



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.

Here is some helpful information:

- + 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 in the meeting invite.
- + Download the MaX UC app to your mobile phone, PC or tablet or you can participate from your browser without downloading the app, but with 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.
- + On a smart device, you use speaker or earphones/headphones for enhanced audio.
- + Once you have joined the meeting, if you are having difficulty with your audio, check the "in-meeting" audio settings by clicking the up arrow next to the microphone in the lower left hand corner of the meeting window and confirm the device you are using is selected.

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>

