

Set up a Meeting

You can choose to start an instant meeting from MaX UC Desktop, from the CommPortal Dashboard, or directly from your Outlook Calendar

Within MaX UC Desktop, you can send a meeting invitation:

- Using the Max UC Desktop **File** menu
- From your Contacts list or while viewing a contact's details
- While chatting to a contact using instant messaging
- When you are in a call

When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can simply click on the invitation to join your meeting.

Schedule a Meeting

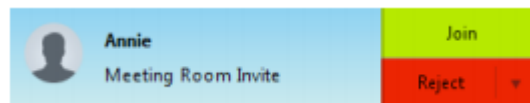
You can use Meeting to schedule a one-off or recurring meeting.

Select the **Schedule A Meeting** option from MaX UC Desktop, from the CommPortal dashboard, or directly from your Outlook calendar to launch the **Schedule A Meeting window**. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click **Schedule** to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Meeting is added to the participant's calendar

Join a Meeting

You can join a Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser



The Meeting Window

When a meeting is in progress, you'll either see the participant or the host toolbar at the bottom of the Meeting window:





Participant Toolbar:



Host Toolbar:



Set up your Audio:

- Use the **Microphone** icon to toggle your microphone on  and off 
- Select **Join Audio** to allow Max UC to use either your phone or your computer's microphone & speaker
- Select **Leave Audio** to prevent Max UC from using your speaker and audio device
- Use the **Video** icon to toggle your video on  and off. 

Access the Settings Menu: 

Access the **Settings** menu to set up and test your microphone, speakers, & video.

The Meeting Window—continued

- Click on **Invite** and select the contact to invite to your meeting. These contacts are then sent a meeting invitation
- Click on **Participants** to see who has joined the meeting. From the **Participant** window you can:
 - * Mouse over your name to mute/unmute yourself or change your display nameAt the foot of the screen:
 - * **Mute Me**—put yourself on mute
 - * **Raise Hand**—let the meeting host know you have something to add
 - * **Reclaim Host**—allows you to take back the role of meeting host

- If you are the Meeting Host, click on: **Manage Participants** to access the **Participants** window.

Meeting hosts can use the **Mute ALL or Unmute All** options at the foot of the screen.

Select **More** to access additional options, including:

- * **Mute Participants on Entry**—mute all attendees as they join the meeting
- * **Play Enter/Exit Chime** when a participant joins or leaves the meeting
- * **Lock/Unlock Meeting**—no new attendees can join if the meeting is locked
- * **Lock Screen Share**—only the meeting host can share their screen

The following icons provide additional information about each attendee:

- | | |
|----------------------------------------|----------------------------------------|
| The participant is currently speaking. | The participant's microphone is muted. |
| The participant's microphone is on. | The participant's video camera is on. |
| The participant has raised their hand. | The participant's video camera is off. |

Click on **Share Screen** and choose the desktop or application window that you want to share**

Once you start sharing your screen, you will see the Screen Share Toolbar:



Click **Stop Share** below the toolbar to exit screen sharing.

Chat opens a Chat window and send a message to another attendee. Chats can be saved by clicking

Record Will record your meeting and convert to MP4 on save.

Leave Meeting To Leave the Meeting

End Meeting If you are the meeting host and wish to end the meeting for all participants.