

## MaX Meeting

### Top 10 Settings for Successful Meetings

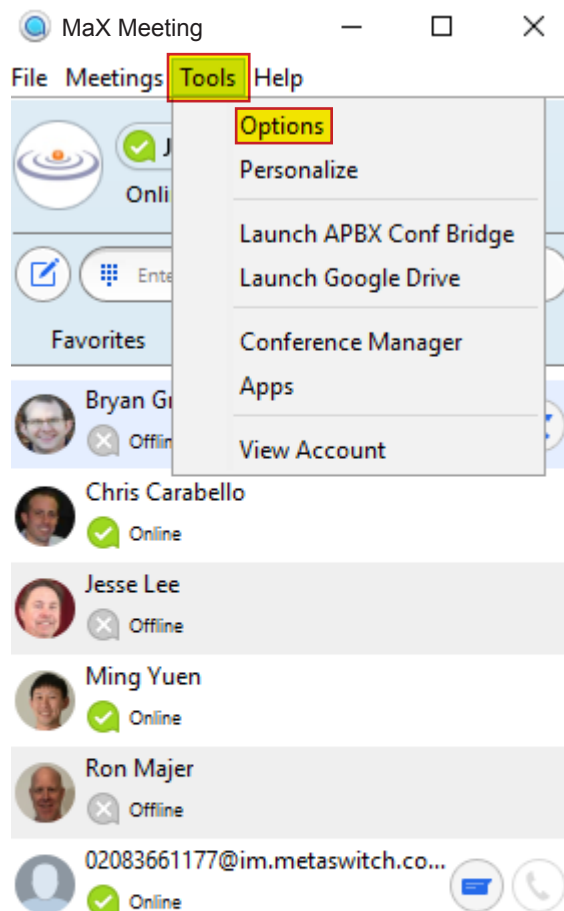
MaX Meeting provides several customization options for scheduling and conducting meetings. By using these settings, you can maximize the effectiveness of your meetings, and ensure they go smoothly. Below are our best recommendations on how to use these settings to ensure your meetings are effective and trouble free.

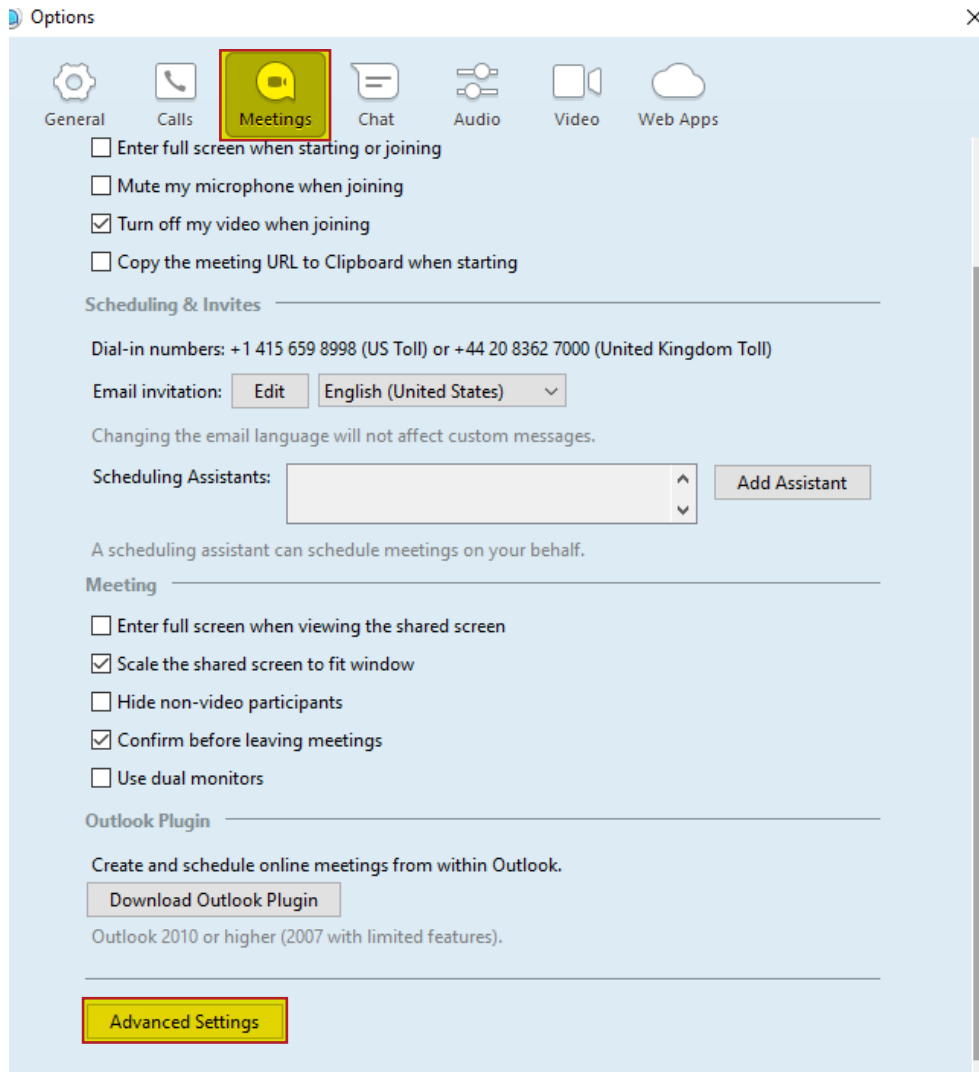
#### Getting There

Click on “**Tools**” in your MaX Meeting Client, and select “**Options.**”

This will open a pop up window with several tabs.

Click on the “**Meetings**” tab, and then scroll down and click “**Advanced.**”





## Scheduling Meeting Options

Using the available options to control how a participant enters the meeting can limit interruptions, and make it an easy entry for your participants.

1. **Video** - Both Participant and Host Video should be “off” when meeting starts. Hosts and participants can turn their video on when they are in the meeting.
2. **Join Before Meeting** - This option should be off, which will put participants into a “waiting room” while they wait for the host to start the meeting. If you want participants to be able to enter a meeting before the host, we recommend you require a password for Personal Meetings if attendees can join before the host.

*Note - You can enable “waiting room” in the advanced “In Meeting” options.*

3. **Mute** - Select the option to “mute” participants automatically when joining a meeting. This is especially important for a large meeting. The host can then control whether a participant can unmute themselves during the meeting.

## In Meeting Options

MaX Meeting provides several customization options that will be applied during your meetings. These are designed to help make your meetings more engaging, collaborative, and effective.

4. **Chat** - Turn this option on and make chat an integral part of your presentation. Tap into your audience by asking questions through chat, a more informal way than polling to gain feedback.
  - a. Make sure you allow meeting participants to send a message visible to all participants as well as private chats.
  - b. It's a good idea to auto-save chats. As a host, you can easily capture these chats after the meeting for any follow up activity.
5. **Sounds** - Turn these on to be advised when participants join or leave. This can be helpful when you know key participants will be delayed.
6. **Co-host** - Use this feature when you are conducting a large meeting and need a partner to help you manage the meeting.
7. **Annotation** - Using annotation can help make your meeting more interactive. Turning on this option will allow participants to add information to shared screens.
8. **Screen sharing** - Turn this option on to allow the host and participants to share content during the meeting. Sharing content, whether planned or on the fly is a great way to make meetings more effective and engaging.
9. **Attention tracking** - Turning this on allows the host to see an indicator in the participant panel if a meeting/webinar attendee does not have the meeting in focus during screen sharing. This can be especially helpful when using MaX Meeting for trainings or other one-way presentations.
10. **"Join from your browser" link** - This feature should always be turned on, especially when using MaX Meeting for external participants. It allows a participant to join a meeting simply by clicking a link, without having to download MaX Meeting. The experience will be somewhat limited, but it is a great option for those who are unable to download, install or run applications.