



TIPS FOR JOINING MaX MEETING FOR THE FIRST TIME

If you haven't used MaX UC for online meetings and presentations, please read through these helpful tips:

- + It is a good idea to download and test out the MaX Meeting program features before you join your first meeting. Have someone send you a sample meeting to test with.
- + You do not need an account to participate in a MaX Meeting session.
- + Simply click on the blue [Join Meeting](#) link or the blue [URL Link](#) in the meeting invite. See example text on the right.
- + Download the MaX UC app to your smart phone, PC or tablet or you can participate from your browser without downloading the app, but with some limited functionality.
- + Be sure to test your PC's audio and video capabilities prior to the meeting.
- + Depending on the age of your PC, you may need a speaker to hear the audio/video call.
- + On a smart device, you can use the speaker or earphones/headphones for enhanced audio.
- + Once you have joined the meeting, if you are having difficulty with your audio, click the up arrow icon next to the microphone/mute button in the lower left-hand corner of the meeting window. Manually "Select a Speaker" and "Select a Microphone" you are using with a check mark for each device. You can also "Test Speaker & Microphone" in the same window. See example screen capture below.

Jim Blackburn is inviting you to a scheduled meeting.

[Join Meeting](#)

iPhone one-tap: (US Toll): +13156711981,1151257918#

Meeting URL: <https://buvideo.accessionmeeting.com/j/1151257918>

