The following document has been developed by Strategic Earth Consulting to support our partners in successfully participating in UberConference calls, including screen sharing. This document is a living document and will be updated as learning continues to improve user experience with this conference call platform.

Please contact hello@strategicearth.com with any questions.

Step 1: Go to www.uberconference.com/strategicearth

Step 2: Enter your contact information (your name is the only field that is required)

While you are welcome to join in any way that suits you best, we recommend joining by the **'Join in view-only mode'** which is a link located under the 'Join audio-only' button. We have included call-in/audio details below.

Step 3: Become familiar with the UberConference 'dashboard'

When you arrive, if there is no screen being shared, you will see the screen with participants also on the call:
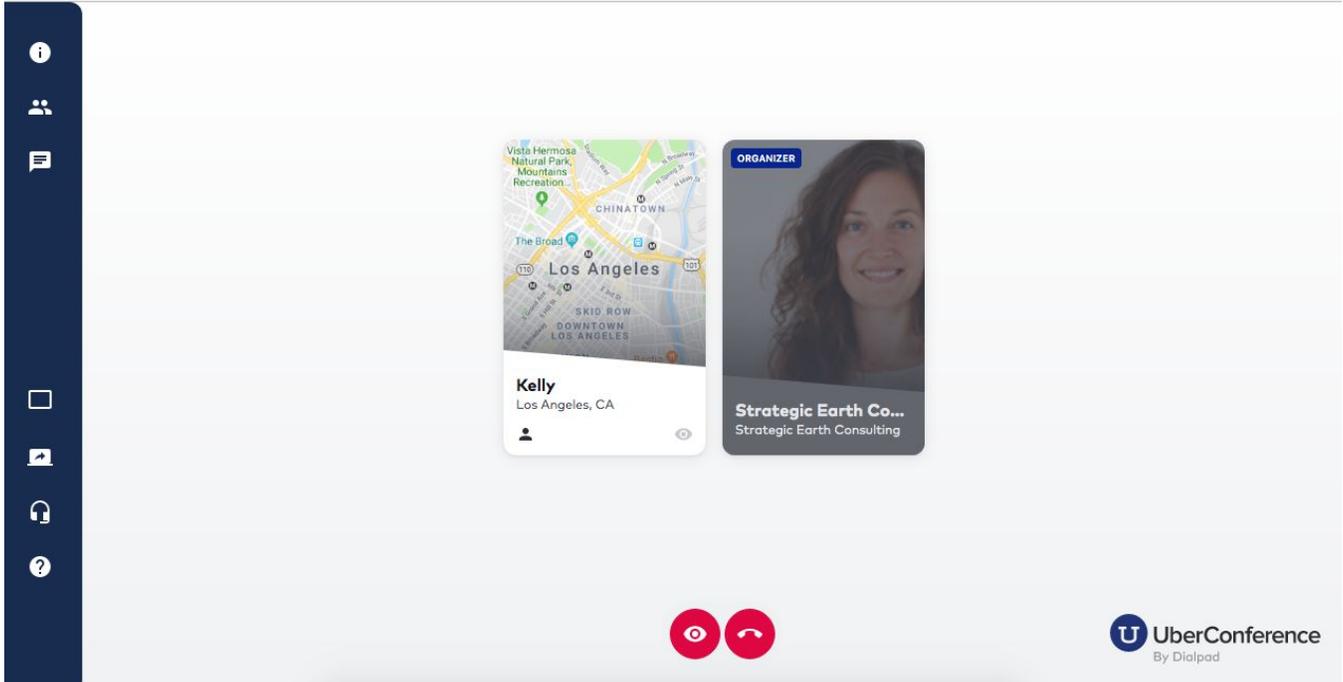
If a screen is being shared, the screenshare should open automatically. You can click the icon that looks like a table/grid to change the 'call layout' or what is shown on your main screen:
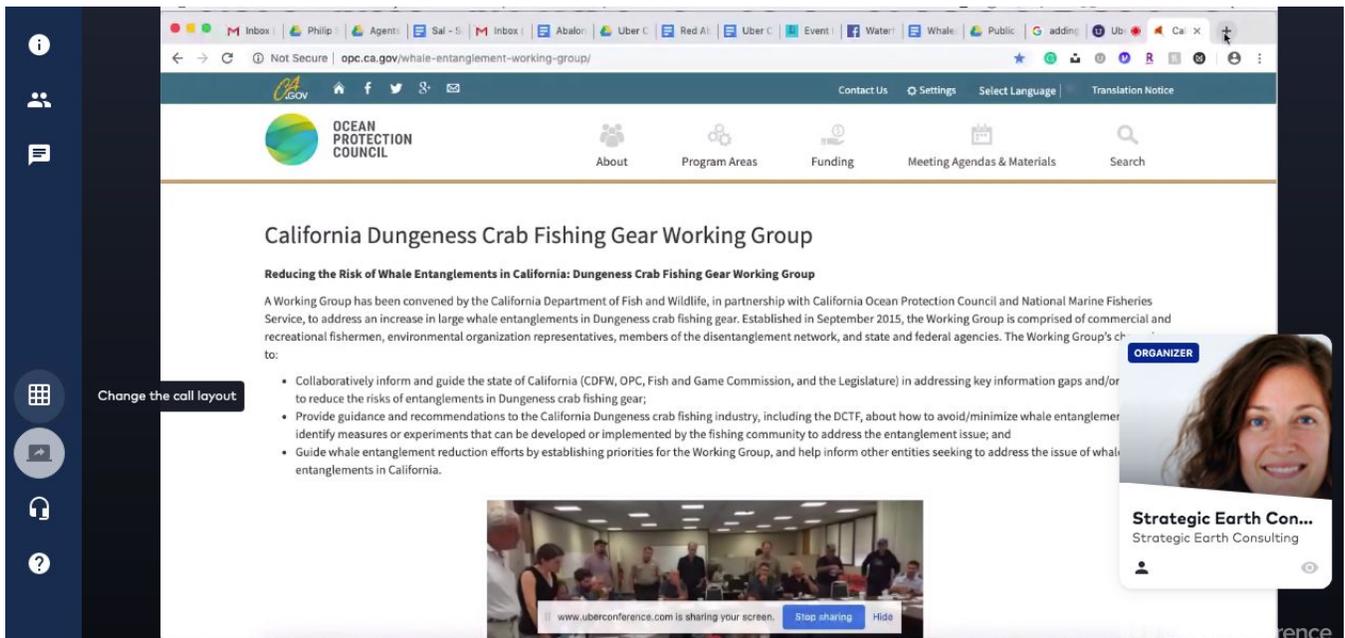
You can use this 'layout' icon to toggle between the screenshare and the participant's list:
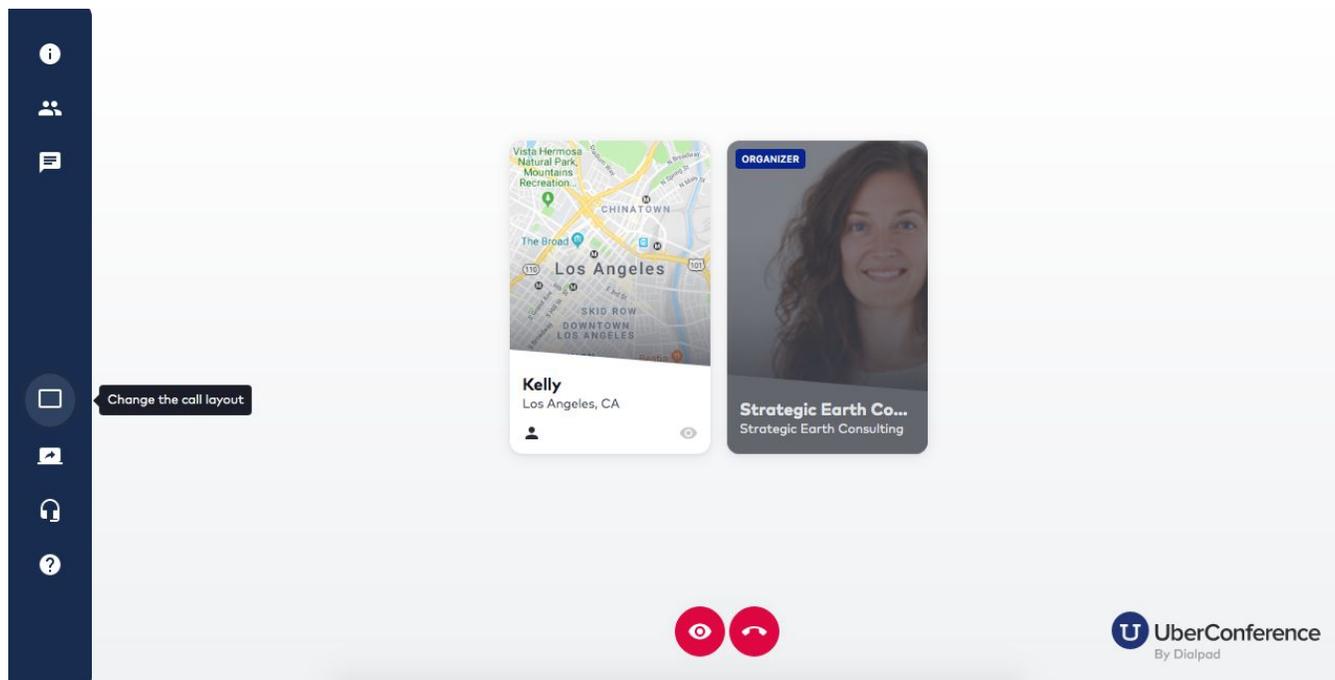
Step 4: Join the audio

There are two options for joining the audio:

      1) join via conference line → call 424-228-8722 (no PIN needed)

      2) join via your computer

To join via your computer, click the headset icon 'Change audio settings'
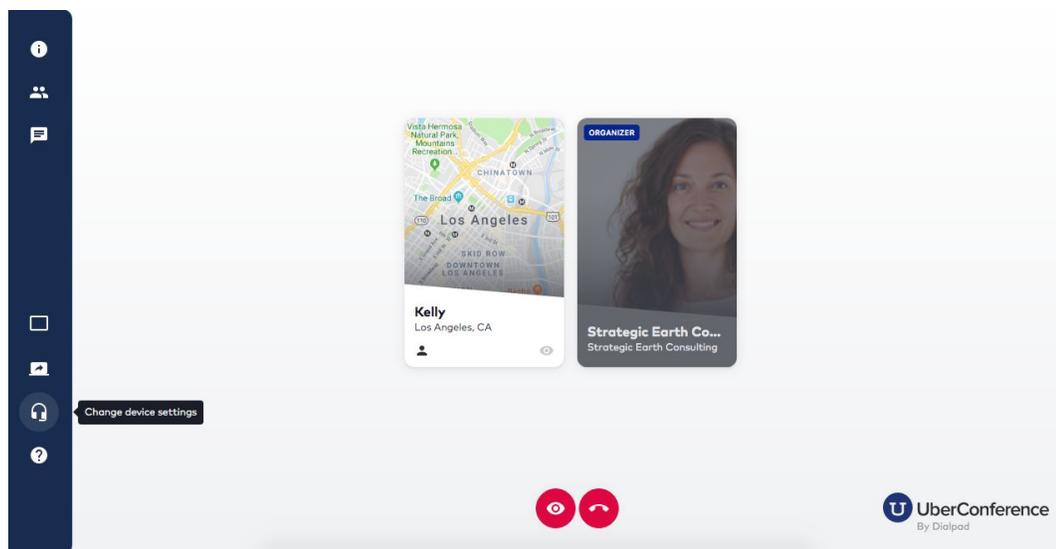
You will then be prompted to allow UberConference to use your microphone and camera - click 'allow'.
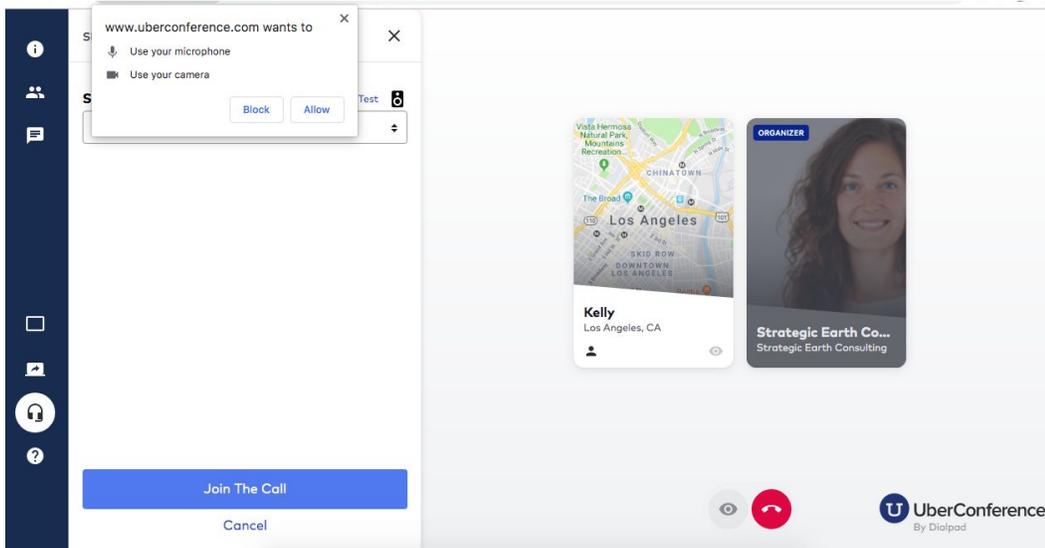
Then you will have the option to use your camera (not typically needed for Strategic Earth-hosted calls) and set your microphone options. Once you have those to your liking, click 'Join the call'.
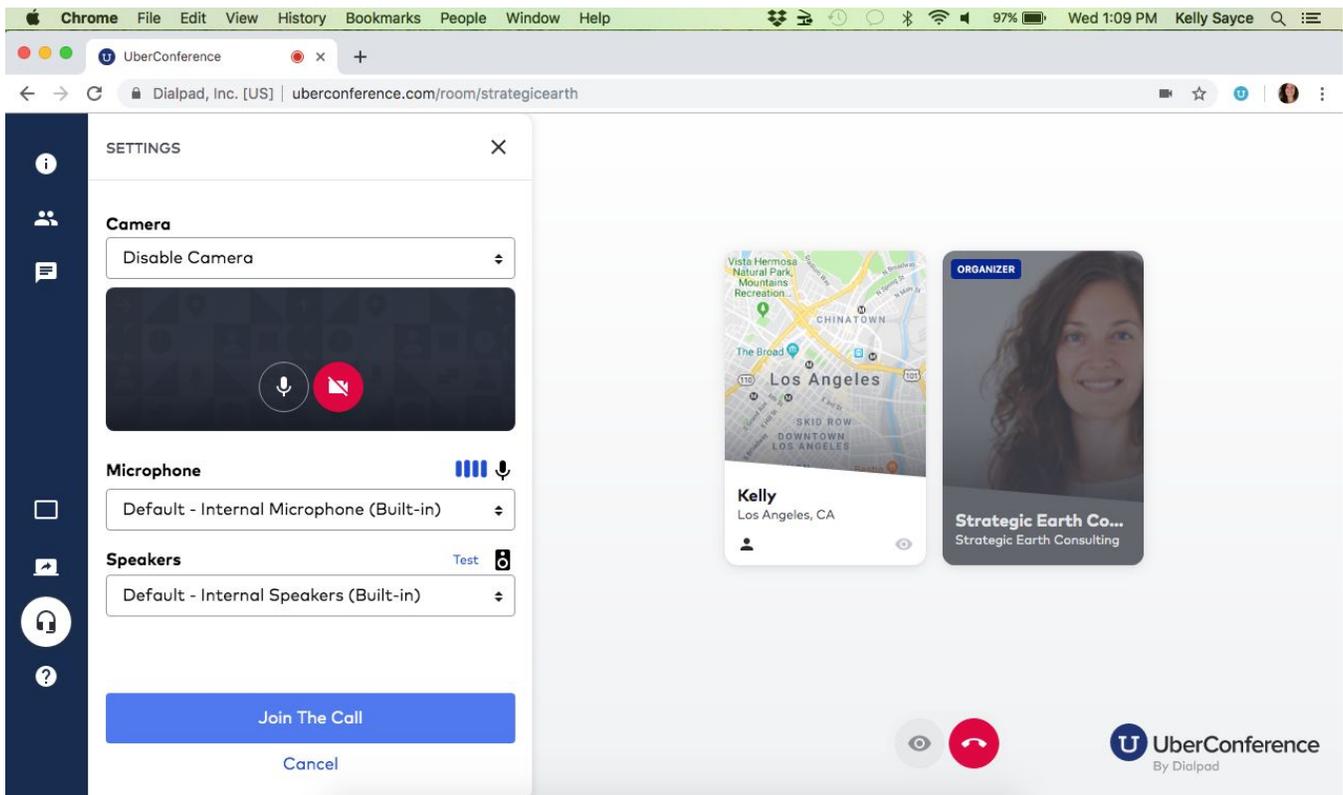
For most calls with large groups, Strategic Earth will mute all lines to limit background noise. To mute/unmute, press ** and be sure your phone is also muted/unmuted depending on if you want to be heard. On certain calls, you may also be invited to use the chat function - click the 'talk bubble' icon to access the chat.