Introduction:

MaX Meeting is an audio and video conferencing solution that is built into the MaX UC Desktop and MaX UC Mobile applications and can also be accessed via the User Portal. A Microsoft Outlook plugin is also available, allowing Hosts to schedule or start Meetings from Outlook.

There are two types of Meetings:

- Instant Meeting – Host invites Participants and starts the Meeting immediately
- Scheduled Meeting – Host schedules the Meeting for a specific date/time in the future

MaX Meeting Quick Start Instructions:

	From MaX UC Desktop	**From MaX UC Mobile**	**From Microsoft Outlook**
Set Up an Instant Meeting **Note:** In the User Portal, click the Start button > Start Meeting to start an Instant Meeting	Click on the "Meetings" menu and select "Create a Meeting" **-or-** While on a call, click the "Meeting" icon to convert the call to a Meeting	Touch the "Meetings" menu, then touch "Create" **-or-** While on a call, touch the "Meeting" icon to convert the call to a Meeting	Click the "Start Instant Meeting" button in the Ribbon at the top of the screen (plugin required)
Set Up a Scheduled Meeting	Click on the "Meetings" menu and select "Schedule a Meeting"	Touch the "Meetings" menu, then touch "Schedule"	Click the "Schedule a Meeting" button in the Ribbon at the top of the screen (plugin required)
Start a Meeting (Host)	Click on the "Meetings" menu, select "View Upcoming Meetings", then click "Start"	Touch the "Meetings" menu, touch "Upcoming Meetings", then touch "Start"	Open Meeting Calendar Event and click on the Meeting URL
Join a Meeting (Participant)	When a call is converted to a Meeting, click to "Accept" the on-screen Meeting invitation	When a call is converted to a Meeting, touch "Accept" to accept the on-screen Meeting invitation	Open Meeting Calendar Event and click on the Meeting URL **-or-** On your smartphone, touch the one-touch link in the meeting invite to join via phone (uses your phone's dialer, not MaX UC)

For additional training and support:
- Visit www.popp.com or call POPP Communications at 763-797-7900