

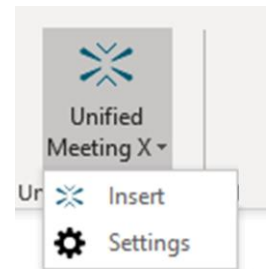
Quick Start Guide

Schedule

Scheduling a Meeting in Outlook

To schedule meetings in Outlook you will need to install the Unified Meeting X add-in. Instructions on how to do this can be found [here](#)

1. Open a new meeting invite in Outlook.
2. Click **Unified Meeting X** add-in from the menu ribbon then click **Insert**.
3. Your meeting invitation will be automatically populated with links to start or join the meeting.
4. Select a date and time for your meeting, add your participants, a subject line and any additional meeting information.
5. Click **Send**



Start and Join Meetings

You can start and join meetings as a host or participant directly from the link in the meeting invitation or meeting hosts can start meetings from the Unified Meeting X homepage.

Start and Join with Personal Meeting Link

1. Click the personal meeting link from the meeting invite.
2. Enter your display name and email address (optional).
3. If you are the meeting host, switch **I am the moderator** to on (teal). If prompted, enter your Unified Meeting X credentials to sign-in.
4. Click **Join**
5. If this is the first time you have used Unified Meeting X you will need to click **Allow** to give the Unified Meeting X permission to access your camera and microphone.
6. Select the correct audio / video devices using the dropdown menus.
7. Click **Connect** to join the meeting
If you wish to join via phone or using a video conferencing unit, Microsoft Teams or Cisco Webex Teams select click **More Options** and choose the appropriate tab for joining instructions.


Start time	Tue 04-Aug-20	9:00 AM	<input type="checkbox"/> All day	<input type="checkbox"/> Time zones
End time	Tue 04-Aug-20	9:30 AM	<input checked="" type="checkbox"/> Make Recurring	
Location	https://umx.conferencing.com/LChen53			

.....

You are invited to a meeting using Unified Meeting® X
<https://umx.conferencing.com/LChen53>


Join from Video Room or a Collaborative App
[222222222@navideo.umx.conferencing.com](https://umx.conferencing.com/222222222@navideo.umx.conferencing.com)
[222222222@euvideo.umx.conferencing.com](https://umx.conferencing.com/222222222@euvideo.umx.conferencing.com)
[222222222@apvideo.umx.conferencing.com](https://umx.conferencing.com/222222222@apvideo.umx.conferencing.com)

Conference Code: 222222222
 Access numbers: <https://www.tconline.com/offSite/OffSiteController.jsp?cc=222222222>



Join meeting

Conference code: 7084867122

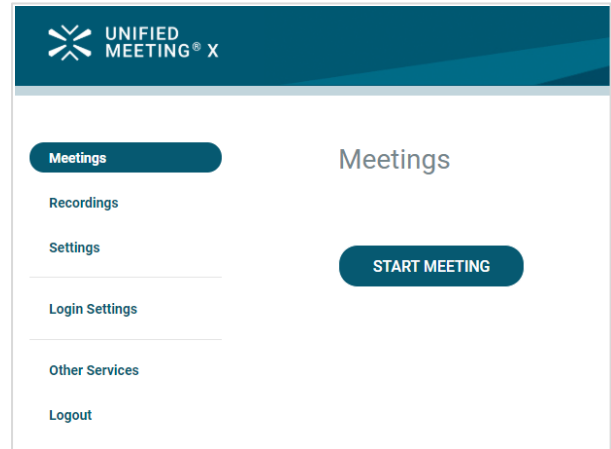

 Lauren Chen
 laurenchen@abc.com

I am the moderator

JOIN


Start Meetings via Unified Meeting X's Homepage

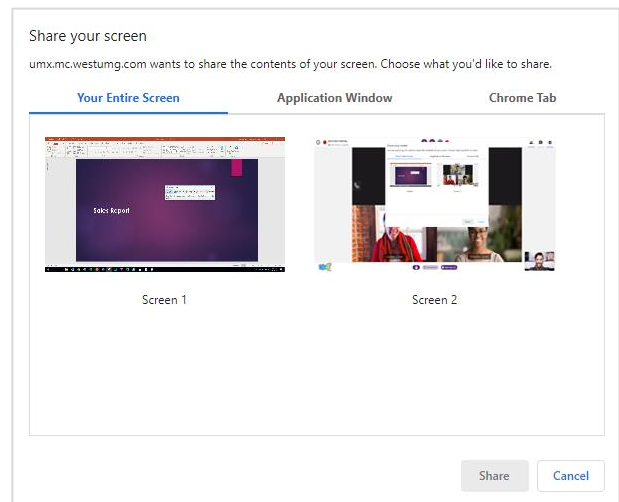
1. Go to <https://my.umx.conferencing.com> click **Sign In** then enter your Unified Meeting X credentials.
2. Click **Start Meeting**.
3. If this is the first time you have used Unified Meeting X you will need to click **Allow** to give the platform permission to access your camera and microphone.
4. Select the correct audio / video devices using the dropdown menus.
5. Click **Connect** to start the meeting



Share and Collaborate

Share and collaborate on files and applications with your participants directly from your desktop.

1. Click **Share**  located at top of the screen.
2. Select the screen or application you wish to share.
 - Screen Sharing – allows you to share your entire screen
 - Application Sharing – share an application that is currently open (e.g. PowerPoint)
 - Browser Tab Sharing – you can also share one of your browser tabs
3. Click **Share** to start sharing.
4. Click **Stop Sharing** located at the bottom of the screen or application to end sharing.



Sharing options may differ depending on what browser you use to join the meeting.

Technical Support and Assistance

For technical support, click **Meeting Information** from the Main Room. Click  then select **Contact Support**.

