Microsoft® Office Live Meeting

Meeting Options Guide

InterCall

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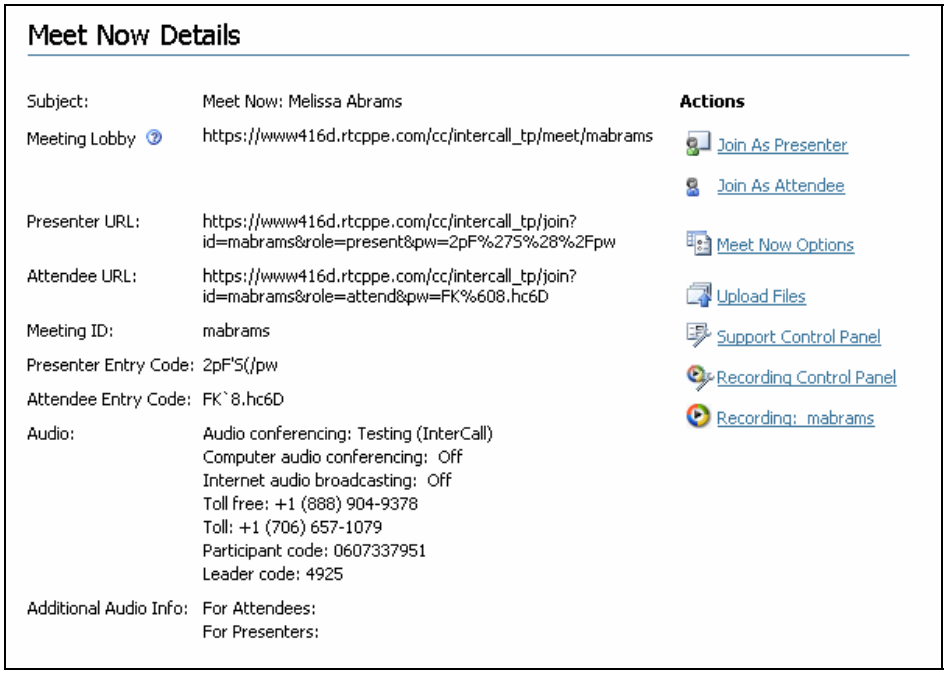
Setting Meeting Options

You can customise the Office Live Meeting experience by setting options for individual meetings. For example, you can control how meeting participants will enter a meeting, or you can enable or disable features such as chatting or recording.

Note: In most Live Meeting environments, the Live Meeting account administrator configures most or all of the meeting options. Do not override these settings unless you have a clear understanding of how each option should be configured in your environment. For example, if the administrator has configured your audio settings to work with InterCall's Reservationless-Plus℠ audio solution, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.

You set options separately for Meet Now meetings and for Scheduled Meetings. To set your Meet Now options, click Meet Now details and then "Meet Now Options" under the Action Menu. To set up your "Scheduled Meetings" options, click "Meeting Option" button on the "Schedule Meeting" page.

Meeting Options for Meet Now Meetings



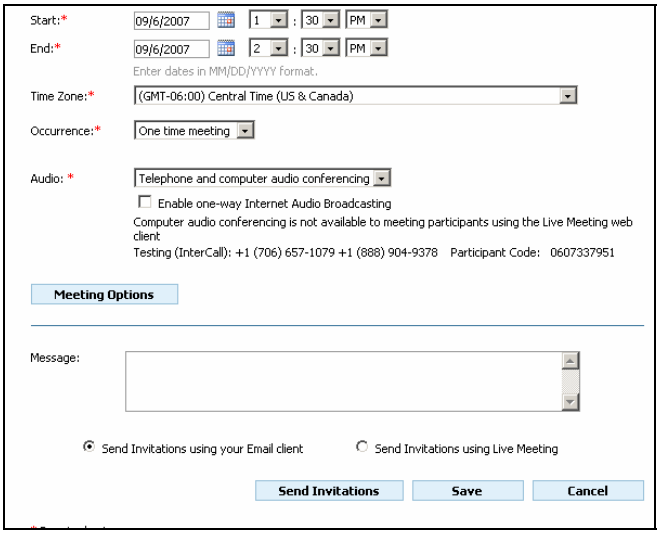
Meet Now Details

Subject:	Meet Now: Melissa Abrams
Meeting Lobby	https://www416d.rtcppe.com/cc/intercall_tp/meet/mabrams
Presenter URL:	https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&role=present&pw=2pF%275%28%2Fpw
Attendee URL:	https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&role=attend&pw=FK%608.hc6D
Meeting ID:	mabrams
Presenter Entry Code:	2pF'5(/pw
Attendee Entry Code:	FK`8.hc6D
Audio:	Audio conferencing: Testing (InterCall) Computer audio conferencing: Off Internet audio broadcasting: Off Toll free: +1 (888) 904-9378 Toll: +1 (706) 657-1079 Participant code: 0607337951 Leader code: 4925
Additional Audio Info:	For Attendees: For Presenters:

Actions

- Join As Presenter
- Join As Attendee
- Meet Now Options
- Upload Files
- Support Control Panel
- Recording Control Panel
- Recording: mabrams

Meeting Options for Scheduled Meetings



The following table shows the options that appear on the Meeting Options page.

Meeting Details	Extended Registration	Content Expiration
Entry Control	Meeting Lobby	Audio
Meeting Entry Time	Additional Features	Recording

For best results, set all of these options before you use Live Meeting for the first time. If your Live Meeting administrator has already configured the options for you, review the settings and make any required changes.

MEETING DETAILS

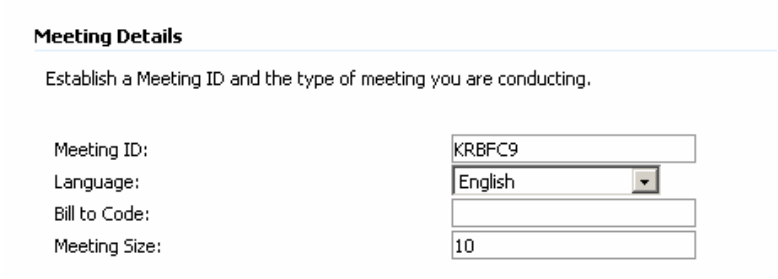
Meeting details control information that Live Meeting uses to generate meeting invitations, to configure the meeting space, and to help you with bookkeeping if your organisation uses billing codes to monitor Live Meeting costs.

To set meeting details

In the Meeting Details section of either the Meet Now Options page or the Meeting Options page, set the following options:

- (Scheduled Meetings only) In the Meeting ID text box, type the ID for the meeting.
- In the Language list, click the language that you want to use in the meeting invitations, as well as the language used for descriptive data for Live Meeting recordings.
- (Optional) In the Bill to Code text box, enter the billing code associated with your use of the Live Meeting service within your organisation.
- In the Meeting Size box, enter the maximum number of people that you expect to attend a meeting.
- (Meet Now only) In the Meeting Duration list, select the maximum length of the meeting.

*Option available only on branded customer sites.

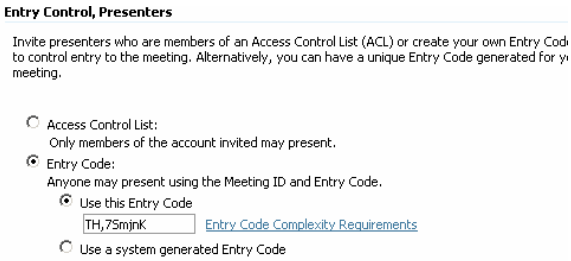


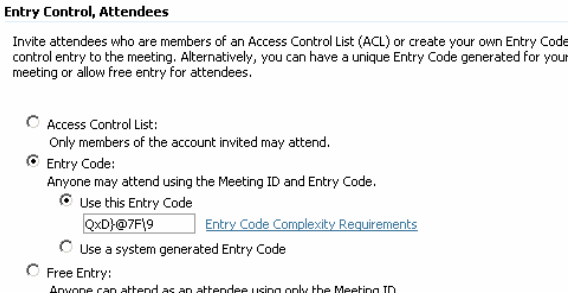
*Option available only on branded customer sites

ENTRY CONTROL OPTIONS

You can set entry controls to:

- Control who attends a meeting.
- Make a meeting available for a large general audience.
- Distinguish between participants who are attendees and those who are presenters.





MEETING ENTRY TIME

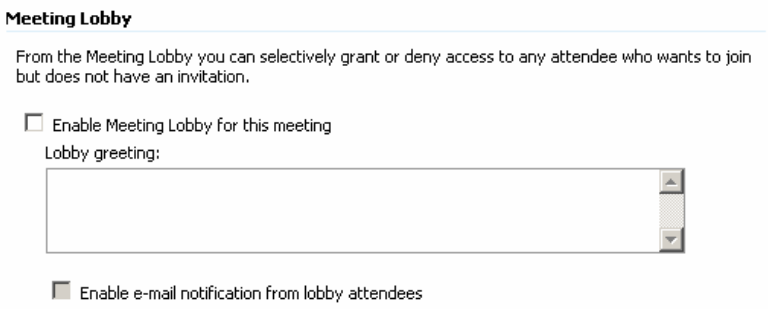
You can prevent attendees from joining your meeting before you are ready. Presenters can always join the meeting at any time.

EXTENDED REGISTRATION

You can require participants to supply their e-mail address and company name when they attempt to join a meeting. This requirement is called extended registration.

MEETING LOBBY

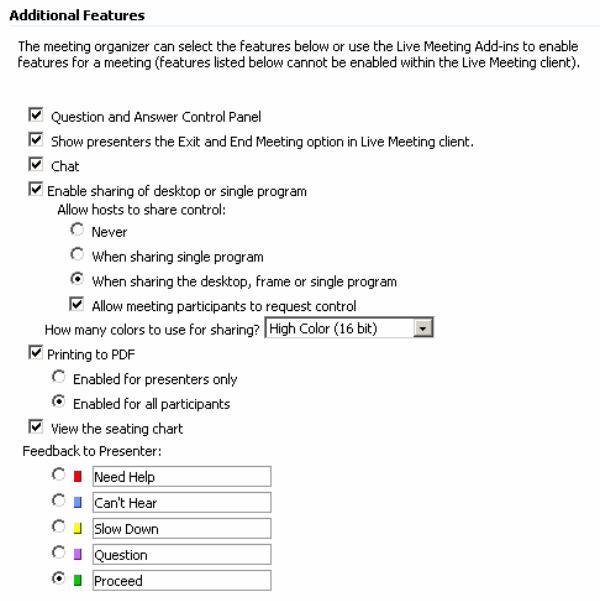
The meeting lobby is an area where uninvited people who would like to join your meeting can request entry. You can set meeting lobby options for your Meet Now meetings or for any scheduled meeting that you organise. You can give users a URL to the meeting lobby when it is not appropriate to send a meeting invitation. Presenters can use the meeting lobby to control who enters the meeting, as well as the time that they enter.



*Option available only on branded customer sites

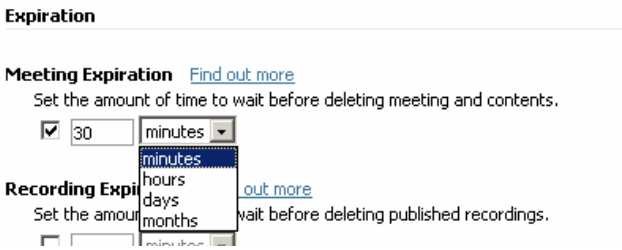
ADDITIONAL FEATURES

The options listed under Additional Features on the Meet Now Options page or the Meeting Options page are useful for enhancing participants' meeting experience, for limiting what they can do in some circumstances, and for demonstrating features of the Live Meeting console so that attendees become familiar with them.



MEETING EXPIRATION

Use this option to set the amount of time to wait before deleting meeting and contents
All documents uploaded or created in the meeting including Office Files(PPT, Word, etc.), MODI documents, PNG, poll slides, text slides, white boards, application sharing, annotations and unpublished recordings will be deleted along with the meeting. Reports and log files will not be deleted. Meeting expiration does not happen in real time. Meeting along with its content to be deleted is immediately scheduled for deletion after the meetings ends plus wait time specified by the administrator or organiser. Deletion time may vary and is subject to the length of the deletion requests on the queue and the load on the server.



Setting an expiration time can be important when:

- You do not want confidential content to persist on the Live Meeting servers.
- You want to delete information when it is no longer useful.

To set expiration options:

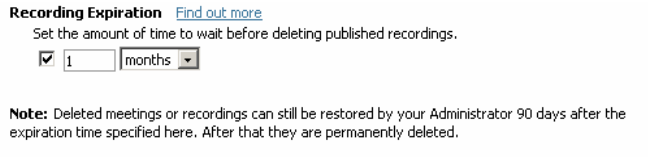
In the Expiration section of either the Meet Now Options page or the Meeting Options page, set the following options:

- To delete meetings and content after a meeting ends, select set the amount of time to wait before deleting meeting and contents check box.
- To specify the amount of time you want Live Meeting to retain meeting and content before deleting it, type a number in the box, and then click a unit of time on the accompanying list.

*Option available only on branded customer sites

RECORDING EXPIRATION

Recordings created and published for a meeting will be deleted as per the expiration time mentioned. This setting applies to a new recording only. To modify expiration for an existing recording you can use Edit Recording. Recording expiration does not happen in real time. Recording to be deleted is immediately scheduled for deletion after creation plus wait time specified by the administrator or organiser. Deletion time may vary and is subject to the length of the deletion requests on the queue and the load on the server.



To delete a Recording after a meeting ends, select set the amount of time to wait before deleting published recordings check box.

To specify the amount of time you want Live Meeting to retain Recordings before deleting it, type a number in the box, and then click a unit of time on the accompanying list.

Note: Deleted meetings or recordings can still be restored by your Administrator 90 days after the expiration time specified here. After that, they are permanently deleted.

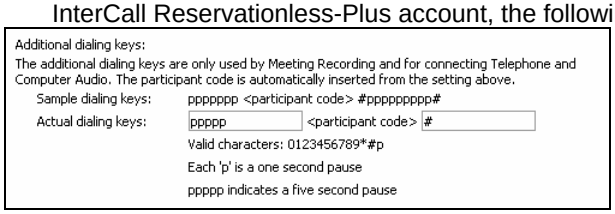
AUDIO

You set Audio options when you are first configuring your InterCall Reservationless-Plus account for use with Live Meeting or you are temporarily changing your audio preferences for a meeting.

To set audio options:

In the Audio section of either the Meet Now Options page or the Meeting Options page, set the following options:

1. In the Audio for this meeting list, select the audio configuration you will use with Live Meeting.
   - LiveMeeting without Audio (The “Display Toll and Toll Free” options will be available)
   - Telephone Conferencing Service (The “Display Toll and Toll Free” options and “Join Conference” feature will be available)
   - Computer Audio Conferencing* (The “Display Toll and Toll Free” options and “Enable one-way Internet Audio Broadcasting”* will be available)
   - Telephone and Computer Audio Conferencing* (All the options will be available)
2. If you will use InterCall Reservationless-Plus audio, select InterCall in the Conferencing provider list. Otherwise, select Other.
3. If you want Live Meeting to initiate a call to participants, instead of requiring participants to dial in to the conference call number, select the Allow meeting participants to use "Join Conference" check box.
4. If you will use one-way Internet Audio Broadcasting* to deliver audio to meeting participants on their computers, select the Enable Internet Audio Broadcasting check box.
5. To display the audio conferencing toll-free and toll numbers to participants, as applicable:
   a. Configure the toll-free and toll meeting phone numbers by clicking a country or region on the Country/region list, and then typing the city or area code and local numbers in the text boxes provided. The number that appears above the Country/region list is the country code for the selected country or region.
   b. Type the participant code and leader code in the text boxes provided. The leader code will never be revealed to the meeting participants, but it is necessary to connect to your InterCall Reservationless-Plus conference.
6. Type additional dialling keys into the text boxes provided in the Actual dialling keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:



Note: Keys entered in the first box will be dialled before the participant code; keys entered in the second box will be dialled following the participant code.

*Option available only on branded customer sites

RECORDING

You can choose to record a meeting or to allow other presenters to record it, and you can control meeting participants' access to the recording.

To set recording options:

In the Recording section of either the Meet Now Options page or the Meeting Options page, set the following options:

1. In the Server Recording section, click one of the following options:
   - To allow only yourself (as organiser) to record the meeting, click Disabled in the meeting, but the organiser can still record when logged into Live Meeting.
   - To allow presenters to record the meeting, click the Presenter can record the meeting option.
2. In the Server Recording Access section, click one of the following options:
   - To allow only yourself and your Live Meeting account administrator access to recordings, click Only the administrator and organiser can view recordings. They can grant access to individual users.
   - To allow all attendees and presenters at the meeting to view recordings, click All meeting participants can view recordings using their meeting entry information.
3. In the “Participant Recording to Their Local Computer “ select one of the options below:
   - Disable recording to local computer.
   - Only presenters can record.
   - Presenters can record and presenters can allow attendees to record.

To disable the option for participants to record on their local computer select: “Disable recording to local computer”.

To allow presenters to record the meeting locally, click the Only Presenter can record option.

To give the presenter permission to allow attendees to initiate a personal recording, click Presenters can record and also allow attendees to record.

Note: The Personal Recording will be saved locally and can always be accessed by the person who created them.

SAVING YOUR OPTIONS

When you are done setting up your meeting options, you can click “Set as Default” to save the same settings for all your future meetings or you can click “OK” to save the settings only for the meeting you are creating now. At this point, you will be back to Meeting Details page where you can obtain detailed information about your meeting, join your meeting as a presenter or attendee, import a document in your meeting or start recording using the Recording Control Panel. All these options are available under the “Actions” menu on Meeting Details page.