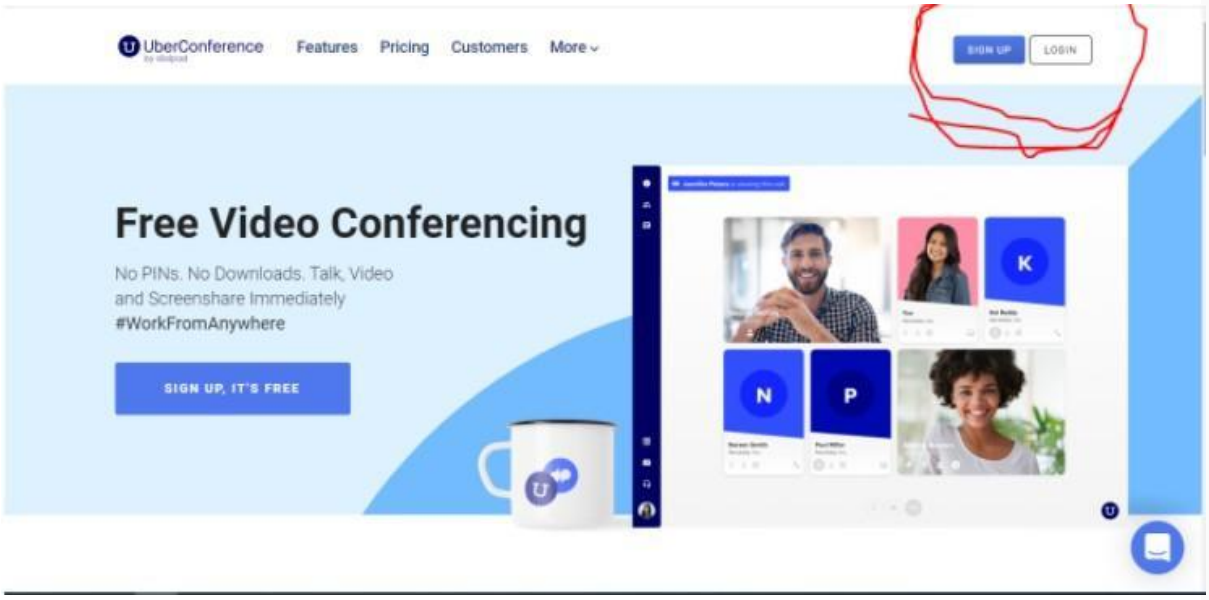
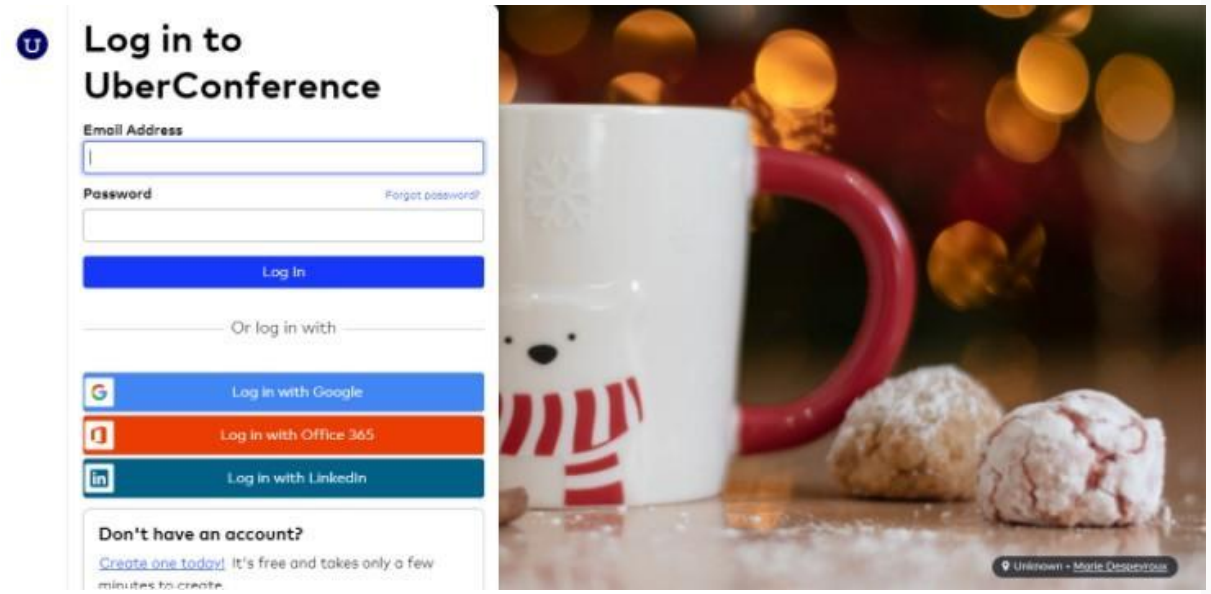
[HOW-TO] How to use UberConference for hosting an event

The first step is to sign up or log in if you already have an account.

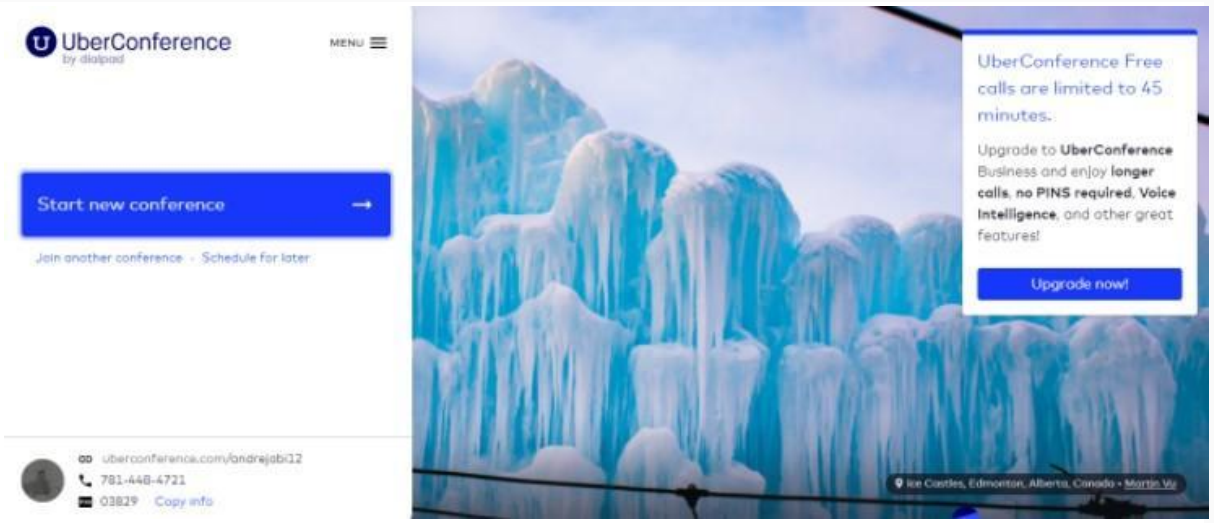


Once you press login, you should be redirected to the page below.

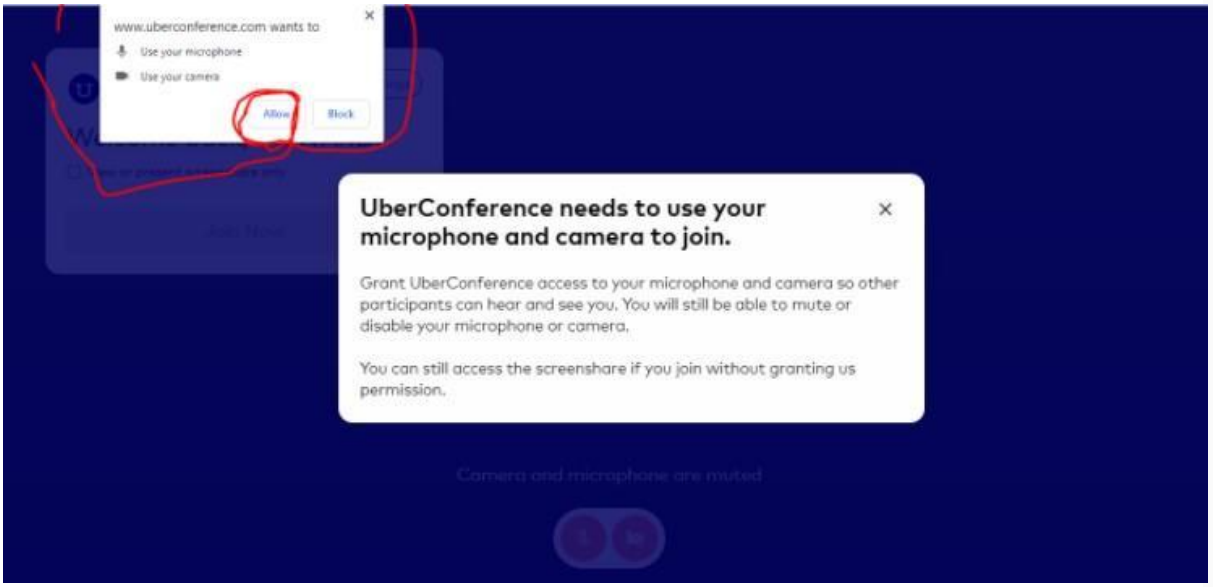


Note that you can also log in via your Google, Office 365 or LinkedIn accounts.

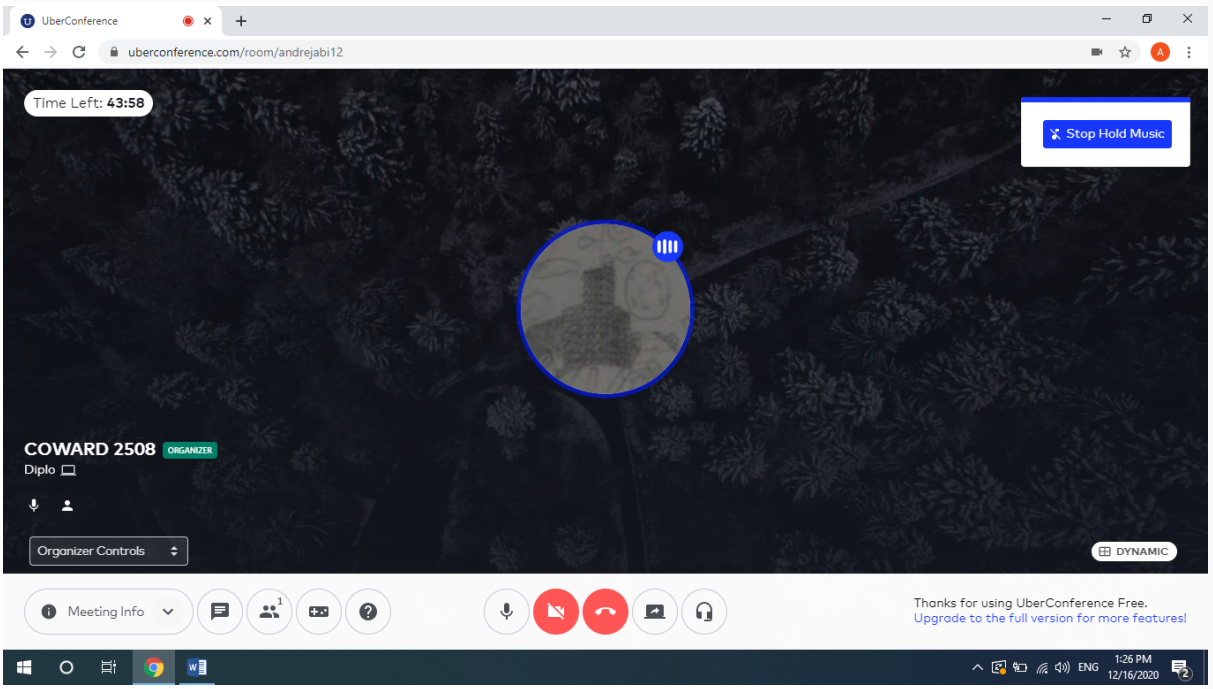
Once you click one of your account tabs, it should take you to the page below.



To start a conference, simply click ‘Start new conference’.



You will be asked to give UberConference access to your microphone and camera.

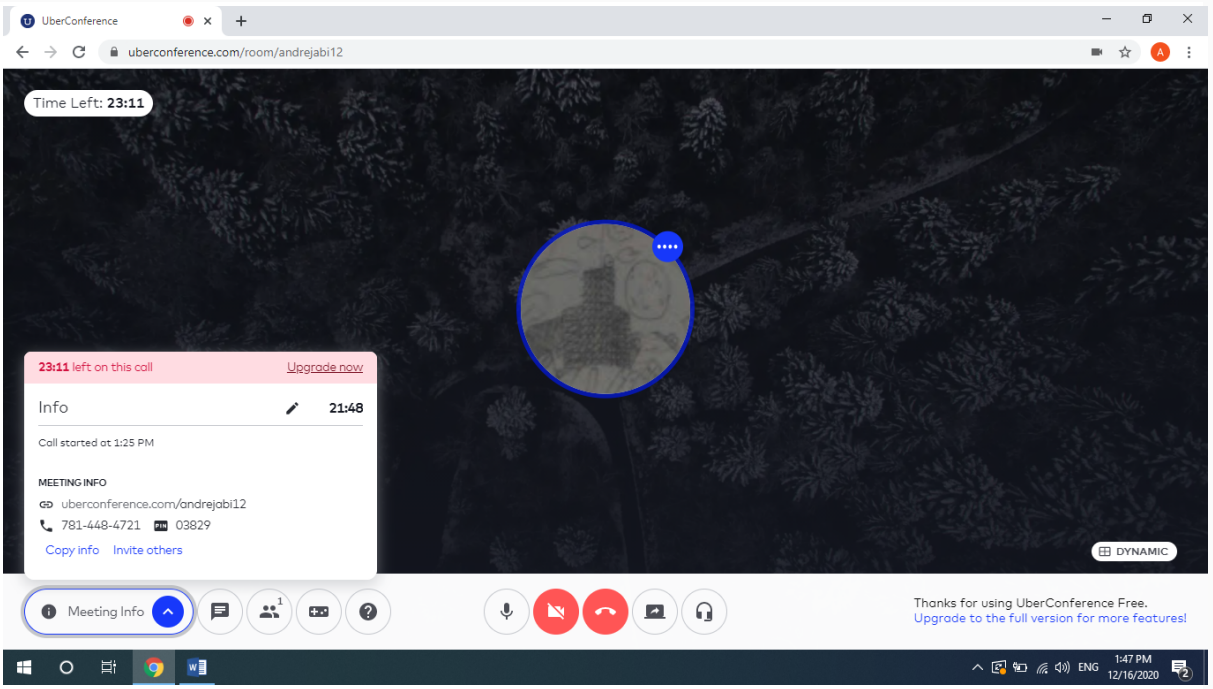


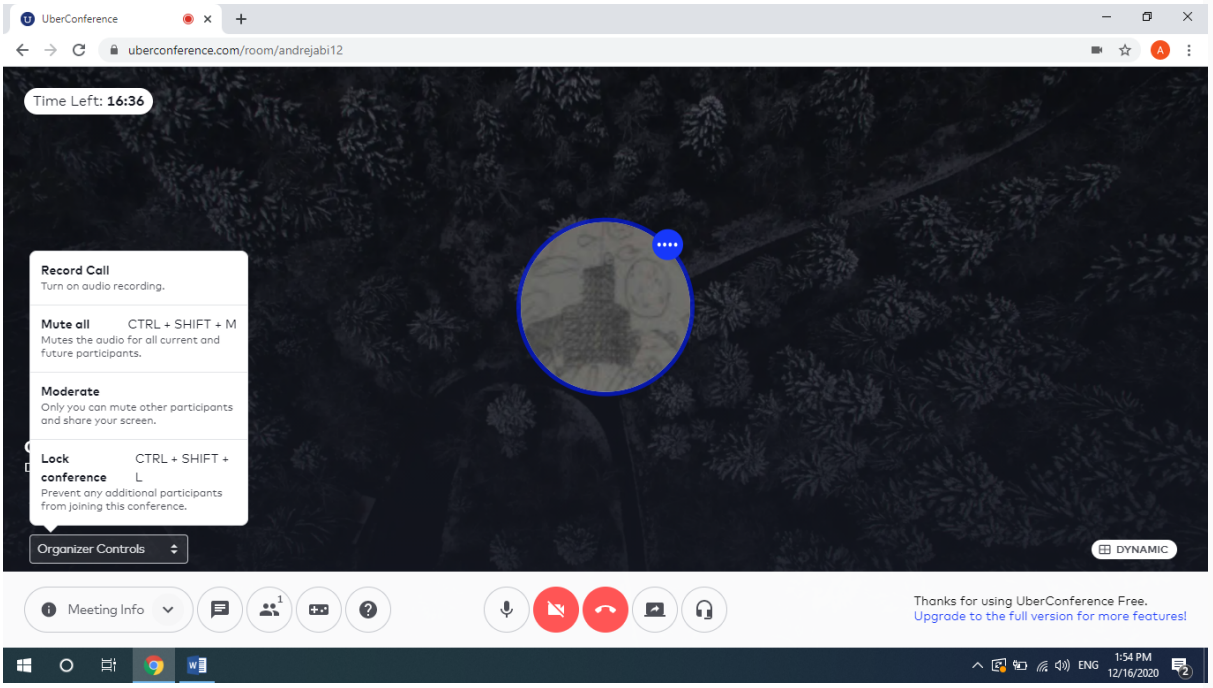
If you use the free version, your meeting will only last 45 minutes. You can keep track of time on the upper left corner.

The meeting starts with background music, so to turn it off you need to click ‘Stop Hold Music’ on the upper right corner. You can mute/unmute your microphone, turn on/off your camera, share screen and change device settings by clicking one of the icons available at the bottom of the screen

You can also change the meeting layout by choosing between the ‘grid’ and ‘dynamic’ options in the lower right corner.

There are several options in the lower left corner. When you click the ‘Chat’ icon, a new tab opens up in which you can write and check participants’ activity. The ‘Participants’ icon shows the number of participants, as well as basic information about them. By clicking ‘Play buzzword bingo’, you can start a short bingo game.



‘Meeting info’ is in the lower left corner and it provides basic meeting information.

‘Organizer controls’ are right above ‘Meeting info’. They enable users to record the meeting, mute all participants, moderate, and lock the meeting.