

Live Meeting 2007

Getting Started Guide



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Introduction

This guide is intended for people who use Microsoft® Office Live Meeting 2007 offered by InterCall. It tells you how to join meetings quickly, and provides instructions on how to schedule meetings, present meetings, and share presentations and other information.

Attending a Meeting

When you receive an e-mail invitation to Office Live Meeting, you can easily join the meeting by clicking the link in the invitation. The e-mail invitation also contains information about installing the meeting client on your computer.

Note: Live Meeting automatically determines whether you need to install the meeting client and provides installation links if necessary.

When you are connected to a meeting, you have several ways that you can view the meeting and participate. This section talks about the following tasks:

- + Joining a meeting
- + Starting voice and video
- + Using the Live Meeting client

JOINING A MEETING

You can join a meeting directly from the e-mail invitation. The invitation contains a **Join the meeting** link that automatically starts the Live Meeting client and connects you to the meeting. If this is the first time you are joining a meeting, you may need to install the Live Meeting client before you can join.

Tip

Before you join a meeting for the first time, you can check whether the Live Meeting client is installed on your computer by clicking Start, clicking All Programs, and then looking in the program list for Microsoft Office Live Meeting 2007. If this program appears in the list, the meeting client is installed. If the program does not appear, use the links listed under First-Time Users in the e-mail invitation to install the meeting client.

If you are unable to install the Live Meeting client on your computer, you can still join the meeting if the **Use Web Console** link appears on the client installation page. The Live Meeting Web-based client connects you to the meeting using your Web browser. You can still attend the meeting, but there are some limitations. The **Use Web Console** option is only available in meetings scheduled with the Live Meeting service.

To join a meeting

- + Do one of the following:
- + In your e-mail inbox, open the meeting invitation.
- + Or, in your calendar, open the meeting item.

In the e-mail invitation or the calendar item, click the **Join the meeting** link, as shown in Figure 1 below. Live Meeting automatically opens and joins you to the meeting. If you do not have the client installed on your computer, the invitation will contain instructions on how to install it.

[Join the meeting.](#)
Audio Information
Telephone conferencing
Choose one of the following:

Figure 1. Link for joining the meeting

If you are unable to connect to the meeting, open the Live Meeting client by clicking **Start**, clicking **All Programs**, clicking **Microsoft Office Live Meeting 2007**, and then clicking **Microsoft Office Live Meeting 2007**. Enter the **Meeting ID**, **Entry Code**, and **Location** listed in the e-mail invitation or calendar item.



STARTING VOICE AND VIDEO

Depending on how the meeting organiser has set up the meeting, you can communicate with the other attendees either through your computer or through a telephone conference call. You can also connect a webcam to your computer so that other attendees can see you. In the e-mail invitation, read the **Audio Information** section to find out whether the meeting uses telephone conferencing, computer audio* or both.

- + If the meeting uses **Telephone Conferencing**, you can have the conferencing service call you, or you can use your telephone to dial into the conferencing service.
- + If the meeting uses **Computer Audio***, you can connect to the meeting and use your computer's speakers and a microphone, or you can use a headset with a microphone.
- + If the meeting uses both **Telephone Conferencing** and **Computer Audio*** you may choose which method you wish to join the audio portion of the meeting.

Depending on the type of audio used in the meeting, take the appropriate action below.

Tip
To ensure that your speakers and webcam work properly, use *Set Up Audio and Video* after you first connect to the meeting. Press CTRL + T. (You can also access the setup options in the *Voice & Video* pane by clicking the *More* button (>>), clicking *Options*, and then clicking *Set Up Audio and Video*.) Follow the instructions in the wizard to specify and test your speakers, microphone, and webcam.

To connect to telephone conferencing by having the conferencing service call you;

- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Do one of the following:
 - If you are already connected to computer audio, click the down arrow next to the **End Call** button, and then click **End computer call and connect with my phone**.
 - If you are not connected to audio, click the down arrow next to the **Join Audio** button, and then click **Call Me**.
- 3 If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
- 4 In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

Note
The first time you join a meeting that uses only telephone conferencing, a dialog box appears allowing you to enter a phone number that the conferencing service should use to call you.

To connect to telephone conferencing by dialling into the service;

- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Click the down arrow next to **Join Audio**.
- 3 Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

To connect to computer audio*

- 1 Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.

Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

To connect to video

- 1 If the main video is not visible, click **Voice & Video**, click the down arrow next to the Web camera icon, and then click **Show Main Video**.
- 2 If you want to use a webcam, follow the instructions provided with your webcam for connecting it to your computer and installing the drivers. Then click **Voice & Video**. In the **Voice & Video** pane, click the down arrow next to the webcam icon, and then click **Start My Video**.
- 3 If the meeting uses Microsoft RoundTable™ for panoramic video, click **Voice & Video**. In the **Voice & Video** pane, click the webcam icon.

USING THE LIVE MEETING CLIENT

During the meeting, you can adjust the volume of your speakers and microphone. You can also interact with others during the meeting through chat, or you can ask the presenter a question.

The menu items in the meeting client are moveable panes. You can click a menu item, and then drag the title bar anywhere on your screen. For example, to open the **Voice & Video** pane, click **Voice & Video**, and then drag the title bar to the middle of the Live Meeting client window, as shown in Figure 2 below.

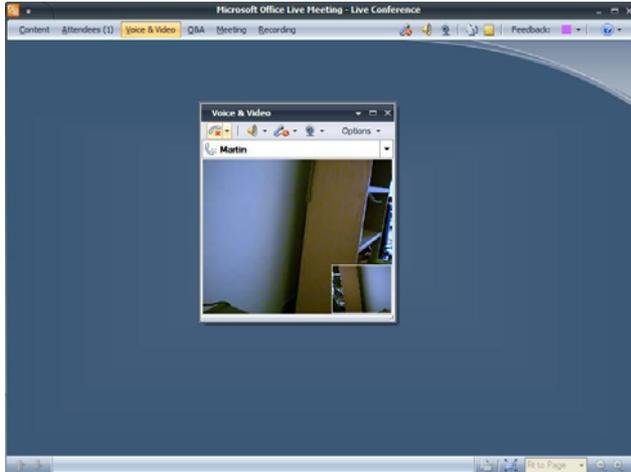
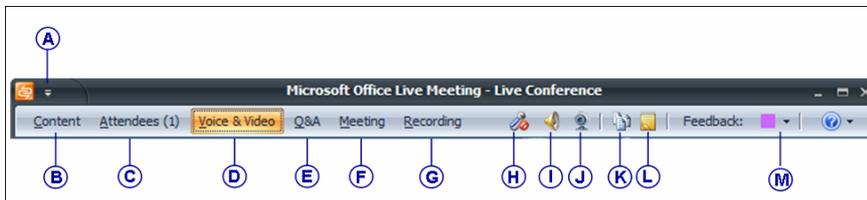


Figure 2. Live Meeting client

The topmost element in the Live Meeting client window is the Menu Bar, which contains menu items. Figure 3 below shows the Menu Bar menu items and icons.

Note: Depending on how the meeting is set up and whether you have permissions to use certain features, some of these menu items may not be available.



A	Menu button	You can configure your account information and set your contact card options.
B	Content menu	Presenters can share documents, applications, or their desktop with attendees.
C	Attendees menu	You can view the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
D	Voice & Video menu	You can start and stop your audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
E	Q & A pane	You can type questions for the presenter and presenters can type answers.
F	Meeting pane	Shows meeting details, including meeting ID and entry code.
G	Recording menu	Presenters can start, pause, or stop a recording of the meeting, including audio.
H	Microphone mute icon*	Click to mute or unmute your microphone.
I	Speaker mute icon*	Click to mute or unmute your speakers.
J	Web Camera icon	Click to start or stop your video.
K	Handouts pane	You can download handouts that the presenter has added to the meeting.
L	Shared Notes pane	You can create and save notes that all attendees can use.
M	Feedback menu	You can change your feedback status; for example, to signal to the presenter to slow down.

Figure 3. Menu Bar Menu items and icons

To adjust the volume of your speakers or microphone*

- + To mute the speakers or microphone, in the menu bar, click the **Mute Microphone** button or the **Mute Speakers** button.

*Note: You can also mute the microphone or speakers in the **Voice & Video** pane by clicking the **Mute Microphone** icon or the **Mute Speakers** icon in the pane.*

- + To modify the speaker or microphone volume, in the **Voice & Video** pane, click the down arrow next to the microphone or speaker button and move the volume slider up or down.
- + To show your video, in the menu bar, click the webcam icon.

Presenting in a Meeting

The Live Meeting client has a streamlined design that puts the focus on the content you are presenting. There are many ways you can present content and several options that allow you to customise the meeting as needed.

This section talks about the following tasks:

- + Presenting content during the meeting
- + Distributing handouts
- + Using breakout rooms*

PRESENTING CONTENT DURING THE MEETING

During meetings, presenters can show a prepared presentation, or they can create new pages from within the Live Meeting client. You can import Microsoft Office PowerPoint® presentation graphics program documents (.ppt). You can also upload documents that can be printed to Microsoft Office Document Image (MODI) Writer, including Microsoft Office Word (.doc, .docx) and Microsoft Office Excel® (.xls, .xlsx) documents.

To display a presentation or a document to attendees

- 1 Click **Content**, click **Share**, and then click **Upload File (View Only)**.
- 2 Navigate to the file you want to add.
- 3 Click **Open**. The **Upload File (View Only)** dialog box appears, stating that files may be scanned for viruses. Click **Continue**.
- 4 Live Meeting converts the file to the Live Meeting format and adds it to the Content list.
- 5 After you add a file to the Content list, you can display it in the meeting by clicking **Content**, and then clicking the file name. To navigate through the file, use the arrows at the bottom of the window, as shown in Figure 4 below. You can also use CTRL + up arrow and CTRL down arrow to navigate through the file.



Figure 4. Page up and page down arrows

To insert a page into a presentation that has already been added to the meeting

- 1 Click **Content**, click the presentation into which you want to add a page, and then click **Thumbnails**.
- 2 In the **Thumbnails** pane, right-click the thumbnail directly above the point where you want to insert the page, click **Insert New Page**, and then click the type of page you want to add (**Whiteboard**, **Web Page**, **Text Page**, **Poll**, or **Screen Snapshot**.) The page is added below the insertion point you specified in the existing presentation.

To create a whiteboard

- 1 Click **Content**, click **Share**, and then click **Whiteboard**.
- 2 When the **Whiteboard** opens, click the drawing and text tools at the bottom of the window to create content.

To create a text page

- 1 Click **Content**, click **Share**, and then click **Text Page**.
- 2 When the text page opens, click the drawing and text tools at the bottom of the window to create content.



To create a poll

- 1 Click **Content**, click **Share**, and then click **Poll Page**.
- 2 In the **Create Poll** dialog box, type a question, and then type labels for each choice.
- 3 Click **OK**.

To share a Web page

- 1 Click **Content**, click **Share**, and then click **Web Page**.
- 2 In the **New Web Page** dialog box, type the URL for the Web page to which you want to point attendees.
- 3 Click **Verify Web Page**. The **Web Page Check** dialog box appears. If the Web page displays correctly, click **Create Web Page**.

To share a snapshot of a portion of your screen

- 1 Click **Content**, click **Share**, and then click **Screen Snapshot**.
- 2 Position the frame over the area of your screen that you want to share, and then click the camera icon.

DISTRIBUTING HANDOUTS

As the presenter, you can upload handouts to the meeting for attendees to download. You can upload the handouts either before the meeting (recommended) or during the meeting. Live Meeting scans the file for viruses as the file is being uploaded.

To upload handouts to the meeting

In the menu bar, click the **Handouts** icon.

- 1 Click **Upload**.
- 2 Navigate to the file on your computer, and then click **Open**.
- 3 Repeat the above steps for each file you want to add. When you are finished, close the **Handouts** dialog box.

To download handouts

- 1 Click the **Handouts** icon.
- 2 Click the file you want to download, and then click **Download**.
- 3 Navigate to the location on your computer where you want to save the file.
- 4 Click **OK**.

USING BREAKOUT ROOMS*

Breakout rooms are a feature of the Live Meeting service. During a meeting, presenters can use breakout rooms to create separate meeting spaces. You can divide attendees among the rooms, either manually or automatically, and allow each group to meet separately. After the breakout sessions are over, you can bring everyone back to the main meeting.

To set up breakout rooms

- 1 During the meeting, click **Attendees**, and then click **Rooms**.

*Note: You may need to click the **More** button (>>) to see **Rooms**.*

- 2 Specify the number of rooms you want to create.
- 3 If you chose **Manually Assign**, you can drag attendees to specific rooms. In the **Attendees** pane, click an attendee's name, and then drag the attendee's name to a room.
- 4 To activate the breakout rooms, in the **Attendees** pane, click **Start**.
- 5 To add a breakout room, in the **Attendees** pane, click **Options**, and then click **Add Breakout Room**.
- 6 To send everyone back to the main room, you must first stop the breakout rooms. In the **Attendees** pane, click **Stop**. Click **Options**, and then click **Delete Contents of All Breakout Rooms** or click **Delete All Breakout Rooms**.

Note: When using Breakout Rooms with your InterCall Reservationless-Plus integrated audio, the audio conference will be locked so that others may not dial in. Once you Stop the Breakout sessions, the audio will return to unlocked if this was your original setting.



Creating a Meeting

There are two methods for scheduling meetings in advance. You can use the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client, or you can use the online Live Meeting Manager. You can also start instant, ad-hoc meetings using the **Meet Now** option. This section talks about the following tasks:

- + Scheduling a meeting in advance
- + Starting an instant **Meet Now** meeting

Note: To create meetings, you must have a Live Meeting service account. Your administrator will give you the account information you need to configure Live Meeting.

SCHEDULING A MEETING IN ADVANCE

With the Live Meeting service, you can schedule meetings using the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client or the online Live Meeting Manager.

To configure the Conferencing Add-in for Outlook

- 1 Install the Conferencing Add-in for Outlook on your computer according to your administrator's instructions.
- 2 In your Outlook Calendar, click **Conferencing**, and then click **User Accounts**.
- 3 In the **User Accounts** dialog box, under **Live Meeting Service**, do one of the following:
 - In the **URL** text box, type the URL of your Internet portal or
 - In the **URL** text box, type the URL of your Live Meeting conference centre. Then select the **I enter a user name and password to access my account** check box and, in the text boxes provided, type your logon information.
- 4 To verify your login information, click **Test Connection**.
- 5 Click **OK**.

To schedule a meeting using the Conferencing Add-in for Outlook

- 1 In your Outlook calendar, click Schedule a Live Meeting.

Note: Some organizations both subscribe to the Live Meeting service and host Live Meeting on Office Communications Server internally. If your account is configured to use both the Live Meeting service and Office Communications Server, a drop-down list will appear and you can select Live Meeting service.

- 2 On the **Appointment** tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
- 3 To designate presenters, click **Attendees/Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.
- 4 To choose the type of audio for your meeting, click **Meeting Options**, and then click **Audio**. Do one of the following:
 - To allow participants to dial in to a conference call, click **Include telephone conferencing**, and then fill in the remaining audio information.
 - To allow participants to connect using a computer with a headset or microphone and speakers, click **Include computer audio conferencing**.*
 - If the meeting will involve many attendees and you want everyone to be muted for the duration of the meeting, except the presenter, click **Enable one-way Internet Audio Broadcasting**.*

*Note: If you want to give attendees the option of using either a telephone or a computer to participate in the meeting, you can select both the **Include computer audio conferencing** and the **Include telephone conferencing** check boxes. When the meeting starts, one of the meeting presenters can connect the computer audio with the telephone conferencing audio so that all participants can hear one another; for instructions, see "Connecting Computer Audio and Telephone Conferencing" later in this guide.*



To use Live Meeting service to schedule a meeting

- 1 Open a Web browser and type the URL for your Live Meeting service.
- 2 If necessary, enter your user ID and password.
- 3 Click **Login to Live Meeting**.
- 4 Under **Meet**, click **Schedule Meeting**.
- 5 In the **Attendees** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
- 6 In the **Presenters** text box, enter the e-mail addresses for people whom you want to be able to present in the meeting.
- 7 In the **Subject** text box, type a description of your meeting.
- 8 Adjust the **Start** and **End** dates and times as appropriate.
- 9 In the **Audio** drop-down box, choose the type of audio for your meeting. If you intend to use telephone conferencing, click **Meeting Options**, click **Audio**, and then enter your InterCall Reservationless-PlusSM audio information. Click **OK**.
- o To set other meeting options, click **Meeting Options**. For details about each setting, at the top of the page, click **Help**.
- 10 When you are finished entering meeting details, do one of the following:
 - Click **Send** Invitations to save the meeting and send invitations to attendees.

*Note: You can select **Send Invitations using your email client** so that you can copy and paste the meeting information into your own e-mail program, or you can select **Send Invitations using Live Meeting** to allow Live Meeting to automatically send the e-mails to invitees.*

- Click **Save** to save the meeting so you can send invitations later.

STARTING AN INSTANT MEET NOW MEETING

You can start a meeting at any time without scheduling it in advance by using the Meet Now option. After you start the meeting, you can invite the other attendees.

Your account must be configured before you use the Meet Now feature for the first time. If you have not already configured your account, follow the steps below.

To configure your account

- 1 Click **Start**.
- 2 Click **All Programs**, and then click Microsoft Office Live Meeting 2007.
- 3 On the **Welcome to Microsoft Office Live Meeting** page, click the **Menu** button, and then click **Open User Accounts**.
- 4 In the **User Accounts** dialog box, under **Live Meeting Service**, do one of the following:
 - In the **URL** text box, type the URL of your Internet portal or
 - In the **URL** text box, type the URL of your Live Meeting conference centre. Then select the **I enter a user name and password to access my account** check box and, in the text boxes provided, type your logon information.
- 5 Click **Test Connection**.
- 6 Click **OK**.

To start an ad-hoc Meet Now meeting

- 1 Click **Start**.
- 2 Click **All Programs**, and then click Microsoft Office Live Meeting 2007.
- 3 On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now** to start your ad-hoc meeting.
- 4 To invite participants to your **Meet Now** meeting, click **Attendees**.
- 5 In the **Attendees** pane, click **Invite**, and then click **By E-mail**.
- 6 In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
- 7 To send the invitation, click **Send**.



CONNECTING TELEPHONE CONFERENCING AND COMPUTER AUDIO*

With the Live Meeting service, the meeting organiser can set up a meeting to use both telephone conferencing and computer audio. The meeting organiser must choose both **Include telephone conferencing** and **Include computer audio conferencing** when scheduling the meeting. Then, when the meeting starts, any presenter can connect the audio so that telephone conferencing users and computer users can hear one another.

After the meeting starts, any presenter can perform the following steps to connect the audio.

To connect telephone conferencing and computer audio during a meeting

- 1 Join the meeting.
- 2 If you are automatically connected to computer audio, click **Voice & Video**. In the **Voice & Video** pane, click the down arrow next to the phone icon, and then click **End computer call and connect with my phone**.

*Note: If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.*

- 3 In the **Enable Call Controls** dialog box, if you want to activate the telephone conference, select the **Leader** button, type the leader code, and then click **Join**. If the telephone conference is already activated, select the **Participant** button, and then click **Join**. The conferencing service will call you.
- 4 In the **Voice & Video** pane, click the **More (>>)** button if necessary, click **Options**, and then click **Connect Telephone and Computer Audio**.
- 5 In the **Dialling keys** text box, type the participant code, along with any necessary pauses and additional characters. A one-second pause is represented by a "p."
For example, entering **ppppp123456#ppppp#** does the following:
 - Pauses for 5 seconds after the conference centre telephone number is dialled.
 - Sends the participant code 123456 and a pound sign (#).
 - Pauses 5 more seconds (for example to allow a user to speak his or her name) and then sends another pound sign (#).
- 6 Click **Connect**.

Recording a Meeting

You can record the data, audio, and video portions of a meeting for later viewing.

To set your recording options

- 1 Click **Recording**, and then click **Options**.
- 2 In the **Personal Recording Options** dialog box, select all of the meeting options you want to record (including **Data**, **Voice**, **Video**, and **Panoramic Video**).
- 3 If you want to change the location where the recorded meeting is saved, next to the **Save To** text box, click **Change**, and then navigate to the folder where you want to save your recording.

To record a meeting

- 1 In the **Recording** pane, choose the location to which you would like to record the meeting (To My Computer or To Service) and click **Record**.
- 2 If the meeting uses telephone conferencing and you want to record audio but you have not yet joined the conference call, an **Audio Not Configured** dialog box appears. Select the **Configure audio** radio button, and then click **OK**. In the **Telephone Audio Recording Configuration** dialog box, in the **Dialling keys** text box, type the appropriate information, and then click **Configure**. When the message **Your meeting is now ready to record audio from (phone number)** appears, click **Done**.

*Note: When you use this method to connect to the conference call, there is an approximately one-minute delay before the meeting audio connects to the conference call and the audio begins recording. In order to capture the entire audio conference, click the **Pause** button immediately after clicking **Record**, and then click **Resume** once the audio line has joined the meeting to begin recording.*

- 3 To save your recording, click the **Stop** icon, select **Save Recording**, and then click **OK**.
- 4 If you have chosen to record the meeting To My Computer, you may check the status of your recording by clicking **Start**, click **All Programs**, click **Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.



MEETING CONTENT AND RECORDING EXPIRATION

Administrators and meeting organisers can specify when meeting content and recordings should be removed from the Live Meeting service. Meetings and recordings have their own separate expiration settings.

The meeting content expiration period is the amount of time that should pass before a meeting and all of its contents are deleted from the Live Meeting service. This expiration waiting period begins as soon as the meeting is over. Meeting contents that are deleted include all files that are uploaded or created during the meeting, including Office files (such as PowerPoint slides or Word documents), MODI documents, PNG files, polling slides, text slides, whiteboard content, application sharing files, annotations, and unpublished recordings. Reports and log files are not deleted.

The recording expiration period is the amount of time that should pass before any published recordings that were made during the meeting are deleted from the Live Meeting service. This expiration waiting period begins as soon as the meeting is over.

The administrator can restore a meeting and its content or a recording for up to 90 days after expiration. After that time, the meeting and its content or the recording is permanently deleted.

To specify meeting expiration

+ When scheduling a meeting, do one of the following:

- If you are scheduling the meeting by using the **Conferencing Add-in for Outlook**, on the **Conferencing** menu, click **Options**. Click **Expiration**. Under **Content Expiration**, click the checkbox. Type a duration, and then in the drop-down list, select **Minutes**, **Hours**, **Days**, or **Months**. Click **OK**.
- If you are scheduling the meeting by using the web-based Live Meeting manager, click **Meeting Options**. Under **Expiration**, click the checkbox under **Meeting Expiration**. Type a duration, and then in the drop-down list, select **Minutes**, **Hours**, **Days**, or **Months**. Click **OK**.

To specify recording expiration

+ When scheduling a meeting, do one of the following:

- If you are scheduling the meeting by using the **Conferencing Add-in for Outlook**, on the **Conferencing** menu, click **Options**. Click **Expiration**. Under **Recording Expiration**, click the checkbox. Type a duration, and then in the drop-down list, select **Minutes**, **Hours**, **Days**, or **Months**. Click **OK**.
- If you are scheduling the meeting by using the web-based Live Meeting manager, click **Meeting Options**. Under **Expiration**, click the checkbox under **Recording Expiration**. Type a duration, and then in the drop-down list, select **Minutes**, **Hours**, **Days**, or **Months**. Click **OK**.