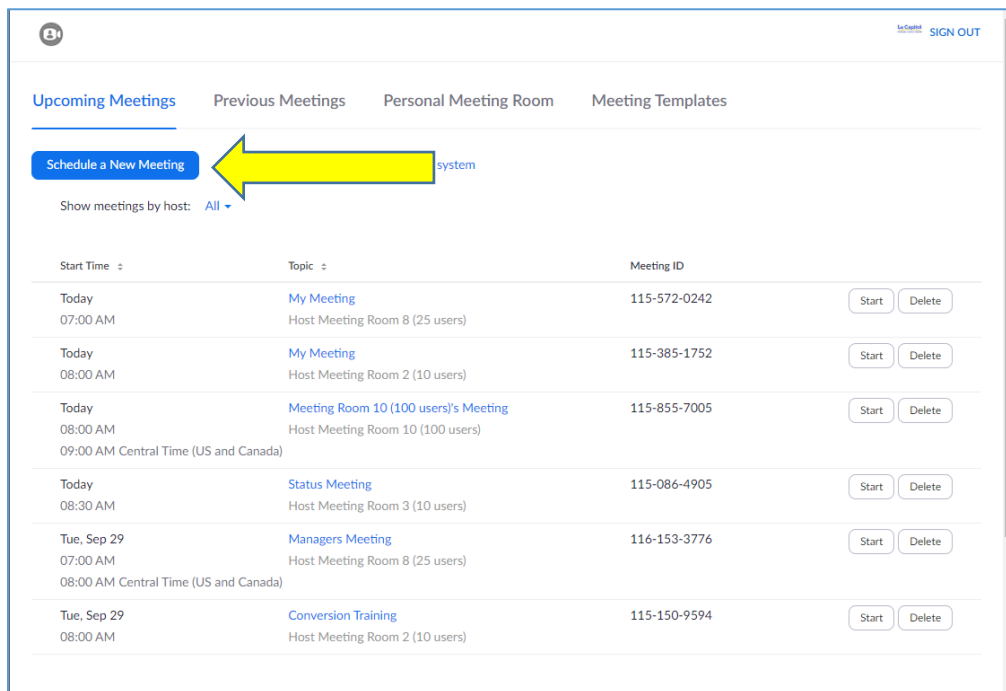


LA Capitol FCU Meeting Service

SCHEDULING A MEETING

Scheduling a Meeting is done via a web browser. There are 10 meeting rooms to choose from, each with different capacities of allowed participants in the meeting. When scheduling, be sure to choose the appropriate room for the number of people that will be on the Meeting. Each Meeting Room will indicate how many participants are allowed.

- 1) Open a web browser and go to <http://meet.gage.cloud>
- 2) Enter the login credentials when prompted
- 3) On the main page, a list of all previously scheduled meetings will be shown



- 4) Click the **Schedule a New Meeting** button

5) Fill out the Meeting form with the meeting details

- a. Topic – Enter your name and a brief description of the meeting
- b. Description – (optional) include more information on the meeting
- c. Date/Time/Duration – schedule for the appropriate time
- d. Schedule For – Choose an available Meeting Room
- e. Meeting Options – ensure *Join Before Host* is selected

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Schedule For

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

6) Click **Save**

7) In the new window that opens, click the **Outlook Calendar** button to download the calendar invite

My Meetings > Manage "IT Team Meeting - Mark Matthews"

Topic IT Team Meeting - Mark Matthews

Description Team meeting to discuss ongoing and upcoming projects.

Time Sep 25, 2020 09:30 AM El Salvador

Add to

Meeting ID 115-855-4350

Meeting Password Require meeting password

Host Meeting Room 5 (10 users) (20200921205324F6774801564905)

8) Share the invite with all other attendees (via email)

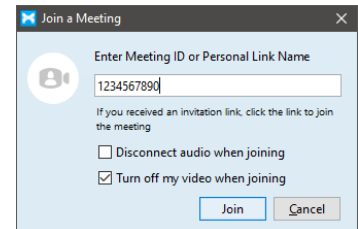
- a. You may edit the invite before sending

JOINING A MEETING

You can join a previously scheduled meeting either through your MaxUC client, via the link in the calendar invite, which will launch the meeting within MaxUC, or via the link in the calendar invite and using a web browser.

From MaxUC

- 1) Go to File > Join Meeting
- 2) In the dialog box that opens, enter the Meeting ID found in the invite
 - a. You may choose to turn off your audio or video from this window if you wish
- 3) Click **Join**

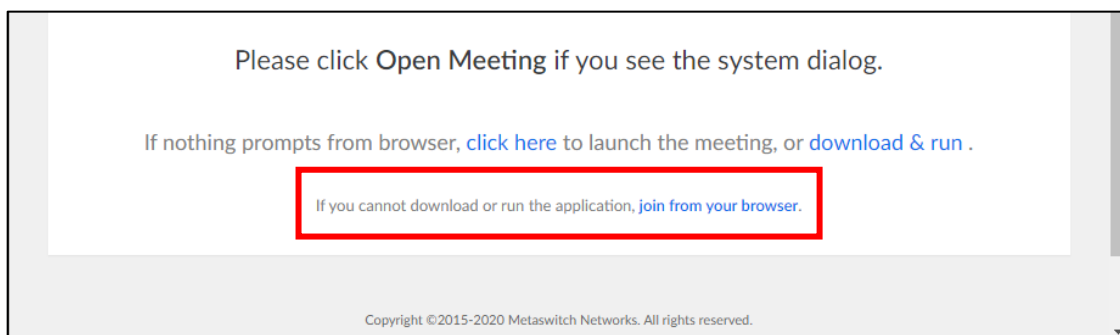


From the Calendar Invite

- 1) Open the invite within Outlook
- 2) Click the *Join Meeting* link found at the top of the invite
- 3) A web browser will open and launch the meeting within MaxUC
- 4) If prompted, approve Launching the application to continue

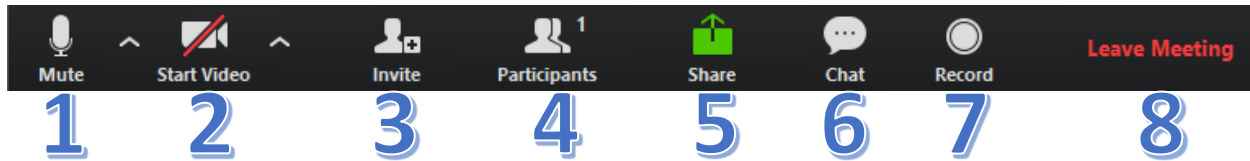
Joining via a Web Browser

- 1) Open the invite within Outlook
- 2) Click the *Join Meeting* link found at the top of the invite
- 3) A web browser will open and attempt to launch the meeting
- 4) Click the *Join From Your Browser* link found at the bottom of the window
- 5) Enter your name when prompted and click **Join**
- 6) Choose which audio option to use as a part of the meeting and follow directions



IN-MEETING PARTICIPANT CONTROLS

As a participant, the allowed controls can be found at the bottom of the screen. These controls auto-hide themselves while the meeting is active. To show them, simply move your mouse cursor inside the meeting window.



1) Audio Controls

- a. Pressing the microphone or phone handset button will toggle the mute on the active audio source
- b. Click the up arrow to the right of the audio icon to
 - i. Switch between available audio devices
 - ii. Switch between phone and computer audio
 - iii. Test audio settings

2) Video Controls

- a. Pressing the camera icon turns your local video on and off
- b. Click the up arrow to the right of the camera icon to
 - i. Switch between video sources
 - ii. Change other video setting

3) Invite Button

- a. Invite other people to join the active Meeting
- b. A new window will open giving the sharing options

4) Participants

- a. Opens a list of all active participants in the Meeting in a window to the right of the main Meeting window

5) Share

- a. Share your screen, a specific open program window, or open a sharable whiteboard
- b. A window will open giving you the options of what to share

6) Chat

- a. Opens a Chat window that is only active within the Meeting
- b. Choose who can see the Chat. Can be everyone or a private message to another participant

7) Record

- a. Begins recording the Meeting
- b. Both audio and video are recorded
- c. Recording gets saved to the local PC when the meeting ends

8) Leave Meeting

- a. Exit the active Meeting

IN-MEETING HOST CONTROLS

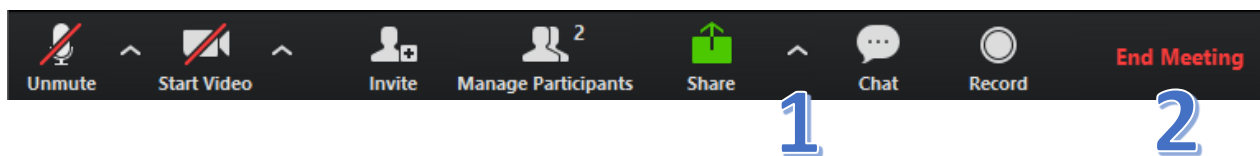
Claiming the Meeting Host

You have the ability to claim the host of the meeting, which will open up more control options within the meeting. To claim the Host, you must join the Meeting within MaxUC.

- 1) Join the Meeting within MaxUC
- 2) In the menu bar at the bottom of the screen, click the **Participants** button
- 3) In the side window that opens, click **Claim Host** at the bottom
- 4) Enter the *Host Key* for the meeting room when prompted
- 5) You are now the Host of the Meeting

Host Controls

As a Host, the controls at the bottom of the Meeting window are the same as a participant with a few exceptions.



- 1) The arrow to the right of the **Share** button
 - a. Can change sharing options within the Meeting
 - b. Allow or Deny who can share and when
- 2) End Meeting
 - a. Ends the Meeting for all participants
 - b. All active participants are immediately disconnected

Other Host Controls

As a Host, the Participants windows allows you to control other participant's within the Meeting. Hover over a participant to control that participant.

- 1) **Mute** and **Unmute** another participant
- 2) **More** (Participant)
 - a. More options to control the participant
 - i. *Chat* – open a private chat
 - ii. *Ask to Start Video*
 - iii. *Make Host* – give Host capabilities. You are no longer a Host
 - iv. *Make Co-host* – gives Host capabilities. You remain as a Host
 - v. *Rename*
 - vi. *Put on Hold/Retrieve from hold*
 - vii. *Remove* – removes and disconnects participant from the Meeting
- 3) **Mute** and **Unmute** all participants in the Meeting other than yourself.
- 4) **More** (Meeting) – controls options for the entire Meeting once it is active
 - a. *Mute participants on entry*
 - i. All participants are automatically muted when joining. They will need to be manually unmuted to speak.
 - b. *Allow participants to unmute themselves*
 - i. Gives participants ability to unmute themselves
 - c. *Play enter/exit chime*
 - i. Enables and disables chime heard when participants join or exit the Meeting
 - d. *Lock meeting*
 - i. Prevents more participants from joining the active Meeting.

