

MaX UC
Meeting Webinars

Feature User Guide

Notices

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1 Description

Meeting Webinar provides a full featured webinar product offered as a service hosted entirely from the cloud. It includes registration of attendees with custom questions, attendee lists, Q&A, polling, and a chat facility for attendees.

Meeting Webinar support multiple hosts and up to 100 panelists (including hosts).

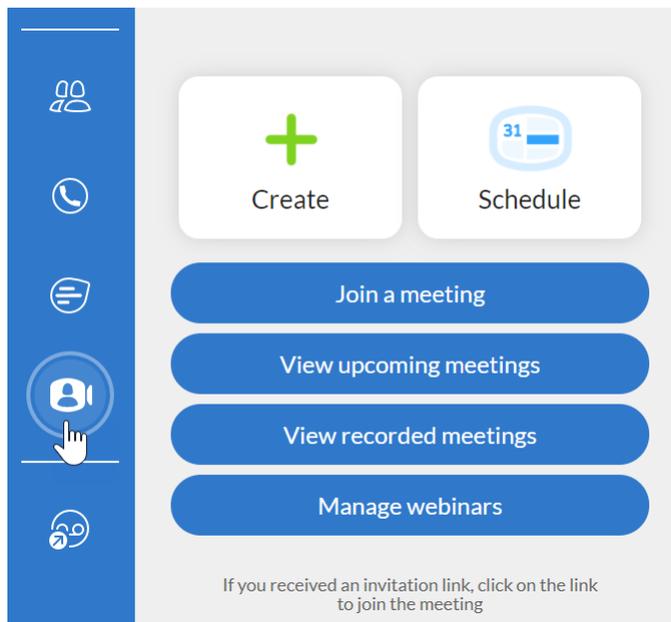
You must have an add-on license to your Meeting product that allows you to set up Meeting Webinars. Depending on the capacity of your license, you may be able to broadcast a webinar to up to 1,000 view-only attendees.

This document describes how to use Meeting Webinar.

2 Meeting Webinars

To access the Meeting Webinars UI:

1. Open your MaX UC Desktop client.
2. Select the *Meetings* tab.
3. Select *Manage Webinars*.

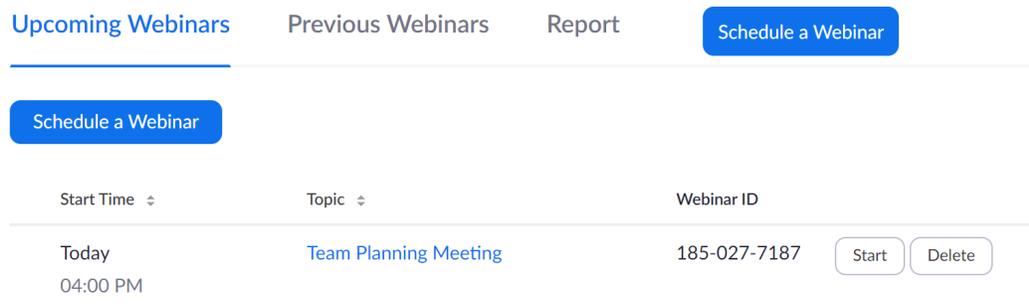


You can then see the **My Webinars** page shown in section 3, Create a Webinar, where you can schedule, manage, and generate reports on your webinars.

3 Create a Webinar

To create a new webinar:

1. Select the *Manage Webinars* link in MaX UC Desktop, as shown in Section 2, Meeting Webinars.
2. Select the  tab.



The screenshot shows the 'Manage Webinars' interface. At the top, there are four tabs: 'Upcoming Webinars' (active), 'Previous Webinars', 'Report', and 'Schedule a Webinar' (a blue button). Below the tabs is a 'Schedule a Webinar' button. Underneath is a table with columns for 'Start Time', 'Topic', and 'Webinar ID'. The table contains one row with the following data: Start Time: 'Today 04:00 PM', Topic: 'Team Planning Meeting', and Webinar ID: '185-027-7187'. To the right of the Webinar ID are two buttons: 'Start' and 'Delete'.

Start Time ↕	Topic ↕	Webinar ID
Today 04:00 PM	Team Planning Meeting	185-027-7187

3. Select the *Schedule a Webinar* button.

You can now see the **My Webinars** page.

[My Webinars](#) > Schedule a Webinar

Schedule a Webinar

Topic	<input type="text" value="Wonderful Webinars"/>
Email:	<input type="text" value="example@email.com"/>
Description (Optional)	<div>This webinar will provide a demonstration of how great our Webinar product is and how you can increase revenue with collaboration and web and video conferencing.</div>
<hr/>	
When	<input type="text" value="02/15/2022"/>  <input type="text" value="4:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT+0:00) London"/>
	<input type="checkbox"/> Recurring webinar
<hr/>	
Registration	<input type="checkbox"/> Required
<hr/>	
Webinar Password	<input type="checkbox"/> Require webinar password
<hr/>	
Video	Host <input checked="" type="radio"/> On <input type="radio"/> Off
	Panelists <input checked="" type="radio"/> On <input type="radio"/> Off
<hr/>	
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both
	Dial from Canada and other 2 countries Edit
<hr/>	
Webinar Options	<input checked="" type="checkbox"/> Q&A
	<input type="checkbox"/> Enable Practice Session
	<input type="checkbox"/> Only authenticated users can join
	<input type="checkbox"/> Record the webinar automatically on the local computer
<hr/>	
Interpretation	<input type="checkbox"/> Enable language interpretation
<hr/>	
	<input type="button" value="Schedule"/> <input type="button" value="Cancel"/>

Enter the following information about your Webinar:

1. Enter the **Topic** of your webinar.
2. Enter the host **Email** address (your email).
3. If required, enter a **Description** for the Webinar.
4. Use the entry fields alongside **When** to select the date and start time of your Webinar.
5. Select the **Duration** of your Webinar.
6. Select the **Time Zone** of your Webinar.
7. Select whether your Webinar requires **Registration**.
8. Select if you want **Host Video** On or Off when the host joins the Webinar.
9. Select if you want your **Panelists Video** On or Off when the panelists join the Webinar.
10. Select the audio options you want to allow:
 - Telephone (Dial-in) Only
 - Computer Audio (VoIP)
 - Both Telephone (Dial-in) and Computer Audio (VoIP)
11. Select the Webinar Options checkboxes to allow:
 - **Q&A** for the Webinar. If disabled, attendees do not see the Q&A tab during the webinar.
 - A **Practice Session**. When selected, you and your panelists can get set up and familiarize yourselves with the Meeting Webinar controls before your Webinar starts.
 - **Only authenticated users can join**.
 - **Record the webinar automatically on the local computer**.
12. Select the **Schedule** button at the bottom of the page to schedule the webinar. Once the webinar is scheduled, you can create a custom invitation to attendees, assign panelists, configure registration rules, and much more, as described in Section 4, Manage your Webinar.

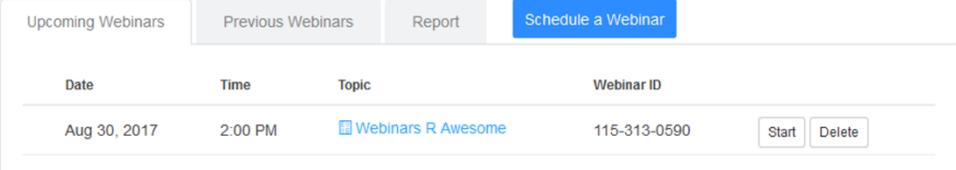
4 Manage your Webinar

Once you have created your webinar, as described in Section 3, Create a Webinar, you must configure the management options available for your webinar, including inviting attendees, setting registration options, and more.

To manage your webinar:

1. Go to the **My Webinars** screen.
2. On the **Upcoming Webinars** tab, click the **Topic** link to open the webinar you want to manage.

My Webinars



The screenshot shows the 'My Webinars' interface. At the top, there are four tabs: 'Upcoming Webinars' (selected), 'Previous Webinars', 'Report', and 'Schedule a Webinar'. Below the tabs is a table with the following columns: 'Date', 'Time', 'Topic', and 'Webinar ID'. The table contains one row of data: 'Aug 30, 2017', '2:00 PM', 'Webinars R Awesome', and '115-313-0590'. To the right of the 'Webinar ID' cell are two buttons: 'Start' and 'Delete'.

Date	Time	Topic	Webinar ID
Aug 30, 2017	2:00 PM	Webinars R Awesome	115-313-0590

The **Manage Webinars** screen that appears has several panels where you can configure a range of settings for this webinar, as described in the rest of this section.

4.1 Manage Webinar basic settings

The first panel allows you to change the basic settings that you set up when creating the webinar.

If you need to make any changes, click the *Edit* link located at the top right of the Manage Webinars screen. If you need any background on these settings, see section 3, Create a Webinar.

[My Webinars](#) > Manage Webinars

Manage "Webinars R Awesome"

Start Webinar

Topic:
Webinars R Awesome [Edit](#)

Description:
This webinar will provide a demonstration of how awesome our Webinar product is, and how you can increase revenue with collaboration and web and video conferencing

Time:
Aug 30, 2017 2:00 PM (GMT-5:00) Central Time (US and Canada) [Add to calendar](#) ▼

Webinar ID:
115-313-0590

Host Video:
On

Panelists Video:
On

Audio Options:
Both Telephony and Voip

Disable Q&A:
No

Enable Practice Session:
Yes

Enable HD video for view-only users:
No

4.2 Brand your Webinar invite

You can customize the email invitation that is sent to the people you are inviting to your Meeting Webinar by adding a customer banner or logo.

To add a banner or logo to your webinar invite:

1. Scroll down the Manage Webinars screen to the **Branding** section.

This screen sets out the required format for the banner image and logo files. You must have these files saved on your computer ready to upload them.

Branding

Banner: Your banner is displayed at the top of your invitation page. [Upload](#)

Requirements

- GIF, JPG/JPEG or 24-bit PNG (no alpha)
- Dimensions: 640px by 200px (Suggested)
- Your banner cannot exceed the maximum dimensions of 1280px by 400px.
- Maximum file size: 1024KB

Logo: Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar. [Upload](#)

Requirements

- JPG/JPEG or 24-bit PNG (no alpha)
- Dimensions: 200px by 200px (Suggested)
- Your logo cannot exceed the maximum dimensions of 400px by 400px.
- Maximum file size: 300KB

2. To add a banner to your email invitation, click on the *Upload* link in the **Banner** section.
3. To add a logo to your email invitation, click on the *Upload* link in the **Logo** section.

Once you have uploaded the image for your banner and/or logo, you can see a preview of the image(s) used in your email invitation.

Branding

Banner: Your banner is displayed at the top of your invitation page. [Upload](#)



[Delete](#)

Logo: Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar. [Upload](#)



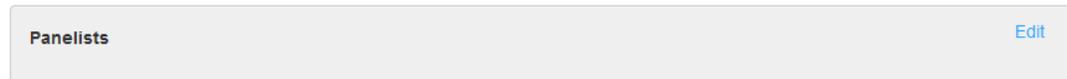
[Delete](#)

4.3 Invite Panelists

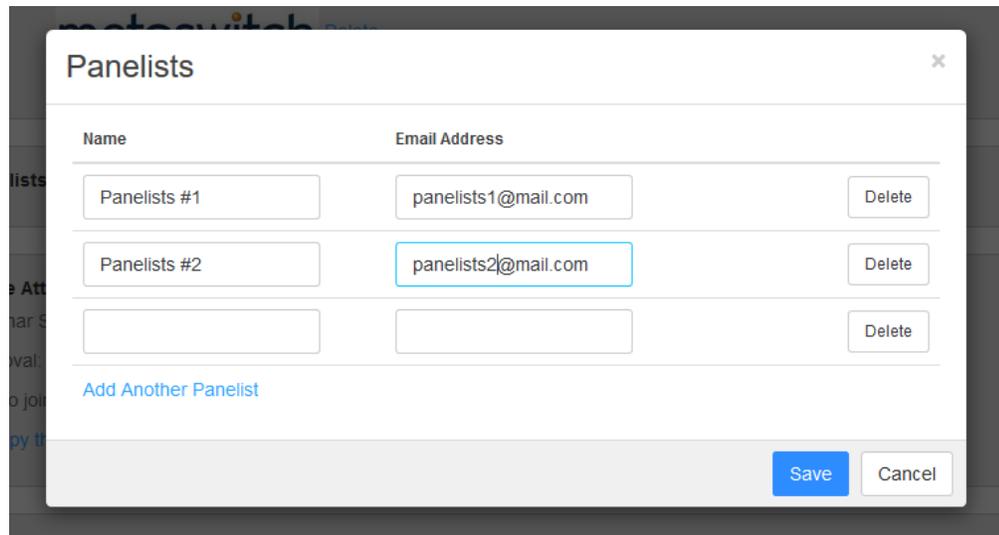
You can have up to 100 Panelists in your webinar. This total includes the Host and any Co-Hosts.

To add Panelists to your webinar:

1. Scroll down the Manage Webinars screen to the **Panelists** section.



2. Click the *Edit* link.
3. The **Add Panelists** interface panel appears.

A screenshot of a modal window titled "Panelists" with a close button (X) in the top right corner. The window contains a table with two columns: "Name" and "Email Address". There are three rows of input fields. The first row has "Panelists #1" in the Name field and "panelists1@mail.com" in the Email Address field, with a "Delete" button to the right. The second row has "Panelists #2" in the Name field and "panelists2@mail.com" in the Email Address field, with a "Delete" button to the right. The third row has empty input fields and a "Delete" button to the right. Below the table is a blue link that says "Add Another Panelist". At the bottom right of the modal are two buttons: "Save" (blue) and "Cancel" (white).

4. Enter each panelist's Name and E-mail Address.
5. Click *Add Another Panelist* if you need to add further panelists.
 - You can add up to 100 panelists (including the host and any co-hosts).
 - You can delete or add panelists at any time before the Webinar starts.
6. Press *Save* to send invites to the new panelists entered.

4.4 Manage Attendees

Attendees are view-only participants who cannot share their video or audio during the webinar. Attendees see the active speaker view of the webinar and the screen share of the webinar if the screen is being shared. Attendees interact with the Hosts and Panelists using the Q&A and chat panels.

To invite Attendees to register or attend your webinar:

1. Go to the **Manage Webinars** page.
2. Scroll down the page to the **Invite Attendees** section.



3. Click *Edit*.
4. You can then see the panel where you can carry out the steps described in the following sections.
 - 4.4.1, Registration types
 - 4.4.2, Registration Questions
 - 4.4.3, Send the invitation
 - 4.4.4, Manage registrations

4.4.1 Registration types

You can choose from three approval methods on the Registration Panel when inviting attendees to register for your webinar:

The screenshot shows a 'Registration' dialog box with the following settings:

- Approval:**
 - No Registration Required: Registrants just enter their email address and display name at the time of the webinar to join.
 - Automatically Approve: Registrants will automatically receive information on how to join the webinar.
 - Manually Approve: The organizer must approve registrants before they receive information on how to join the webinar.
- Notification:**
 - Send an email to host when someone registers
- Other options:**
 - Close registration after event date
 - Show social share buttons on registration page

Buttons: Save All, Cancel

1. **No Registration Required.** Registrants simply enter their email address and display name when they join the webinar. This method is the simplest for the Attendees but allows you to capture only the email address and name of people attending the webinar.
2. **Automatically Approve.** Registrants automatically receive information on how to join the webinar after they enter any information you have required a registering attendee to provide. This method is useful when you want to capture specific information about attendees but allows anyone to register for the webinar. See Section 4.4.2 for the information you can capture during registration.
3. **Manually Approve.** The organizer must approve registrants before they receive information on how to join the webinar. This method is useful when you want to capture specific information about attendees and be selective about who you will allow to attend the webinar. See Section 4.4.2 for the information you can capture during registration.

From this panel you can also use the checkboxes to:

- send an email to the host when someone registers
- close registration after the event date
- show social share buttons on registration page.

4.4.2 Registration Questions

You can require that people registering for your webinar provide information before they can attend your webinar.

To manage the questions presented to attendees during registration:

1. Click on the **Questions** tab in the Registration Panel.

Field	Required
<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input type="checkbox"/> Address	<input type="checkbox"/>
<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/>
<input type="checkbox"/> Country	<input type="checkbox"/>
<input checked="" type="checkbox"/> Zip/Postal Code	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> State/Province	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Industry	<input type="checkbox"/>
<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Job Title	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input checked="" type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input checked="" type="checkbox"/> No. of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions and Comments	<input type="checkbox"/>

2. Use the checkboxes to choose the standard questions and select whether you require the attendee to enter specific information before they can register.
3. If you want to create custom questions, select the **Custom Questions** tab.

4. On this screen, you can either create questions that require a short answer from the attendee or present them with multiple choice options.
 - Enter the details for the first question.
 - If you want to add further questions, click *Add another question*.
 - Once you have entered all your questions, click *Save All*.

4.4.3 Send the invitation

Once you have completed setting up the registration type and entering any questions you want attendees to answer when registering for your webinar, you see the Registration URL for this webinar on the **Invite Attendees** panel, as shown below.

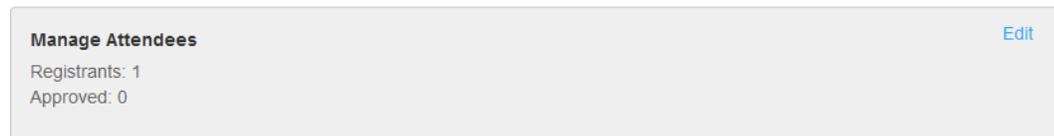
To receive a copy of the webinar invitation email that is sent to attendees in your default mail client, click *Email me the invitation*.

4.4.4 Manage registrations

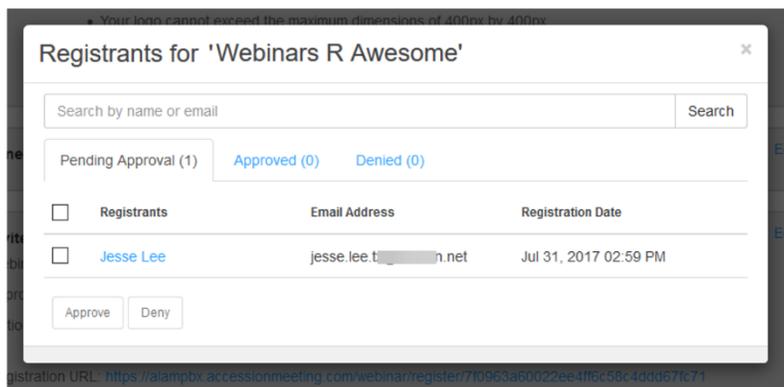
If you have chosen to manually approve registration in section 4.4.1, Registration types, you need to approve each registration request. If you selected *Send an email to host when someone registers*, you receive an email notification each time someone registers for the webinar.

To manage registrations:

1. Go to the **Manage Webinars** page.
2. Scroll down the page to the **Manage Attendee** section. In this section, you can see the number of Registrants and the number that you have already approved.



3. To manage the attendees, click the *Edit* link to open the registration management panel.



1. Select the checkbox for each registrant that you want to manage and click either the *Approve* or *Deny* button.
2. Once you have approved the registration, the attendee receives an email with the link to join the meeting.
3. If you need to change the registration status of a registrant that you have already approved or denied, you can change the registration by selecting the **Approved** or **Denied** tabs on the registration management panel.

4.5 Reminder and follow-up Email Settings

You can set up Meeting Webinars to send reminders and follow-up emails automatically to your panelist and attendees.

1. Go to the **Manage Webinars** page.
2. Scroll down the page to the **Email Setting** section. This shows what you have currently configured and allows you to make changes.

Email Settings	
Reply-to: Jesse Lee, jesse.lee@...com	Edit
Invitation Email to Panelists	Edit
Confirmation Email to Registrants: Send after registration approval	Send me a preview email Edit
No reminder email to Attendees and Panelists	Edit
No follow-up email to Attendees	Edit
No follow-up email to Absentees	Edit

3. Click *Edit* to change any of the details on this screen.
 - By clicking *Edit* opposite **Reply-to**: you can change the name and email address of the reply to contact in the email invitations.
 - By clicking *Edit* opposite **Invitation Email to Panelists** you can select to send or not send an invitation email to your panelists.
 - By clicking *Edit* opposite **Confirmation Email to Registrants** you can modify the confirmation email received by attendees.

Confirmation Email

Send Confirmation Email to Registrants

Subject
[Meeting Topic] Confirmation

Body
Hi [User Name],
Thank you for registering for "Webinars R Awesome".

Please submit any questions to: jesse.lee@...com
Date Time: Aug 30, 2017 2:00 PM (GMT-5:00) Central Time (US and Canada)
Join from a PC or Mac device:
Please click this URL to join: [Join Link](#)
Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)
Or iPhone one-tap: 141...90# or 16...590#
Or Telephone:
Dial: +1 415... (Hong Kong Toll) or +1 6... (Hong Kong Toll)
Webinar ID: 11...

This is additional dial text

System requirement:
... or higher is required to join the webinar. You can download it from
<https://...>, Apple App Store or Google Play.

[Save](#) [Cancel](#)

- In this panel, you can modify the email Subject as well as provide additional text for the Body of the email and dial-in section.
- By clicking *Edit* opposite **Reminder email to Attendees and Panelists** you can use the checkboxes to choose to send multiple reminder emails to those joining the webinar.

- By clicking *Edit* opposite **Follow-up Email to Attendees** you can choose to send an automatic follow-up email to everyone that attended your webinar.

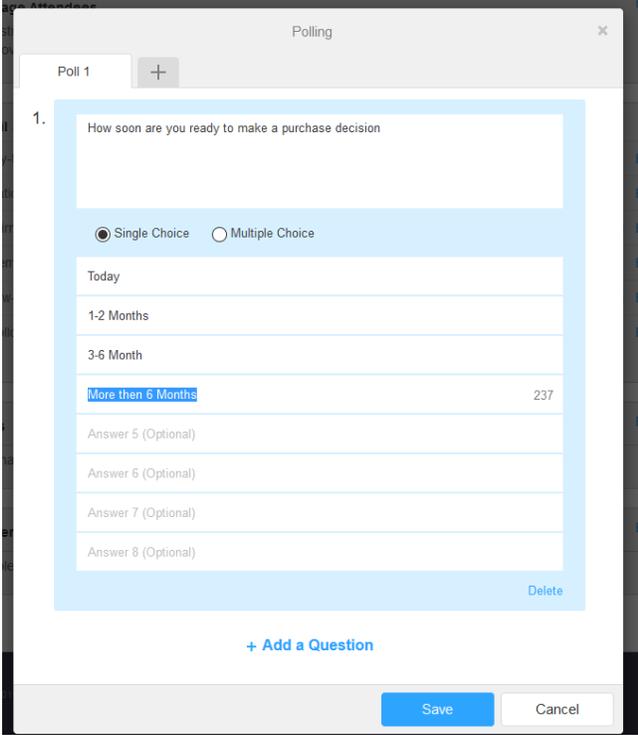
- You can use the **Send Email** dropdown to select to send the email between 1-7 days after your webinar.
- You can also customize the email subject and provide additional text in the body of the email.
- By clicking *Edit* opposite **Follow-up Email to Absentees**, you can choose to send an automatic follow-up email to everyone that registered for your webinar but did not attend.
 - You can use the **Send Email** dropdown to select to send the email between 1-7 days after your webinar.
 - You can also customize the email subject and provide additional text in the body of the email.

4.6 Create and manage polls

You can create and manage polls that are presented to your webinar attendees to capture information throughout your webinar.

To create a new poll for your webinar:

1. Go to the **Manage Webinars** page.
2. Scroll down the page to the **Polls** section and click *Edit*. This displays the **Polling** management panel.
3. Click on *Add a Question* and to see the **Add a question** panel



The screenshot shows a 'Polling' window with a close button (x) in the top right. Below the title bar, there is a 'Poll 1' label and a '+' icon. The main content area contains a question: '1. How soon are you ready to make a purchase decision'. Below the question, there are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Underneath, there is a list of options: 'Today', '1-2 Months', '3-6 Month', and 'More than 6 Months' (which is highlighted in blue and has a count of 237). Below the options are four 'Optional' answer fields labeled 'Answer 5' through 'Answer 8'. A 'Delete' button is located at the bottom right of the question area. At the bottom of the window, there is a '+ Add a Question' link and 'Save' and 'Cancel' buttons.

4. Enter your first question and answer(s).
5. To add further questions, click *Add a Question*.
6. Once you have added all the questions for this poll, click *Save*.
7. To add an additional Poll, click the + tab at the top of the page.

4.7 Attendees registering for the Webinar

When the attendees you have invited receive the invitation to register, they can click on the registration link to access the web-based registration page.

Webinar Registration

[f](#) [t](#) [in](#) [e](#)

Topic: Webinars R Awesome

Description: This webinar will provide a demonstration of how awesome our Webinar product is, and how you can increase revenue with collaboration and web and video conferencing

Time: Aug 30, 2017 2:00 PM (GMT-5:00) Central Time (US and Canada)

First Name*	Last Name*
<input type="text" value="Jesse"/>	<input type="text" value="Lee"/>
Email Address*	Confirm Email Address*
<input type="text" value="jesse.lee@mail.com"/>	<input type="text" value="jesse.lee@mail.com"/>
City*	State/Province*
<input type="text" value="Dallas"/>	<input type="text" value="Texas"/>
Phone*	Industry
<input type="text" value="214-555-1212"/>	<input type="text" value="Telecommunications"/>
Organization*	Job Title*
<input type="text" value="Metaswitch"/>	<input type="text" value="Director, Product Marketing"/>
Purchasing Time Frame	
<input type="text" value="4-6 months"/>	

Did you attend a Metaswitch Symposium in 2017*

* Required information

[Register](#)

Your information will be sent to  for registration and reporting purposes only.

To register, the attendee clicks the *Register* button at the bottom of the screen.

Once the Attendee has registered and their registration has been automatically or manually approved, they receive an email with details on how to join the webinar.

5 Start your Webinar

To start a webinar:

1. Go to the **My Webinars** page.
2. Select *Start* next to your webinar.

My Webinars

Date	Time	Topic	Webinar ID		
Aug 30, 2017	2:00 PM	 Webinars R Awesome	115-313-0590	Start	Delete

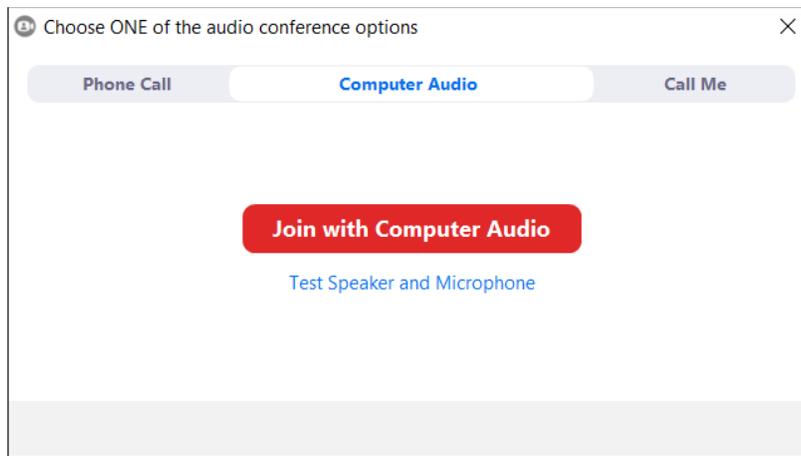
Note that Meeting Webinar uses your Meeting client for the webinar, so you have access to many of the functions used in Meeting.

5.1 Connect your audio

Note that Meeting Webinar uses your Meeting audio settings for your Webinar, so you do not need to change your audio settings. If you do need to change the setting or connection type, you can use the instructions in this section.

Although you can easily connect your computer audio to a Meeting, we recommend that you use an audio headset connected to your PC.

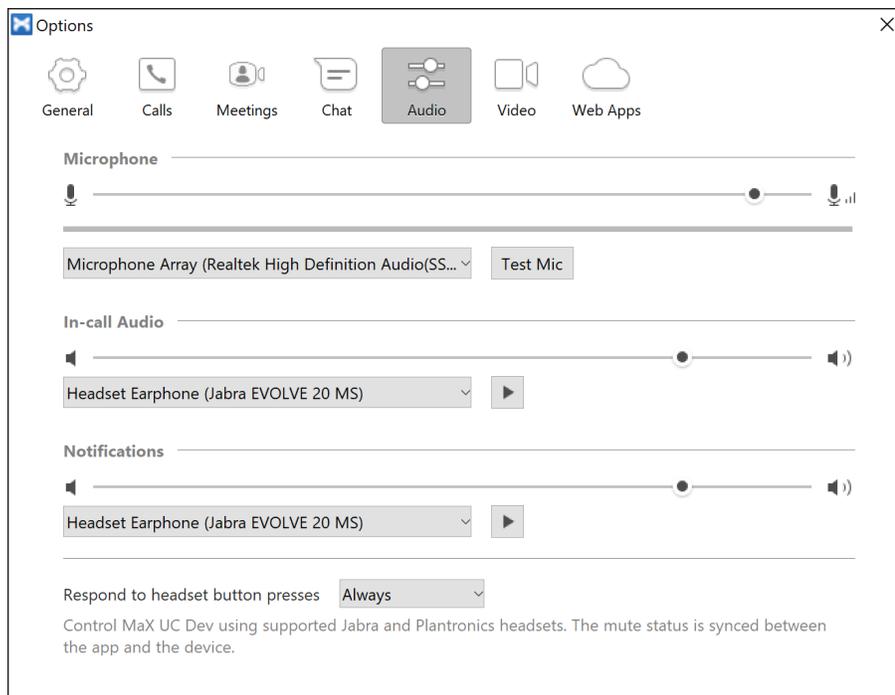
After joining or starting a Meeting, select *Join with Computer Audio* to connect your computer's speaker and microphone to the Meeting.



If you prefer to use your computer's speaker and microphone, you can set MaX UC Desktop to always connect your audio automatically via your computer. In the MaX UC Desktop UI:

1. Select your avatar and select *Settings*.
2. In the *Options* window that appears, select the *Meetings* tab.
3. Tick *Connect Audio when starting or joining*.

You can test your audio settings on the *Audio* tab.



1. Use the dropdown list under **Microphone** to select the headset or device to transmit your voice.
2. Adjust the microphone volume using the sliding volume bar.

3. Use the *Test Mic* button to record a sample and play it back to check the quality of your headset microphone.
4. Use the dropdown list under **In-Call Audio** to select the headset or device to receive audio from your computer.
5. Adjust the headset/speaker volume using the sliding volume bar.
6. Verify your headset/speaker volume by pressing the *play* icon, which plays sound over your selected device.
7. Use the dropdown list under **Notifications** to select the device you want to ring and play other MaX UC Client notification sounds; this should be your PC sound device but can also be your headset.
8. Adjust the notification headset/speaker volume using the sliding volume bar.
9. Verify your notification headset/speaker volume by pressing the *play* icon, which plays sound over your selected device.

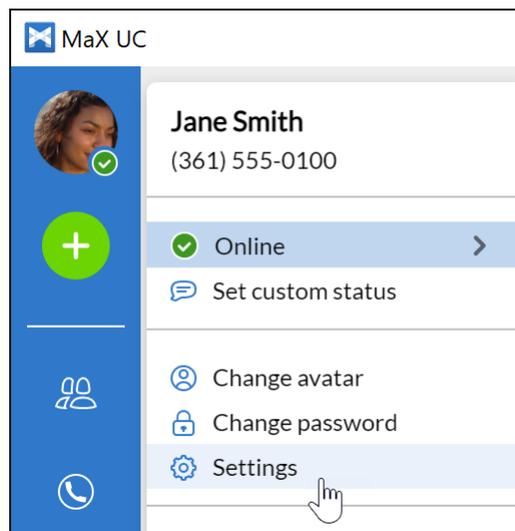
Once in the Webinar, you can mute/unmute by selecting the *mute* button on the bottom-left side of the menu bar. You can also mute/unmute by pressing **Alt + a** on your keyboard.

5.2 Connect your video

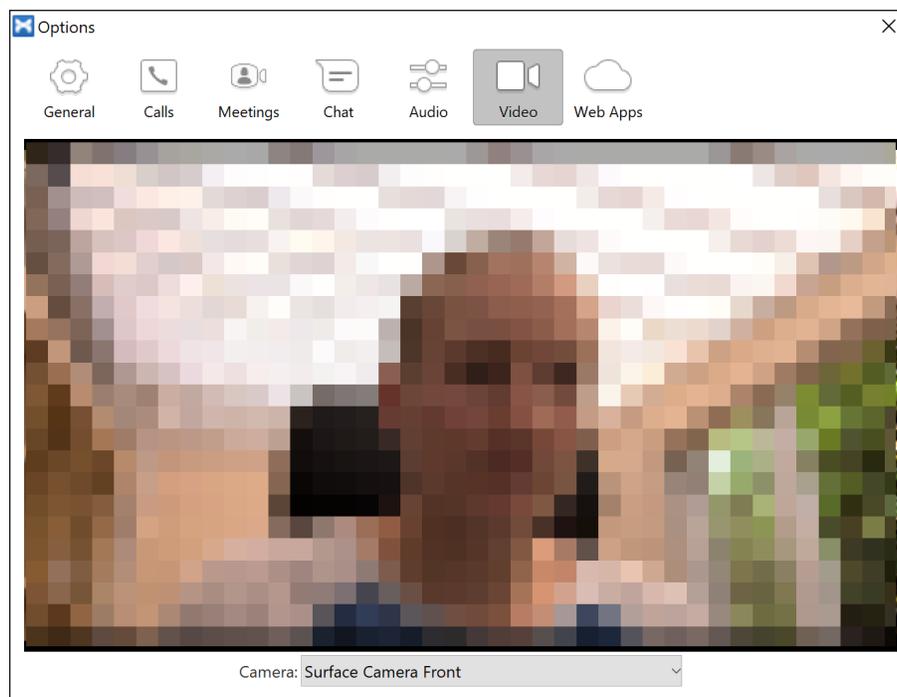
Meeting Webinar uses your Meeting video settings for your Webinar, so you do not need to change your video settings. If you do need to change the setting or camera used, you can use the instructions in this section. Meeting supports video up to 720p with a refresh rate of 30 frames per second.

You can configure your video settings in both MaX UC Desktop and directly from the Meeting Webinar application.

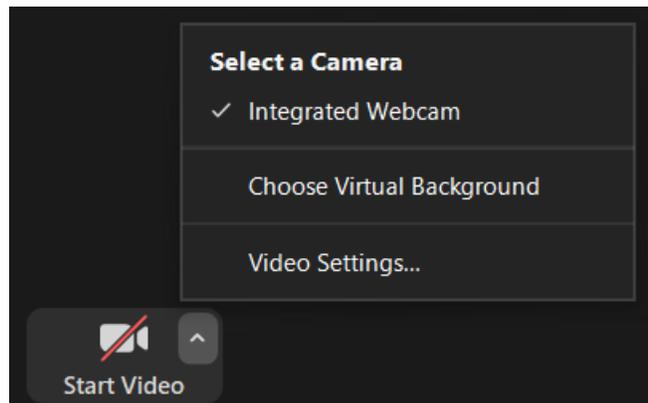
- To access your video setting from MaX UC Desktop, select your avatar and select **Settings**.



In the *Options* window that appears, select the *Video* tab. Use the *Camera* dropdown to select the preferred video device and display a sample of your video.



- To access your video settings from the Meeting client, expand the menu next to the *Video* icon and select *Video Settings*.



5.2.1 Share your video in a Webinar

Note that only hosts and panelists can share video in a webinar.

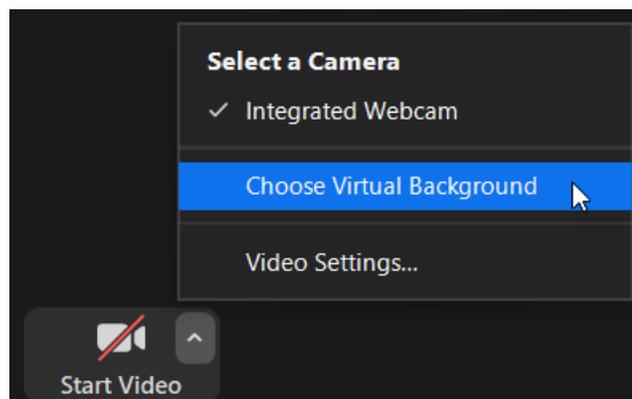
- To share your video while in a Meeting Webinar, click the *Start Video*  icon located at the lower left of your screen.
- To stop sharing your video click the *Stop Video*  icon located in the same place as the *Start Video* icon.

5.2.2 Enable Virtual Backgrounds

You can choose a Virtual Background to disguise the surroundings in your video display and present a more professional workspace.

MaX UC Desktop

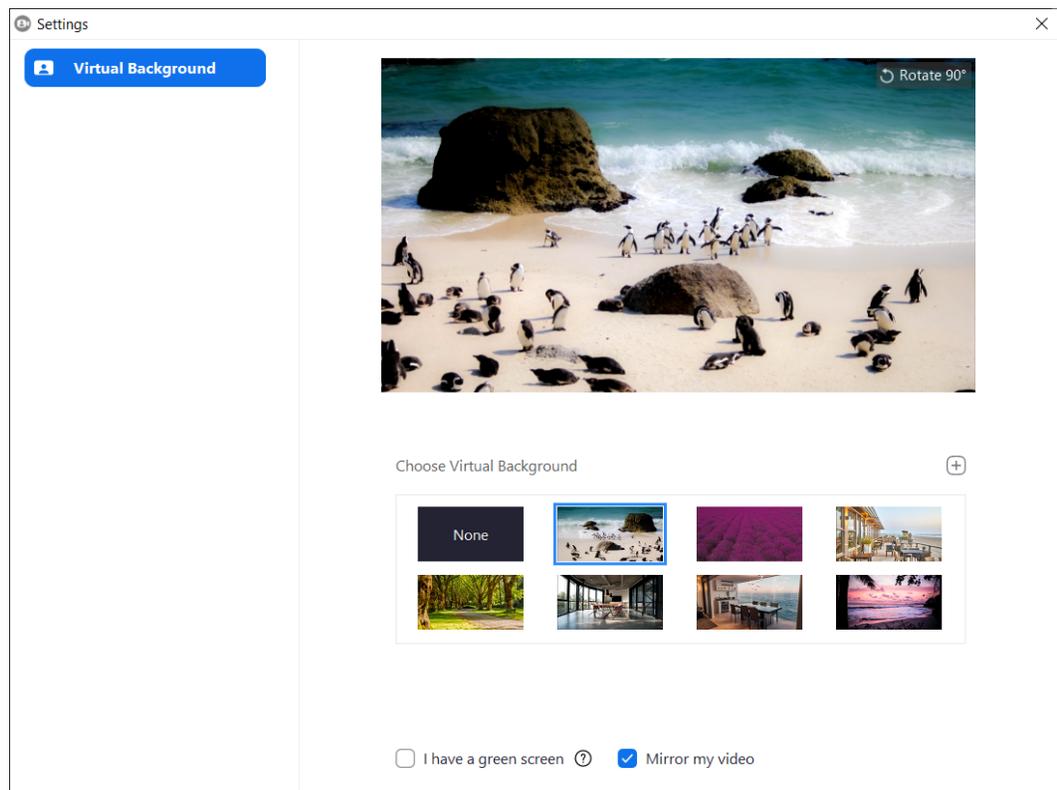
On MaX UC Desktop, expand the menu next to the video icon and select *Choose Virtual Background*.



If the *Choose Virtual Background* option is not visible, go to *Video Settings > Meetings > Advanced Settings* and, under the **In Meeting (Advanced)** heading, enable *Virtual Background*.

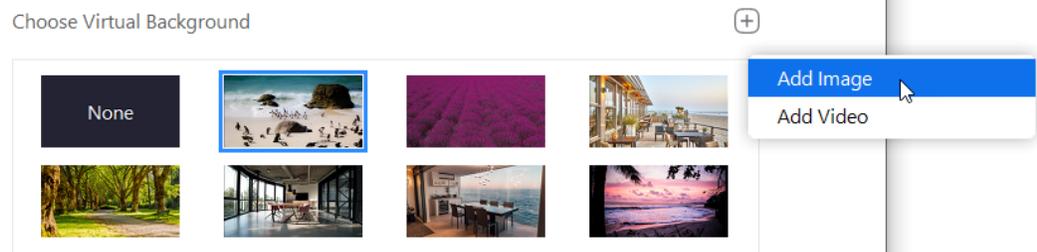
The **Virtual Background** window opens, and you can configure the following settings.

- Click on one of the stock images or videos to set it as your Virtual Background.



The Virtual Background persists in subsequent Meetings.

- Select *None* in the **Virtual Background** window to turn off your Virtual Background.
- Click on the *plus icon* and select *Add Image* or *Add Video* to upload your own image or video to use as your Virtual Background.



- You can improve the quality of your Virtual Background by providing a green screen for your workspace. Tick the box next to **I have a green screen** if you have a green screen.

I have a green screen  Mirror my video

- If you would like to flip your video horizontally, tick the box next to **Mirror my video**. Note that the video display is only mirrored on your screen and is not mirrored for other Meeting participants.

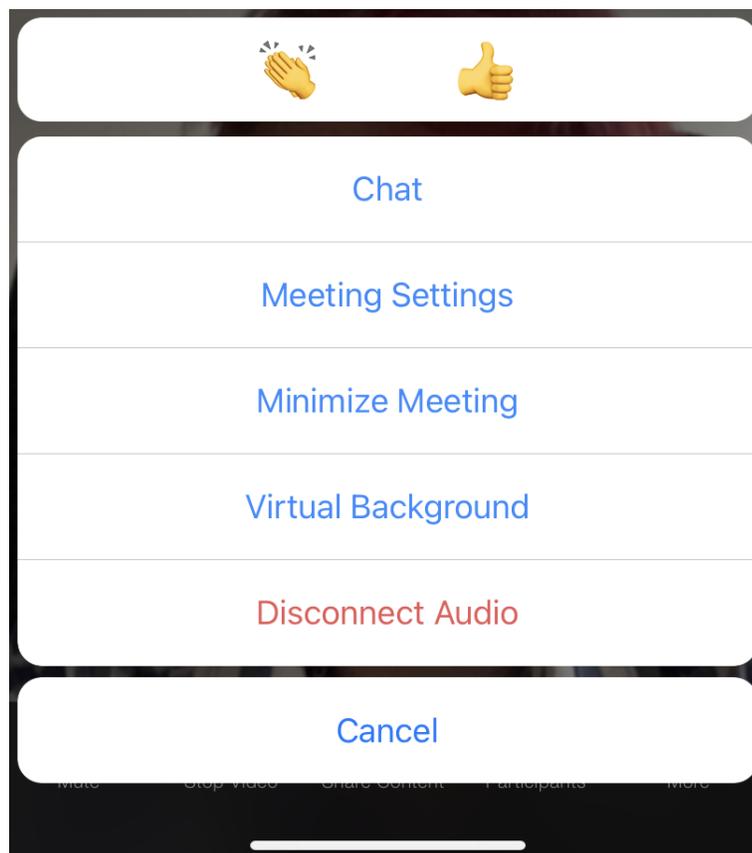
MaX UC Mobile (iOS)

Follow the instructions below to enable a Virtual Background for your video stream on MaX UC Mobile for iOS.

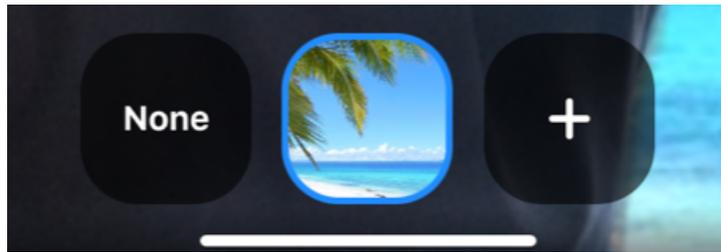
1. Tap on *More*.



2. Select *Virtual Background*.



3. The **Virtual Background** window opens, and you can configure the following settings.

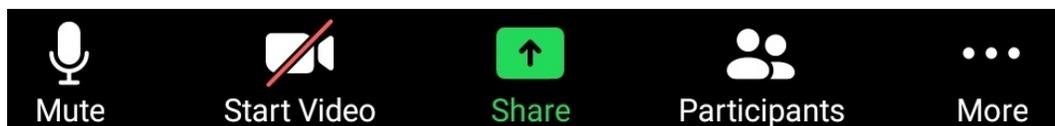


- Tap on one of the stock images or videos to set it as your Virtual Background. The Virtual Background persists in subsequent meetings.
- Tap *None* to turn off your Virtual Background.
- Tap on the *plus icon* and select an image or video on your device to use as your Virtual Background.

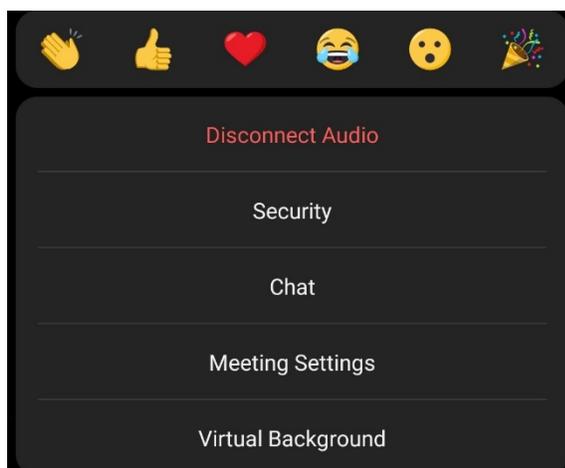
MaX UC Mobile (Android)

Follow the instructions below to enable a Virtual Background for your video stream on MaX UC Mobile for Android.

1. Tap on *More*.



2. Select *Virtual Background*.



3. The **Virtual Background** window opens, and you can configure the following settings.



- Tap on one of the stock images or videos to set it as your Virtual Background. The Virtual Background persists in subsequent meetings.
- Tap *None* to turn off your Virtual Background.
- Scroll to the end of the stock images and tap on the *plus icon* to select an image or video on your device to use as your Virtual Background.

6 Webinar controls

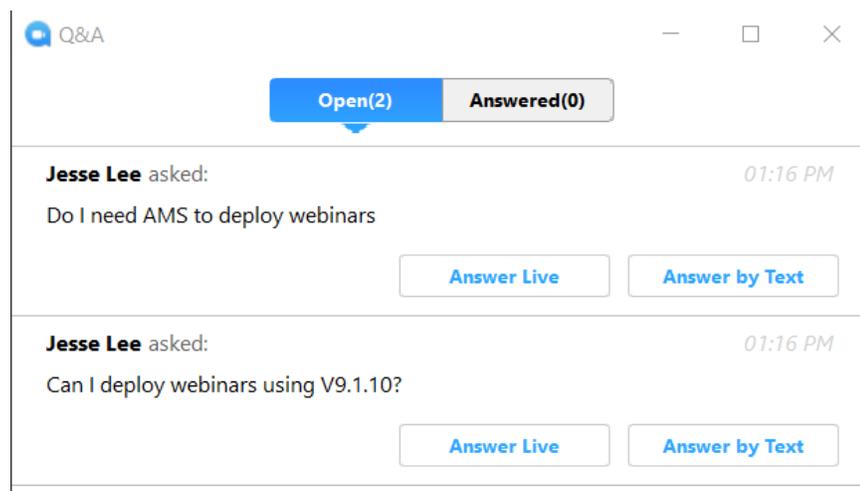
When you start your webinar, you can see the controls toolbar at the bottom of the screen that includes icons that launch the following features.

- 6.1, Q&A panel.
- 6.2, Polls.

6.1 Q&A panel

During your webinar, attendees can click the Q&A button  on the toolbar at the foot of the webinar screen to launch the Q&A panel, where they can ask questions.

When attendees ask a question using the Q&A panel, only the hosts and panelists can see the questions on the following panel.



Webinar hosts and panelists can use this panel to answer any questions raised during the webinar:

- Select *Answer Live* to answer the question over live audio
- Select *Answer by Text* to type an answer.

Once you have answered a question, it is moved to the **Answered** tab.

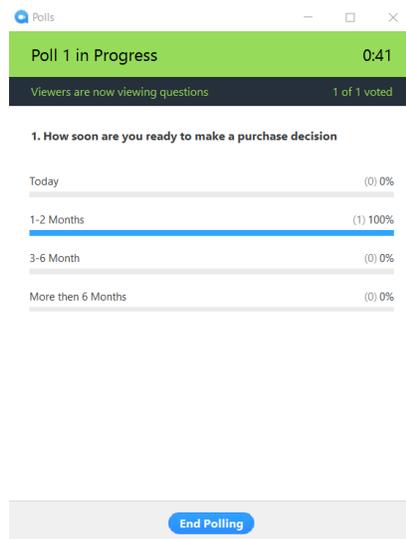
You can obtain reports detailing Questions and Answers that were asked during the webinar.

6.2 Polls

If you want to use polls in your webinar, you must create them in advance, as described in section 4.6. Webinar hosts and/or panelists can launch the polls during the webinar.

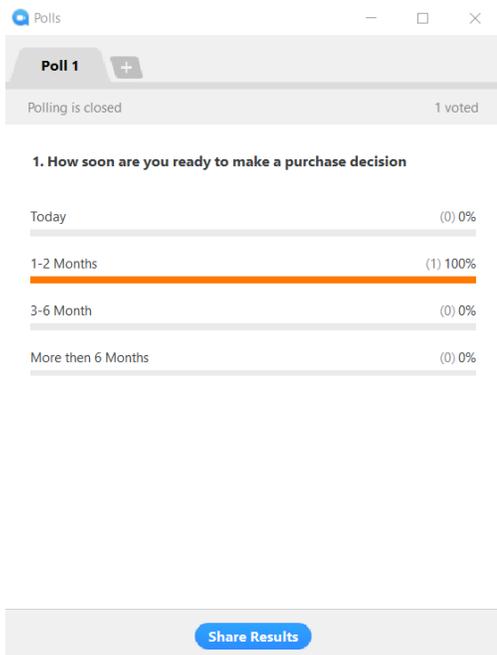
To begin a poll during your webinar:

1. Click the Polls  button on the webinar toolbar to launch the Polls panel.
2. To begin polling, click *Launch polling* to display the following screen.



3. You can see attendees responding to the poll in real time as well as view a timer for how long the poll has been active.
4. To stop the poll, click *End Polling*.

You can then see the poll results panel.



1. You can share the poll results with your Attendees by clicking *Share Results*.
2. To exit the results panel, click the x at the top-right of the panel.

All poll results are available in the webinar reports described in 7.5, Poll report.

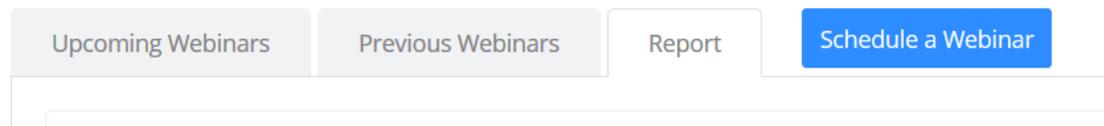
7 Webinar reports

To allow you to make the most of your webinar, you can access reports for your Meeting Webinars.

To access reports:

1. Go to the **My Webinar** page.
2. Select the **Report** tab.

My Webinars



3. You can then see the following screen, where you can use the radio buttons under **Step 1** to select the report type and under **Step 2** to choose the webinar, and then click on *Generate CSV Report* in **Step 3** to create the report.

My Webinars

Upcoming Webinars Previous Webinars Report Schedule a Webinar

Step 1: Select Report Type

Registration Report
 Attendee Report
 Performance Report
 Q&A Report
 Poll Report

Step 2: Choose a Webinar

From: 07/31/2017 To: 08/01/2017 Filter Webinar ID Search

	Date	Time	Topic	Webinar ID	# Registrations
<input checked="" type="radio"/>	Aug 30, 2017	02:00 PM	Webinars R Awesome	115-313-0590	1
<input type="radio"/>	Jul 26, 2017	01:00 PM	Metaswitch Cloud Contact Center - The technical reason why CSPs > OTT	116-006-2442	29
<input type="radio"/>	Apr 26, 2017	05:00 PM	Test Webinar	116-704-0330	0
<input type="radio"/>	Mar 31, 2017	02:00 PM	Test Webinar	116-856-9755	0
<input type="radio"/>	Mar 27, 2017	01:00 PM	Jesse Demo1 Webinar	115-831-7619	0

Step 3: Generate Report

Generate CSV Report

For more information on the different reports that are available, see the following sections.

- 7.1, Registration report
- 7.2, Attendee reports
- 7.3, Performance reports

- 7.4, Q&A reports
- 7.5, Poll reports

7.1 Registration reports

To create a registration report for a Webinar:

1. On the **Report** page, use the radio button under **Step 1** to select the Registration Report Type.
2. Use the radio button under **Step 2** to choose the Webinar.
3. Click *Generate CSV Report* at the bottom of the screen.
4. This creates an Excel spreadsheet. When prompted, select *Open with Excel* (if you want to view it immediately) or *Save File* to save it.
5. The report contains details for each person registered and each question captured during registration.

7.2 Attendee reports

To create a report of everyone that attended your Webinar including hosts and panelists:

1. On the **Report** page, use the radio button under **Step 1** to select the Attendee Report Type.
2. Use the radio button under **Step 2** to choose the Webinar.
3. Click *Generate CSV Report* at the bottom of the screen.
4. This creates an Excel spreadsheet. When prompted, select *Open with Excel* (if you want to view it immediately) or *Save File* to save it.
5. The report contains information for each attendee including:
 - Actual webinar start time
 - Duration in minutes
 - Total number registered
 - Total number attended
 - Attendance rate
 - Number Q&A questions asked

7.3 Performance reports

The Performance report provides information on the percentage of people that registered for the Webinar compared to the actual attendees.

To create a report of everyone that attended your webinar including hosts and panelists:

1. On the **Report** page, use the radio button under **Step 1** to select the Performance Report Type.
2. Use the radio button under **Step 2** to choose the Webinar.
3. Click *Generate CSV Report* at the bottom of the screen.
4. This creates an Excel spreadsheet. When prompted, select *Open with Excel* (if you want to view it immediately) or *Save File* to save it.
5. The report contains information for each attendee including:
 - Time when entering the webinar
 - Time when leaving the webinar
 - Total time in webinar

7.4 Q&A reports

The Q&A report provides a full list of questions asked and answers provided during the Webinar.

To create a Q&A report:

1. On the **Report** page, use the radio button under **Step 1** to select the Q&A Report Type.
2. Use the radio button under **Step 2** to choose the Webinar.
3. Click *Generate CSV Report* at the bottom of the screen.
4. This creates an Excel spreadsheet. When prompted, select *Open with Excel* (if you want to view it immediately) or *Save File* to save it.
5. The report contains each question asked and the text answer as well as the asker's name and email address.

7.5 Poll reports

The Poll report provides responses to any polls launched during your Webinar.

To create a Poll report:

1. On the **Report** page, use the radio button under **Step 1** to select the Q&A Report Type.
2. Use the radio button under **Step 2** to choose the Webinar.
3. Click *Generate CSV Report* at the bottom of the screen.
4. This creates an Excel spreadsheet. When prompted, select *Open with Excel* (if you want to view it immediately) or *Save File* to save it.
5. The report provides each attendees response for each poll launched during your webinar including:
 - Poll number
 - User's Name
 - User Email
 - Poll Question
 - Poll Response

