

# Schedule MaX Meeting with Google Calendar Desktop and Mobile Quick Reference Guide

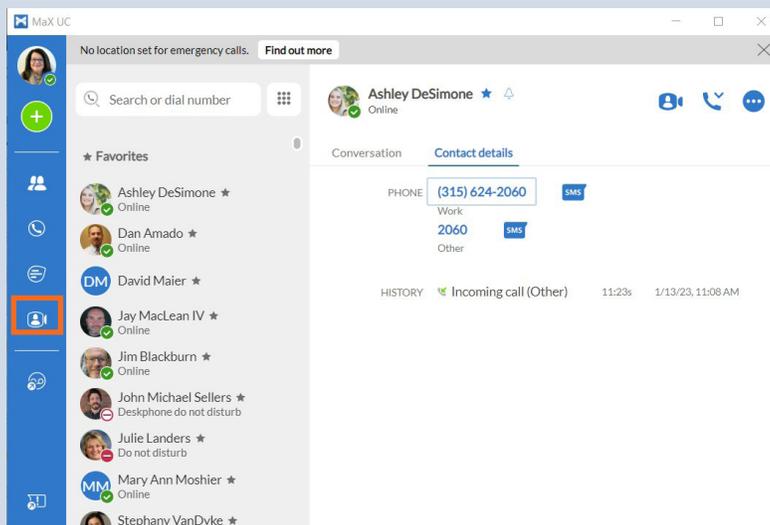


Outlook is the most common email application used with MaX Meeting. Did you know you can also schedule meetings with Google (Gmail) both on your desktop and mobile device?

Here is what you need to know!

## DESKTOP

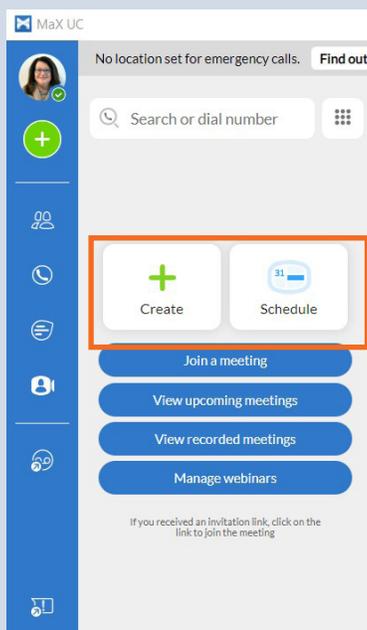
### MAX UC SCREEN



+ In the MaX UC app, open Meetings.

**NOTE:** You can also schedule Meetings from the MaX UC Mobile App. See page

## MEETINGS SCREEN



+ Select **Create** to start and instant meeting.

+ Select **Schedule** to schedule a meeting in the future. The meeting information window is displayed.

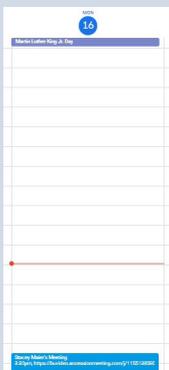
## SCHEDULE SCREEN

- + Complete the details of the meeting including topic, date time, etc.
- + Select whether to use a automatically generated meeting ID or a personal meeting ID.
- + To require a password to join the meeting, select **Passcode**.
- + To place guests in a waiting room until the hosts admits them, select **Waiting Room**.
- + Select whether video should be on or off for hosts and guests when first joining the meeting.
- + Select Telephone, Computer or both (recommended) will be used for Audio.
- + If there will be guests joining from outside the United States, edit the options.
- + Select **Google Calendar**.
- + When all information is complete, select **Save**. This will bring up the meeting details.

## GUEST INVITE + PERMISSIONS SCREEN

- + Add guests on the right by entering email addresses or names from your contacts.
- + Customize the **Guest permissions**.
- + Review the additional meeting details and when finished, select **Save**.
- + When the Confirm send option is displayed, select **Send**.

## GOOGLE CALENDAR SCREEN



Once you select **Save**, your Google Calendar opens to the scheduled event day.

## EMAIL INBOX

All	Unread		
From	Subject	Received	Size
Today			
maierstacey76@gmail.com	Invitation: Stacey Maier's Meeting @ Mon Jan 16, 2023 11am - 12pm (EST) (smaier@northland.net)	Mon 1/16/2023 10:22 AM	181 KB
Sarah Mattacola	RE: BU Connector Docs	Mon 1/16/2023 9:12 AM	66 KB

+ The invite appears in the guests' email.

## INVITE SCREEN

### Stacey Maier's Meeting

Organizer: maierstacey76@gmail.com

Time: Monday, January 16, 2023 3:30 PM-4:30 PM

Location: <https://buvideo.accessionmeeting.com/j/1155138580>

Respond:  Accept  Tentative  Decline  Propose New Time

invite.ics  
2 KB

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Stacey Maier is inviting you to a scheduled meeting.

**Join Meeting**  
<https://buvideo.accessionmeeting.com/j/1155138580>

**Join with Google Meet**

**Meeting link**  
meet.google.com/cwg-egtv-oxk

Meeting ID: 115 513 8580

One tap mobile  
+13156711981,,1155138580# US

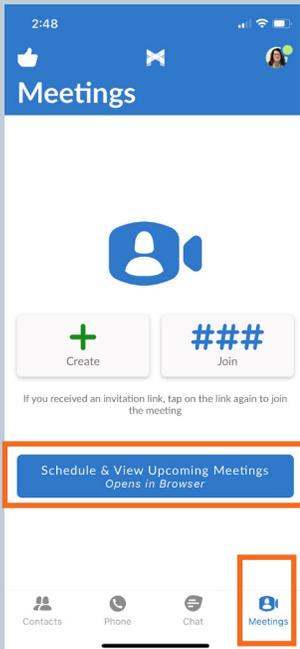
Dial by your location  
+1 3156711981 US  
Meeting ID: 115 513 8580

+ To join the meeting, select the Accession Meeting link in the body of the email.

**IMPORTANT:** Do not select Join with Google Meet. You should always join the meeting from the MaX (Accession) Meeting Link.

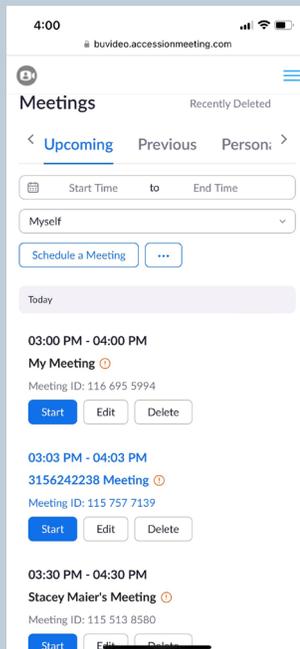
# MOBILE

## MEETINGS SCREEN



- + Open the MaX Meeting Mobile app by tapping **Meetings** at the bottom of the screen. You will be redirected to CommPortal and will need to log in.
- + To create an instant meeting, tap **Create**.
- + To join a meeting, with a meeting ID, tap **Join**.
- + To schedule a future meeting or view upcoming meetings, tap **Schedule & View Upcoming**

## SCHEDULE SCREEN



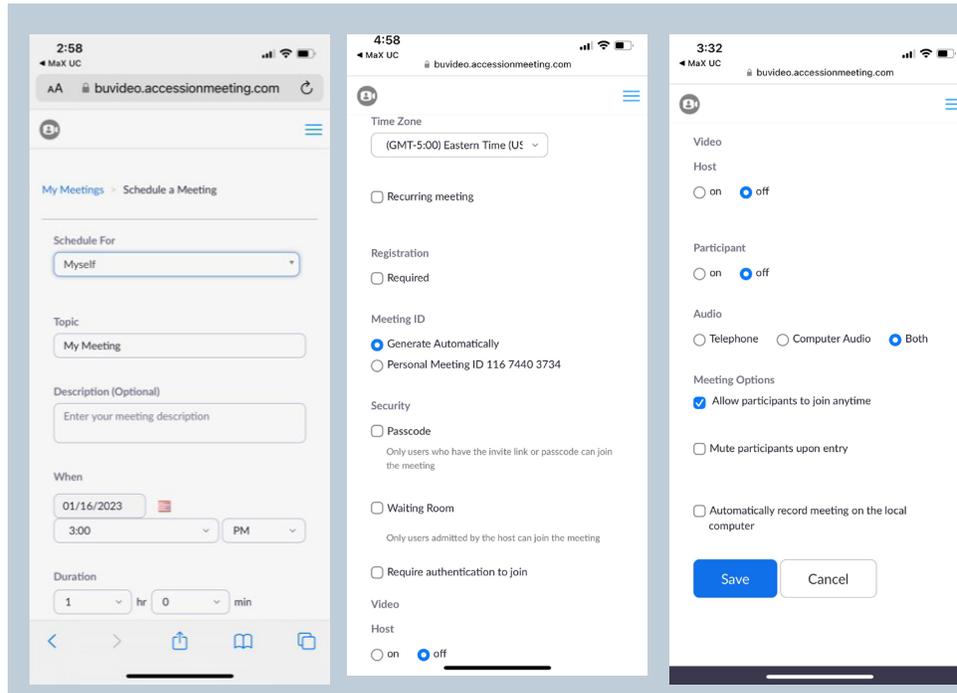
Once you log in to CommPortal, the Schedule Screen is displayed. The screen shows **Upcoming + Previous Meetings** as well as meetings scheduled using your **Personal Meeting ID**.

- + To start a scheduled meeting, tap **Start** under the applicable meeting.
- + To edit a scheduled meeting, tap **Edit**.
- + To Delete a scheduled meeting, tap **Delete**.
- + To schedule a meeting, tap **Schedule a Meeting**.

Once you tap **Schedule a Meeting**, the meeting details are displayed for you to complete. You

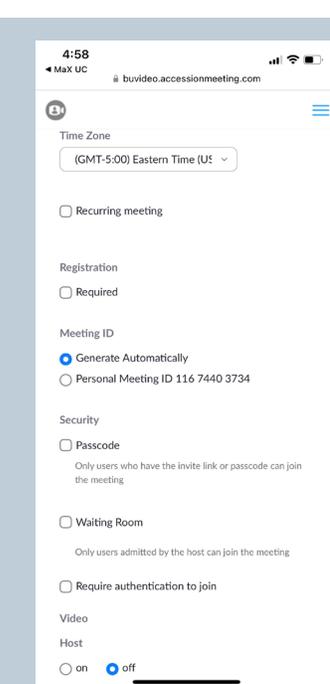
The screens below represent the screens that you scroll through to customize the meeting settings. These settings are the same as the MaX Meeting desktop settings.

## SETTINGS SCREEN



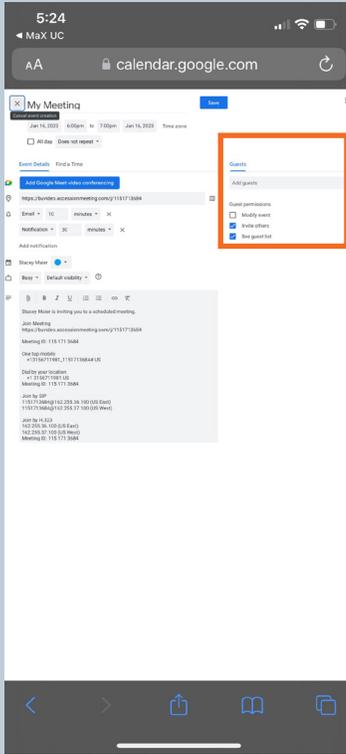
+ Fill in the required information and when complete, tap **Save**. The meeting summary is displayed.

## GOOGLE CALENDAR SCREEN



+ On the summary screen to the left, tap Google Calendar. This takes you to the Google Calendar where you can invite guests and customize guest permissions. (See next page)

## GUEST INVITE + PERMISSIONS SCREEN



**Guests:** This section is where you enter guest emails.

- + On the Events Details screen, enter email addresses or select names from your address book to add guests.

**Guest Permissions:** This section lets you set permissions for what meeting guests can do.

- + Tap **Modify Event** to allow guests to edit the event details.
- + Tap **Invite others** to allow guests to invite other guests to the event.
- + Tap **See guest list** to allow guests to view who else is invited to the event.
- + When complete, tap **Save**.