

## UberConference Webinar Tool Instructions MAEMSP Regional Meetings 2017-18

Using UberConference to connect remotely during MAEMSP Regional Meetings will allow those attending the MAEMSP regional meeting to be connected to the SAM Office so information can be shared and questions can be answered.

Needed equipment:

- Laptop
- Connection to the Internet
- Speaker for your laptop to allow audio louder than the internal speakers on your laptop
- Projector and screen if you want the audience to see screen displayed from the remote site

Contact the SAM office (Kim at 406-442-2510 or [samks@sammt.org](mailto:samks@sammt.org)) prior to the meeting to let us know that you want to connect for your Regional meeting, and we will set up the UberConference connection.

Instructions for making the connection:

- Connect laptop to the Internet and go to the SAM website ([www.sammt.org](http://www.sammt.org))
- On the [MAEMSP Regional Information](#) web page you will see “Two Ways to Join UberConference”
  - 1) Go to: <https://www.uberconference.com/samkm> (connects so a shared screen can be displayed)
  - 2) Call: [406-224-9755](tel:406-224-9755) **No PIN needed** (allows audio only connection)
- Just type in the Name (e.g. WMAEMSP) and then click join.
- From this point on the remote site (SAM office) and your site are connected so we will be able to hear each other and you can also use the chat box feature to send messages.
- The first time you do this you may have to setup your audio and video:
  - You will see **View Screen**
  - Click on **View Screen** in middle of page (if it is being shared at the time of login)
  - Click on **AUDIO OPTIONS** (left hand corner), then in same area
  - Click on **MY COMPUTER** → middle page screen comes up with **AUDIO SETTINGS**, which you can check to see if the default is your equipment or adjust so it is
  - Click on **USE THESE SETTINGS** – you will now be logged in and join the conference
- The remote site (SAM office) can share the screen and audio can be heard both ways. When speaking at the meeting, you will want our colleagues to speak up so that the microphone on your laptop will pick up the audio. A remote speaker will allow the volume on your laptop to be turned up loud enough so that all in the room can hear the remote site (SAM office) audio. Connection to a projector will allow the display of the remote screen shared on your laptop to be displayed in the room for all to see.
- If you are on an older laptop (without a microphone) or a desktop computer, you will need to establish the computer connection and also call in at 406-224-9755 so that you have audio.

We have had great success with making this connection with a simple click to link to UberConference. Let us know the date and time that you want to connect and we will make it happen.

You may want to test this out prior to the scheduled meeting. Just give us a call at the SAM office and we will connect with you to work out any bugs for connecting.

Thanks for your effort to allow remote connections for extended communication at your MAEMSP regional meetings.

*Kirk Miller/SAM Executive Director/[samkm@sammt.org](mailto:samkm@sammt.org)/406-581-1037*