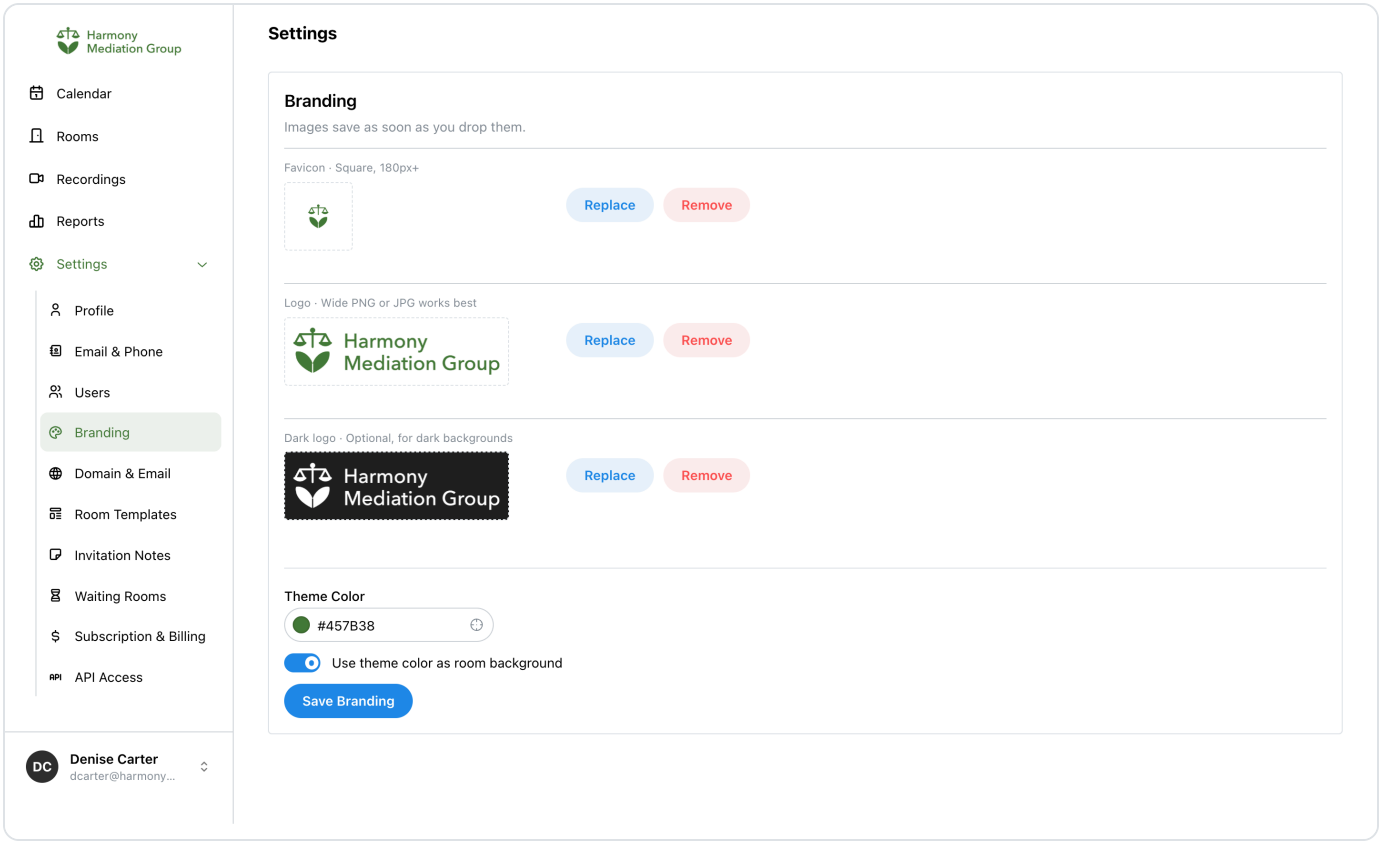
How to Set Up Your Branding

Your logo, browser icon and colors on every meeting, webinar and invitation.

Branding replaces MegaMeeting's look with your own for everyone you meet with. It takes a few minutes in Settings, and every room on your account uses it from then on. The examples here use a sample brand, Harmony Mediation Group.

1. Open Settings, Branding

Click **Settings** in the sidebar, then **Branding** in the list that opens under it. The section has a row for each of your three images, and your colors below them.



2. Add Your Logo and Browser Icon

Drag a file onto a tile, or click the tile or **Upload** beside it to choose one. Images save as soon as you drop them; there is nothing else to click. Once an image is in, **Replace** swaps it and **Remove** takes it away.

- **Logo:** your main logo, shown on light backgrounds. A wide PNG or JPG works best. Any blank margin around it is trimmed off automatically, and it is resized to fit.
- **Dark logo:** optional, for dark backgrounds: when someone uses MegaMeeting in dark mode, and on the room header when your theme color is the room background (step 3). Without one, your logo is shown there as a white silhouette.
- **Favicon:** the small icon in the browser tab. It must be square, at least 180 pixels on a side. PNG, JPG, WebP, GIF and ICO files all work.

> **BEST PRACTICE: Upload a dark logo if your logo relies on color**
>
> A one-color logo looks right as a white silhouette, but a logo whose colors carry meaning, or one with a colored background shape, does not. A version made for dark backgrounds keeps it on-brand everywhere.

> **BEST PRACTICE: Crop tight and use a transparent background**
>
> The logo sits on white, on dark gray and on your theme color, so a transparent PNG looks right on all three. Blank margins are trimmed for you, but a solid background box is not.

3. Choose Your Theme Color

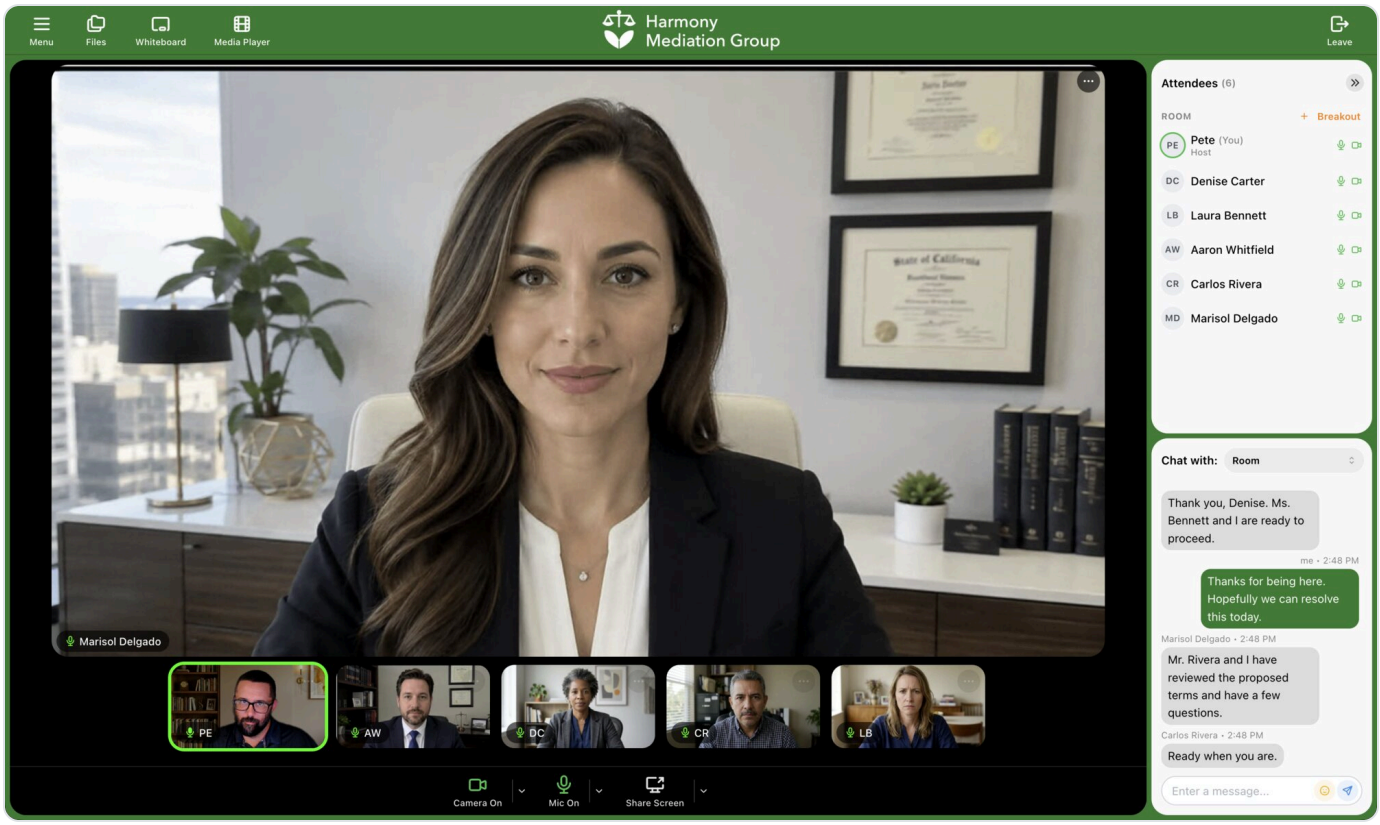
Under **Theme Color**, pick your brand color, or type its hex code (for example #457B38). Once a color is set, a switch appears: **Use theme color as room background**. Turned on, it paints the whole room frame in your color: the header across the top and the space around the video, with the header's buttons and text in a color that contrasts with it.

Click **Save Branding**. Unlike the images, the color and the switch are saved only when you click it.

> **GOOD TO KNOW: Use a mid to dark color for the room background**
>
> The header's text and buttons switch between white and black to stay readable against your color, but the logo on a colored header is always the version for dark backgrounds: your dark logo, or a white silhouette. On a light color, that logo is hard to see.

4. What Your Attendees See

This is a Harmony Mediation Group meeting with the switch on:



Your branding shows:

- **In the room and the waiting room:** for every attendee, from the moment they arrive, whichever link they used.
- **In invitations and webinar reminders:** your company name, logo and theme color.
- **On webinar registration pages:** your logo and color.
- **On your own dashboard** when you sign in.

> **GOOD TO KNOW: The screens before someone joins follow your web address**
>
> The sign-in screen, the join screen and the browser tab show the branding of the address they are on. On the shared MegaMeeting address that is MegaMeeting's, until the person reaches your waiting room or your room. To have your branding from the very first screen, host your meetings at your own address: see How to Use Your Own Domain and Sender Email.

Checklist

- Is the logo tightly cropped, on a transparent background?
- Is there a dark logo, if your logo relies on color?

- Is the favicon square?
- Is the theme color set, and did you click Save Settings?
- Have you joined one of your own rooms to see how it looks?