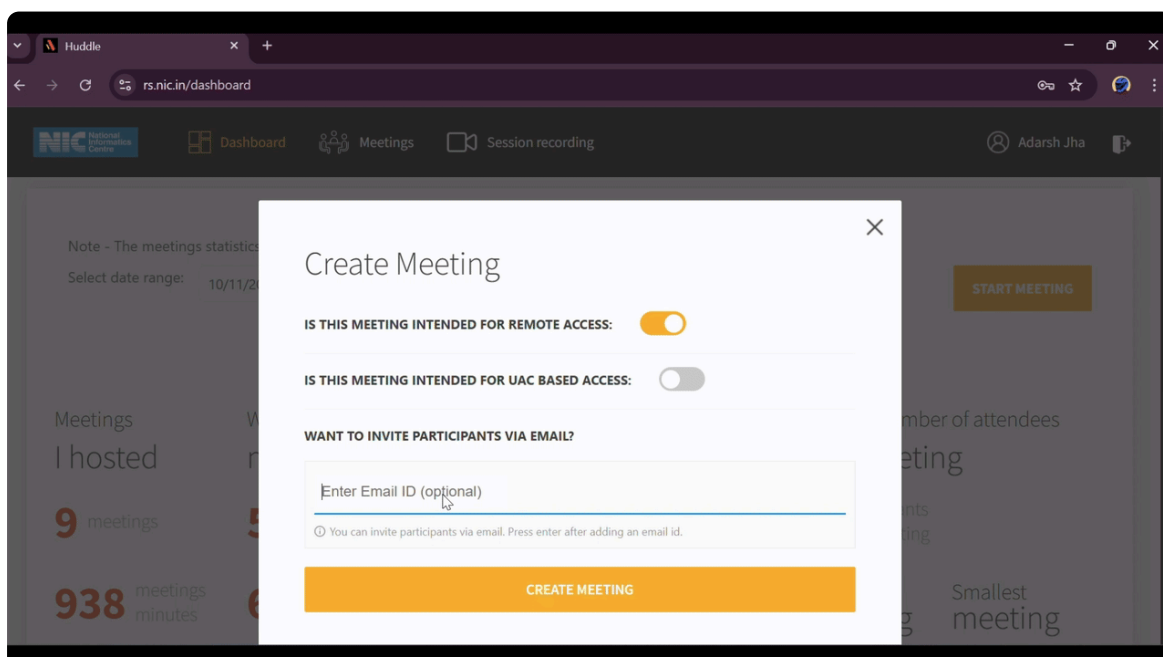


Enter the meeting title.

3.

Invite Participants

Enter the **e-mail ID** of the invitees and click on **Create meeting**.

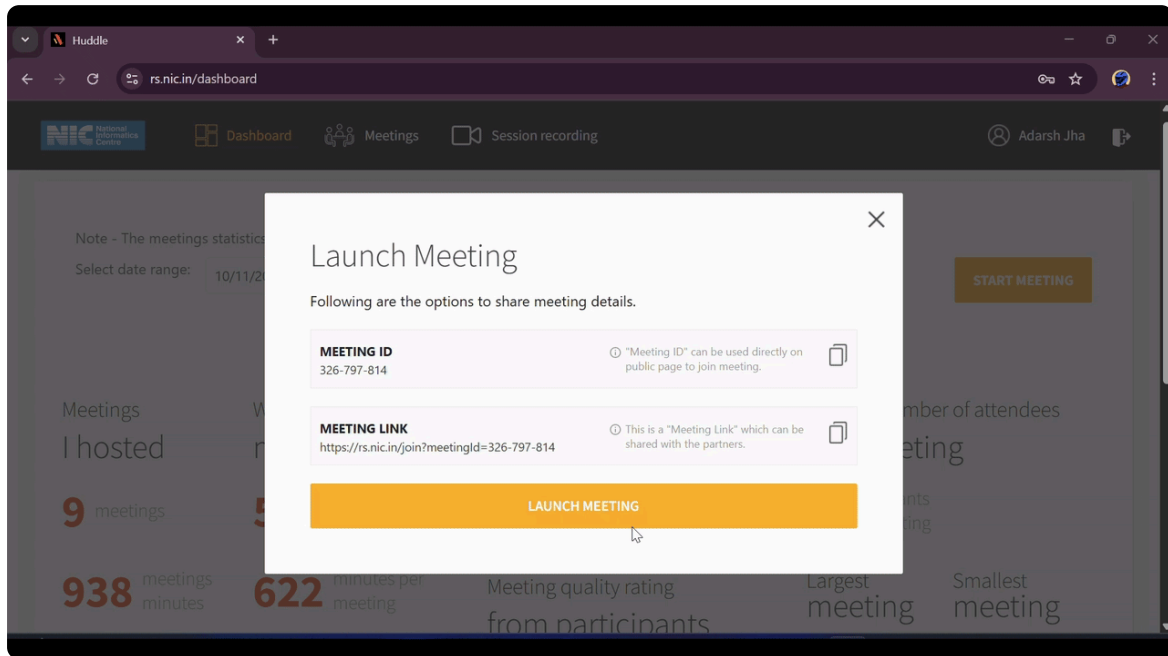


Enter invitee emails and click Create Meeting.

4.

Launch Meeting

In the "Launch Meeting" window, click ****Launch meeting**** to start the meeting. (Note: Ensure the client has been already downloaded).



Launch the meeting.