This guide explains how to install Desktop Video Conferencing via MaX UC and its Meeting Outlook Plugin.
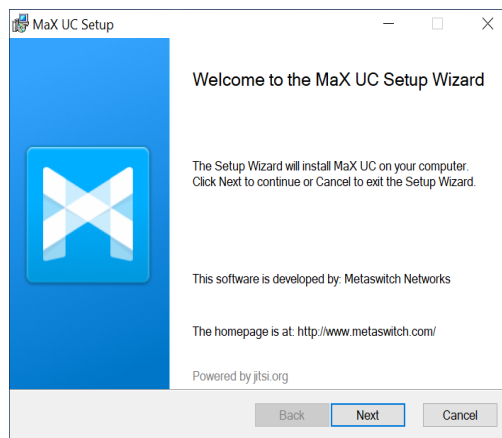
Credentials

To use and log into the MaX UC meeting application, you will need your ten digit **number** and application **password**. If you do not have this information, please see your system administrator or contact Telesystem.
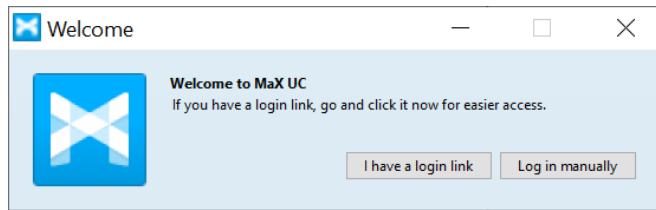
You may be prompted to update your password the first time you login or if the password has been reset. Passwords must be between 12-20 characters long and contain an upper case letter, lower case letter, character, and number. Passwords may not have a numeric sequence (ex: 12345) or match part of your login number.
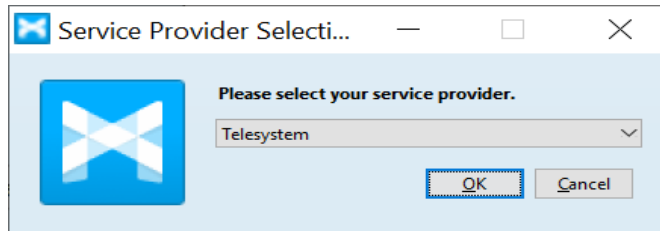
Desktop (PC/MAC) Installation

1. Download the *Meeting* software scrolling to the download links found at www.telesystem.us/video-conferencing

1. When the download of the exe file completes, Choose to *Run* the file to launch the Setup Wizard.
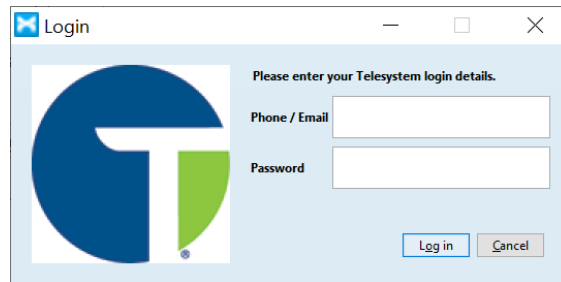

2. Allow the Setup Wizard to complete by clicking on the *Next* and *Install and Finish* options on the following screens to complete the installation.

3. If the application does not launch automatically, you may do so by choosing the *MaX UC* icon on the start menu or desktop.
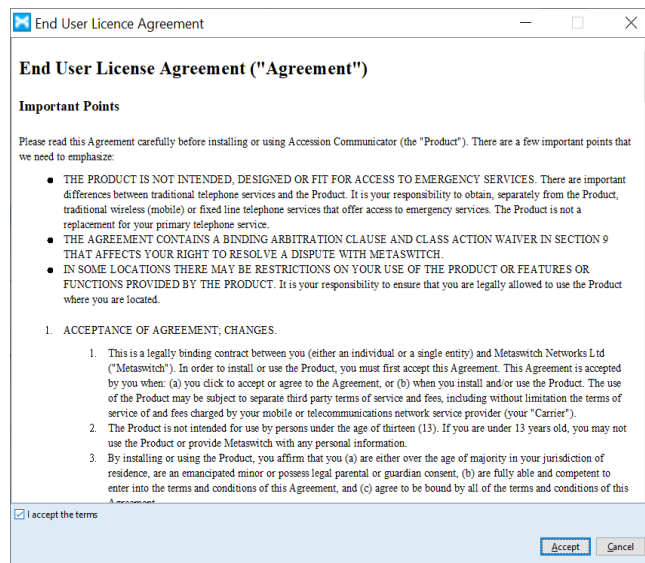
4. Click *Log in manually*

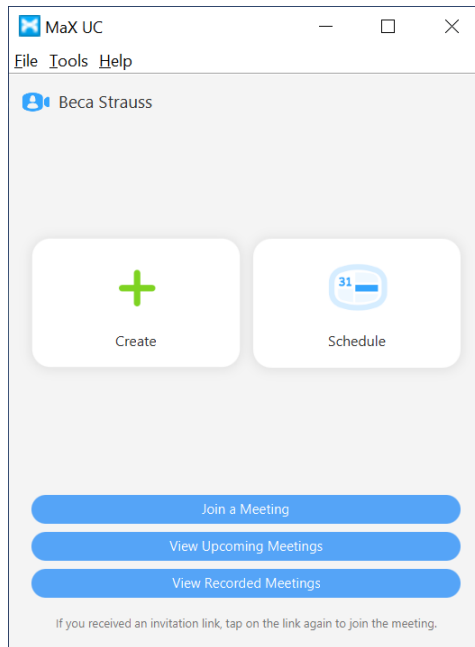5. Choose **Telesystem** from the drop down then click OK.

6. In the next screen, enter your direct phone number and current CommPortal password as your credentials. Then, click the Log in button.

7. The first time you install Max UC, you must read the End User License Agreement, place a checkmark by "I accept the terms", then click Accept.

8. If credentials were entered properly, MaX UC Meeting will launch for the first time.

Outlook Plugin Installation

1. Download the *Meeting* software scrolling to the download links found at www.telesystem.us/video-conferencing

2. When the download of the exe file completes, choose to *Run/launch* it to install. If prompted, keep choosing the *Next* and *Install and Finish* options on the following screens until installation is complete.

3. Restart Outlook. The *Schedule a Meeting* option will appear when sending calendar invitations from Outlook to integrate the outlook calendar with your *Meeting* application.