

# MaX Meeting Participant

## GETTING STARTED

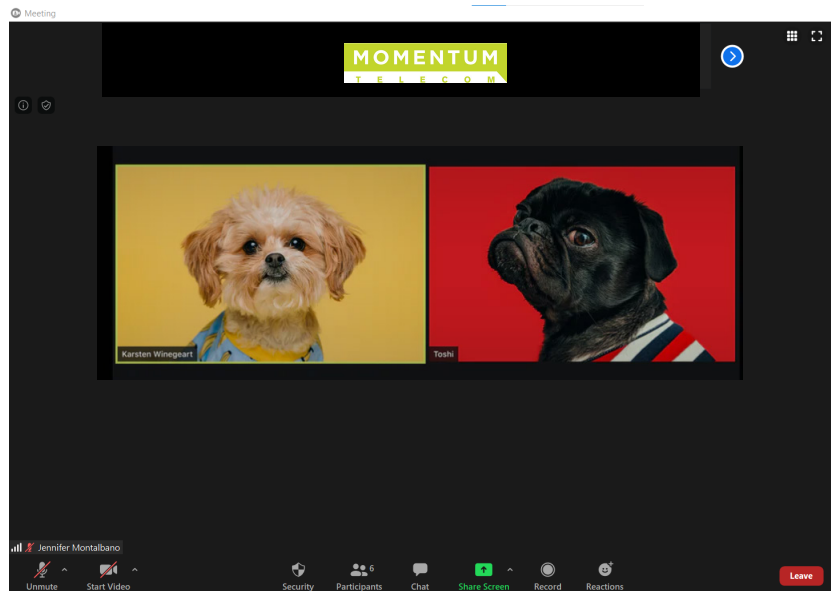
### WHAT IS MaX Meeting?

MaX Meeting is a web conferencing and collaboration tool that enables audio and video conferencing from PCs, MACs, and smart devices including tablets, iPhones, iPads, and Android devices.

The first time you join a Max Meeting, you will need to download the MaX UC Application. This process takes approximately 2-4 minutes and you will be prompted as needed at each step.

The steps to download the MaX UC app are the same regardless of the device, but the screens and some text may vary based on the platform and version.

Once you receive an invitation to a MaX Meeting, grab your device, review the helpful information in this document (useful sections are listed below), and follow the instructions to Download Max Meeting and use MaX Meeting tools.



Device	How to Download	In Meeting Tools
iPhone, iPad	<a href="#">Page 2</a>	<a href="#">Page 3</a>
MAC	<a href="#">Page 2</a>	<a href="#">Page 4</a>
Android	<a href="#">Page 5</a>	<a href="#">Page 6</a>
PC	<a href="#">Page 5</a>	<a href="#">Page 7</a>

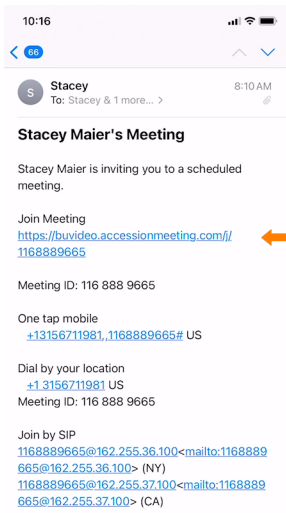
As a Meeting participant, you will have access to some of the meeting tools. The most common meeting tools are:

- + Mute/Unmute when permitted by the host, you can mute and unmute yourself.
- + Raise hand allows you to put a raised hand in the window to alert the host you have a question.
- + Non-verbal commands alerts the host with emoji's to avoid interrupting the presenter.
- + Chat allows you to send a written chat to an individual or all meeting participants.

As a Meeting Host, you will have access to meeting and participant management tools as well.

# JOIN THE MEETING FROM AN iPhone, iPad, or MAC (1st TIME)

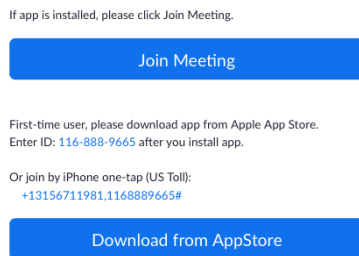
1. Open the meeting invitation you received via email.
2. Click on the blue Join Meeting link in the email.



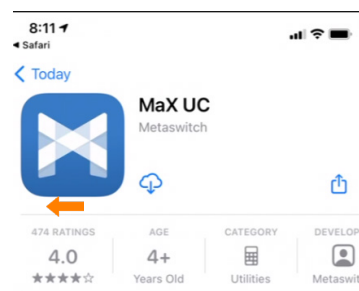
The next screen may vary slightly between the iPhone and the iPad.

3. Copy or write down the Meeting ID. You will need this when prompted to join the meeting for the first time.
4. Select **Download from AppStore**. The AppStore displays the download screen for MaX UC. If you are not automatically redirected to the AppStore, go to AppStore on your device and search for MaXUC.

The next time you click on the meeting link, it will open the MaX UC App and connect you to the meeting.



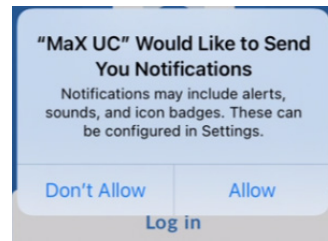
5. Click on the Cloud symbol to begin the download.



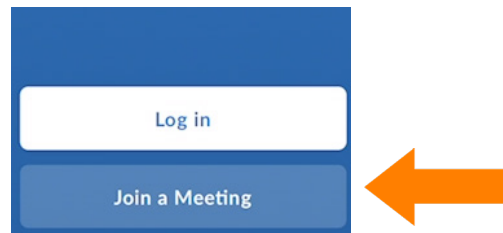
6. When the download is complete, click **Open**.



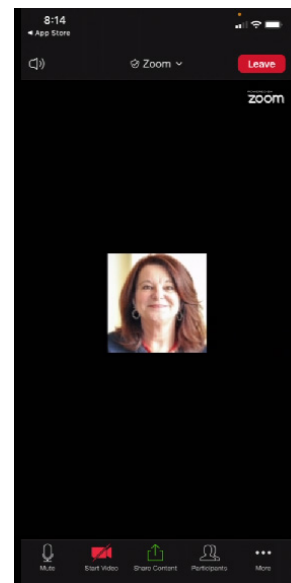
7. If prompted, **Allow** MaX UC to send notifications.



8. On the next screen, select **Join Meeting** and follow prompts to enter information or continue.



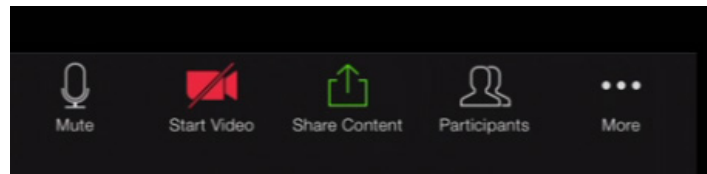
You join the meeting and your screen will be similar to the one shown here:



See [page 4](#) for In Meeting tools on an iPhone or iPad.  
See [page 5](#) for In Meeting tools on a MAC.

## IN MEETING TOOLS ON IPHONE OR IPAD

Once you have joined the meeting, you will have a task bar that you will see when you tap anywhere in the meeting window. The task bar will be either at the top or the bottom of the meeting window depending on the device you are using.

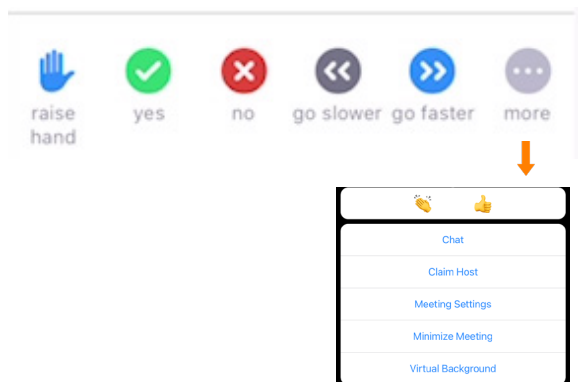


- + **Leave/End** will remove you from the meeting. You will receive a confirmation screen before being disconnected.
  - NOTE:** On an iPhone you will see **End** at the top of the meeting window. On an iPad, **Leave** is in the taskbar with the other commands.
- + **Mute** This option mutes your microphone and eliminates background noises. The host will be muting all participants and you should remain on mute throughout the meeting unless otherwise instructed.
- + **Start/Stop Video** turns your video on and off.
- + **Share Content** opens up the screen share option.
- + **Participants** brings up the list of meeting attendees as well as participant commands. (See below).
- + **More...** brings up additional non-verbal comment options, including the Chat feature.

## PARTICIPANT COMMANDS

To view the participant list and participant commands, click on the **Participants** icon in the task bar.

- The top of the Participant window shows the other meeting attendees.
- The bottom portion gives non-verbal commands and reactions.
- Click a command once to activate it.



- To open the Chat window, click on Chat.
- To send the chat to all participants, enter your chat in the box and click Send.
- To send a private chat, click the dropdown next to Everyone and choose the attendee or host.

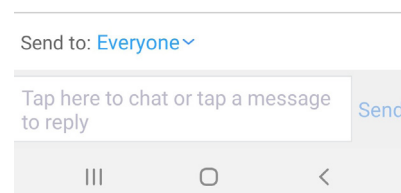
**NOTE:** The host can disable the ability for attendees to chat with each other. If chat is unavailable, this may be the reason why.

Chats will appear in the area above the chat text box.

**NOTE:** To toggle between speaker view and gallery view on the iPad, tap the screen to see the command in the upper left hand corner. to toggle between speaker view and gallery view on the iPhone, slide your screen left or right.

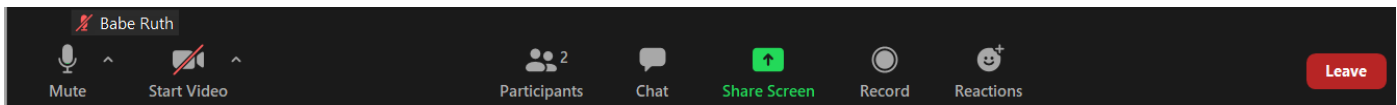
- + **Raise hand** will put a hand next to your name in the participant window to alert the host that you have a question.
- + **Yes/No** allows you to answer questions presented by the host.
- + **Go Slower/Faster** tells the moderator to change the speed in which they are presenting/speaking.
- + **More...** shows additional participant options.

- + **Applause/thumbs up** will display in the window when clicked.
- + **Chat** opens the chat window. Chat with the host or all attendees.
- + **Meeting settings** opens a settings menu.
- + **Minimize meeting** minimizes the meeting.
- + **Virtual background** allows you to set a background image of your choosing.



## IN MEETING TOOLS ON A MAC

Once you have joined the meeting, you will have a task bar that you will see when hover near the bottom of the meeting window.



- + **Mute** will mute your microphone and eliminate background noises. The host may also mute all participants. As a best practice, participants should remain on mute throughout the meeting unless otherwise instructed. Click on the adjacent drop-down arrow for additional audio options.
- + **Start/Stop Video** turns your video on and off. Click on the adjacent arrow for additional video options.
- + **Participants** brings up the list of meeting attendees as well as participant controls. (See below).
- + **Chat** opens the chat window. Chat with the host or all attendees.
- + **Share Screen** opens up the screen share option (where enabled by the host).
- + **Record** starts recording the meeting to the local PC. The host must allow permission.
- + **Reactions** displays applause and thumbs up emojis. When clicked, they will appear in your participant window.
- + **Leave** will remove you from the meeting. You will receive a confirmation screen before being disconnected.

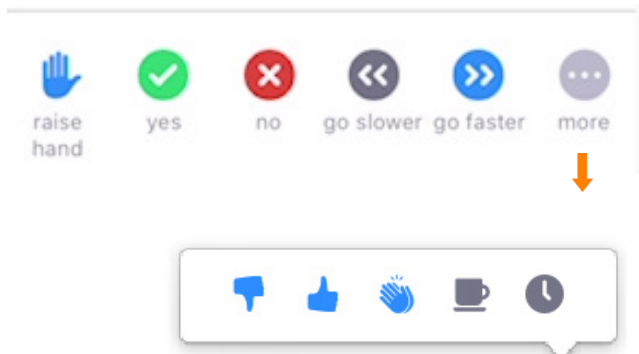
## PARTICIPANT COMMANDS

To view the participant list and participant commands, click on the **Participant** icon in the task bar.

The top of the participant window shows the other meeting attendees.

The bottom portion gives non-verbal commands and reactions.

Click each command once to activate it.

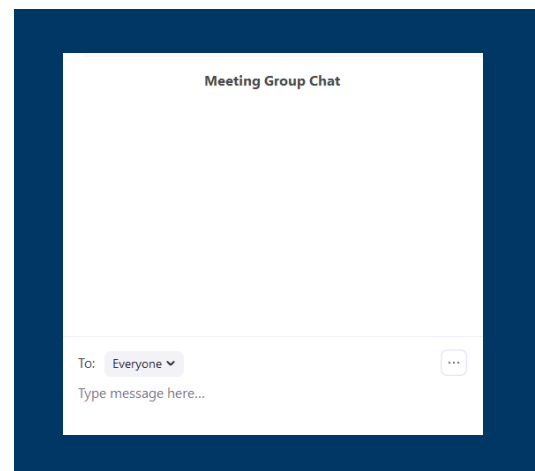


- + Raise hand will put a hand next to your name in the participant window to alert the host that you have a question.
- + Yes/no allows you to answer questions presented by the host.
- + Go slower/faster tells the moderator to change the speed in which they are presenting/speaking.
- + More shows additional non-verbal feedback emojis.
  - + Thumbs up/thumbs down.
  - + Applause.
  - + Need a break.
  - + Away.

- To open the Chat window, click on the **Chat** icon.
- To send the chat to all participants, type a message in the text box and click **Send**.
- To send a private chat to an individual, click the dropdown arrow next to **Everyone**, choose the attendee or host, type your message and click **Send**.

**NOTE:** The host can disable the ability for attendees to chat with each other. If chat is unavailable, this may be why.

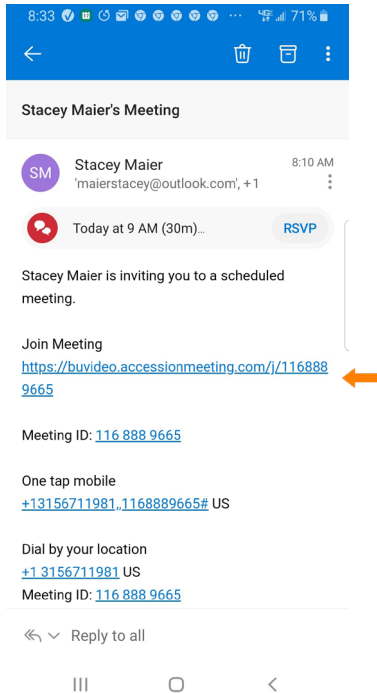
The chats will appear in the area above the chat textbox.



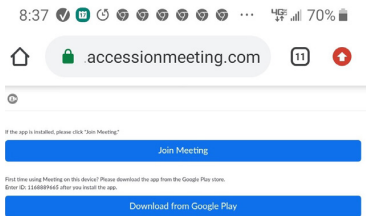


# JOIN THE MEETING FROM AN ANDROID or PC (1st TIME)

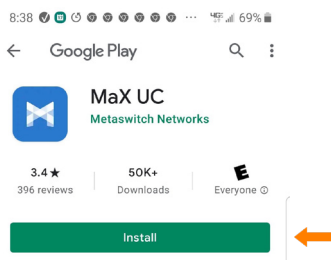
1. Open the meeting invitation you received via email.
2. Click on the blue meeting link in the email.



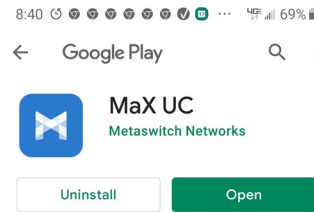
3. In Google Play, select Download from Google Play. The Play Store will open to the download screen for MaX UC.  
*If you are not automatically redirected to the Play Store, go to the Play Store on your device and search for **MaX UC**.*
4. **search for MaX UC.**  
Copy or write down the meeting ID. You will need this to join the Meeting for the first time.  
The next time you click on the meeting link, it will open the App and connect you to the meeting.



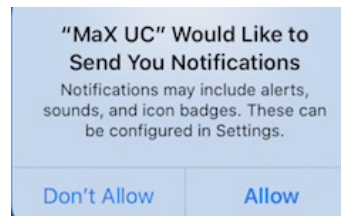
5. Click on Install to begin the download.



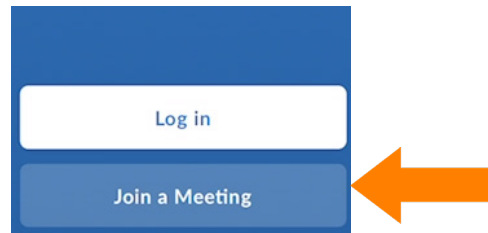
6. When the download is complete, Click Open.



7. If prompted, **Allow** MaX UC to send notifications.



8. On the next screen, select **Join a Meeting**.



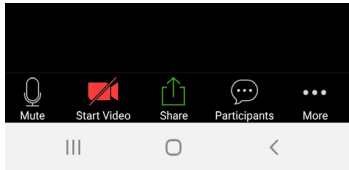
You join the meeting in progress.  
Your screen will be similar to the example here:



Ref [page 6](#) for In Meeting Tools on Android Devices.  
Ref [page 8](#) for In Meeting Tools on a PC.

## IN MEETING TOOLS ON ANDROID DEVICES

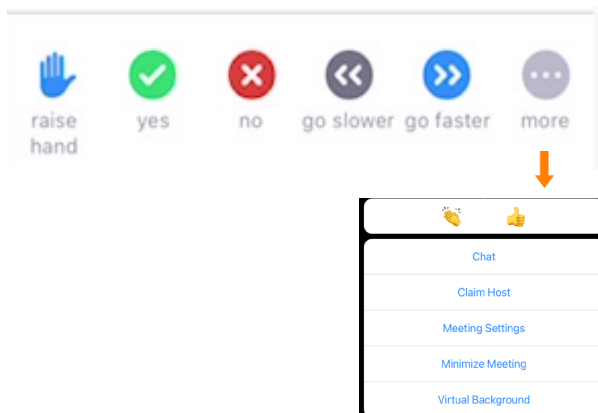
Once you have joined the meeting, you will have a task bar that you will see when you tap anywhere in the meeting window. The task bar will be either at the top or the bottom of the meeting window depending on the device you are using.



- + A Leave option will appear at the top of the meeting window. Click to remove yourself from the meeting. A confirmation screen appears before being disconnected.
- + **Mute** - This option mutes your microphone and eliminates background noises. The host may also mute all participants. As a best practice, participants should remain on mute throughout the meeting unless otherwise instructed.
- + **Start/Stop Video** turns your video on and off.
- + **Share Content** opens up the screen share option.
- + **Participants** brings up the list of meeting attendees as well as participant controls. (See below).
- + More brings up additional options, including the Chat feature.

## PARTICIPANT COMMANDS

To view the participant list and participant commands, click on the participant icon in the task bar. The top of the participant window shows the other meeting attendees. The bottom portion gives non-verbal commands and reactions. Click each command once to activate it.

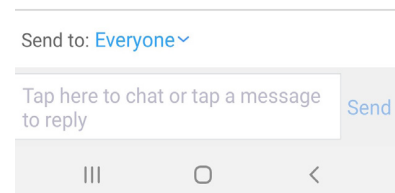


- + **Raise hand** will alert the host that you have a question by adding a hand icon next to your name.
- + **Yes/No** allows you to quickly answer questions presented by the host.
- + **Go slower/faster** tells the moderator to change the speed in which they are presenting/speaking.
- + **More...** shows additional participant options.
  - + Applause/thumbs up will display in the window when clicked.
  - + Chat opens the chat window. Chat with the host or all attendees.
  - + Meeting settings opens a settings menu.
  - + Minimize meeting minimizes the meeting.
  - + Virtual background allows you to set a background of your choosing.

- To open the Chat window, click on Chat.
- To send the chat to all participants, enter your chat in the box and click Send.
- To send a private chat, click the drop-down arrow next to **Everyone**, choose the attendee or host, type your message and click **Send**.

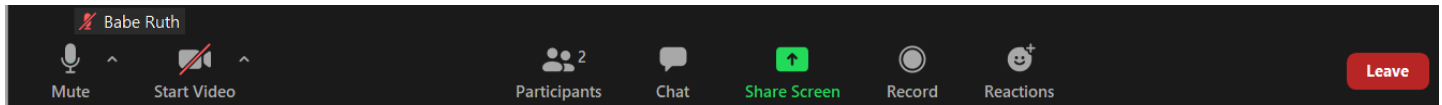
**NOTE:** The host can disable the ability for attendees to chat with each other. If chat is unavailable, this may be why. The chats will appear in the window above the chat box.

**NOTE:** To toggle between speaker view and gallery view on an Android device, slide your screen left or right.



## IN MEETING TOOLS ON A PC

Once you have joined the meeting, a task bar becomes available when you hover your cursor near the bottom of the meeting window.



- + Mute will mute your microphone and eliminate background noises. The host will be muting all participants and you should remain on mute throughout the meeting unless otherwise instructed. Click on the adjacent arrow ^ for additional audio options.
- + Start/Stop Video turns your video on and off. Click on the adjacent arrow ^ for additional video options.
- + Participants brings up the list of meeting attendees as well as participant controls. (See below).
- + Chat opens the chat window. Chat with the host or all attendees.
- + Share Screen opens up the screen share option.
- + Record starts recording the meeting to the local PC. The host must allow permission.
- + Reactions displays applause and thumbs up emojis. When clicked, they will appear in your participant window.
- + Leave will remove you from the meeting. You will see a confirmation screen before being disconnected.

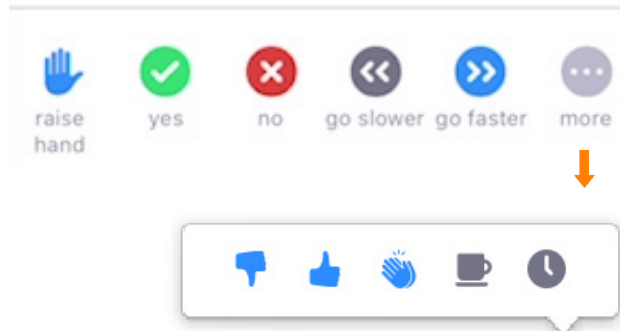
## PARTICIPANT COMMANDS

To view the participant list and participant commands, click on the **Participant** icon in the task bar.

The top of the participant window shows the other meeting attendees.

The bottom portion of the window offers options for non-verbal commands and reactions.

Click each command once to activate it.



- + **Raise hand** will put a hand next to your name in the participant window to alert the host that you have a question.
- + **Yes/no** allows you to answer questions presented by the host.
- + **Go slower/faster** tells the moderator to change the speed in which they are presenting/speaking.
- + **More...** displays additional non-verbal feedback emojis for selection.
  - + Thumbs up/thumbs down.
  - + Applause.
  - + Need a break.
  - + Away.

- To open the Chat window, click on **Chat**.
- To send the chat to all participants, enter your chat in the box and click **Send**.
- To send a private chat, click the drop-down arrow next to **Everyone** and choose the attendee or host, then type your message and click Send.

**NOTE:** The host can disable the ability for attendees to chat with each other. If chat is unavailable, this may be the reason.

Chat messages appear in the area above the chat text-box.

