

# Microsoft® Office Live Meeting Organiser Guide



**Information Hotline**  
0871 7000 170  
+44 (0)1452 546742  
conferencing@intercalleeurope.com

**Reservations**  
0870 043 4167  
+44 (0)1452 553456  
resv@intercalleeurope.com  
www.intercalleeurope.com

## Organiser Interface Features

Microsoft® Office Live Meeting 2007's Live Meeting Manager is a web based tool that helps you manage Live Meeting tasks from scheduling and joining meetings to changing your password and viewing your recordings.

Join	Subject	Start Time (PST)	Organizer
	LM2007 Screen Shots Meeting ID = S8TZPK	01/24/07 9:00 PM Duration: 1:00	Contoso Contoso

View	Subject	Start Time (PST)	Organizer
	LM2007 Screen Shots Recording ID = S8TZPK	01/24/07 8:57 PM Duration: 0:02	Contoso Contoso

The options available on the Organiser interface are:

- + Meet
  - o Schedule a meeting
  - o Meet Now (Start an impromptu meeting)
  - o Join a meeting
- + Manage
  - o Meetings
  - o Recordings
  - o Storage
  - o User Preferences
  - o Address book\*
  - o Events\*
- + View
  - o Recordings
  - o Reports
  - o Public Events\*

## Getting Started

### LOGGING INTO YOUR ACCOUNT

To log into your Live Meeting account

- 1 Go to your Live Meeting site
- 2 Enter your user login.
- 3 Enter your password.
- 4 Click on the "Login" button. Your home page is displayed.

## Setting Your Meeting Options

Before you start using Meet Now or your Scheduled Meetings, make sure that your Meet Now options and Meeting Options set up.

### How to set Meeting Options

You can customise the 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: Your Live Meeting account administrator may have already configured the meeting options for your site. 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 your InterCall Reservationless-Plus audio account, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.*

Options are set 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

<b>Subject:</b>	Meet Now: Melissa Abrams	<b>Actions</b>
<b>Meeting Lobby</b>	<a href="https://www416d.rtcppe.com/cc/intercall_tp/meet/mabrams">https://www416d.rtcppe.com/cc/intercall_tp/meet/mabrams</a>	<a href="#">Join As Presenter</a>
<b>Presenter URL:</b>	<a href="https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&amp;role=present&amp;pw=2pF%275%28%2Fpw">https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&amp;role=present&amp;pw=2pF%275%28%2Fpw</a>	<a href="#">Join As Attendee</a>
<b>Attendee URL:</b>	<a href="https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&amp;role=attend&amp;pw=FK%608.hc6D">https://www416d.rtcppe.com/cc/intercall_tp/join?id=mabrams&amp;role=attend&amp;pw=FK%608.hc6D</a>	<a href="#">Meet Now Options</a>
<b>Meeting ID:</b>	mabrams	<a href="#">Upload Files</a>
<b>Presenter Entry Code:</b>	2pF5(/pw	<a href="#">Support Control Panel</a>
<b>Attendee Entry Code:</b>	FK`8.hc6D	<a href="#">Recording Control Panel</a>
<b>Audio:</b>	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	<a href="#">Recording: mabrams</a>
<b>Additional Audio Info:</b>	For Attendees: For Presenters:	

### Meeting Options for Scheduled Meetings

Start:\*   :

End:\*   :

Enter dates in MM/DD/YYYY format.

Time Zone:\*

Occurrence:\*

Audio: \*

Enable one-way Internet Audio Broadcasting

Computer audio conferencing is not available to meeting participants using the Live Meeting web client

Testing (InterCall): +1 (706) 657-1079 +1 (888) 904-9378 Participant Code: 0607337951

#### Meeting Options

Message:

Send Invitations using your Email client  Send Invitations using Live Meeting



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.

#### Meeting Details

Establish a Meeting ID and the type of meeting you are conducting.

Meeting ID:	<input type="text" value="KRBFC9"/>
Language:	<input type="text" value="English"/>
Bill to Code:	<input type="text"/>
Meeting Size:	<input type="text" value="10"/>



## 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.

### Entry Control, Presenters

Invite presenters who are members of an Access Control List (ACL) or create your own Entry Code to control entry to the meeting. Alternatively, you can have a unique Entry Code generated for your meeting.

- Access Control List:  
Only members of the account invited may present.
- Entry Code:  
Anyone may present using the Meeting ID and Entry Code.
  - Use this Entry Code  
 [Entry Code Complexity Requirements](#)
  - Use a system generated Entry Code

### Entry Control, Attendees

Invite attendees who are members of an Access Control List (ACL) or create your own Entry Code control entry to the meeting. Alternatively, you can have a unique Entry Code generated for your meeting or allow free entry for attendees.

- Access Control List:  
Only members of the account invited may attend.
- Entry Code:  
Anyone may attend using the Meeting ID and Entry Code.
  - Use this Entry Code  
 [Entry Code Complexity Requirements](#)
  - Use a system generated Entry Code
- Free Entry:  
Anyone can attend as an attendee using only the Meeting ID.

## 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.

### Meeting Lobby

From the Meeting Lobby you can selectively grant or deny access to any attendee who wants to join but does not have an invitation.

- Enable Meeting Lobby for this meeting

Lobby greeting:

- Enable e-mail notification from lobby attendees

## 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.

### Additional Features

The meeting organizer can select the features below or use the Live Meeting Add-ins to enable features for a meeting (features listed below cannot be enabled within the Live Meeting client).

- Question and Answer Control Panel
  - Show presenters the Exit and End Meeting option in Live Meeting client.
  - Chat
  - Enable sharing of desktop or single program
    - Allow hosts to share control:
      - Never
      - When sharing single program
      - When sharing the desktop, frame or single program
    - Allow meeting participants to request control
    - How many colors to use for sharing?
  - Printing to PDF
    - Enabled for presenters only
    - Enabled for all participants
  - View the seating chart
- Feedback to Presenter:
- - 
  - 
  - 
  -

## 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.

### Expiration

#### Meeting Expiration [Find out more](#)

Set the amount of time to wait before deleting meeting and contents.

#### Recording Expiration [Find out more](#)

Set the amount of time to wait before deleting published recordings.

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.



## 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.

### Recording Expiration [Find out more](#)

Set the amount of time to wait before deleting published recordings.

1 months

**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.

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.
  - Live Meeting 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:

Additional dialling keys:

The additional dialling keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialling keys: pppppp <participant code> #pppppppp#

Actual dialling keys:  <participant code> #

Valid characters: 0123456789\*#p

Each 'p' is a one second pause

ppppp indicates a five second pause

*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.*

## 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.

## Using Meet Now Meetings

To meet now, click on the Meet Now: (Your Name) link from the My Home page or choose Meet Now under the Meet section on the left of your Meeting Manager screen. You are immediately connected to a meeting.

To access meet now details, click on the Meet Now Details link. From the "Meet Now Details" page, you can:

- + Join as a presenter
- + Join as an attendee
- + Modify meet now options
- + Upload files
- + Access the support control panel
- + Access the recording control panel



## Scheduling a Meeting

You can use Live Meeting to schedule meetings and invite participants, just as you would for a meeting in a physical conference room.

### SCHEDULE A MEETING BY USING THE LIVE MEETING MANAGER

To schedule a meeting with the Live Meeting Manager

- 1 On the My Home page, in the Meet area, click Schedule Meeting.
- 2 Click Attendees to select the attendees you want to invite from the Live Meeting address book, and then click Presenters to select the presenters you want to invite. For participants who do not appear in the address book, you can type each user's full e-mail address (for example, someone@example.com) in the Attendees or Presenters box.
- 3 Type the subject for the meeting, and location if desired.
- 4 Select the start and end dates and times, and adjust the time zone if necessary.
- 5 In the Occurrence box, click One Time (occurs once only), Recurring (occurs on a regular schedule with a specified end date), or Ongoing (no end date enforced).
- 6 Select your audio preference for the meeting: Live Meeting without Audio, Telephone Conferencing (using InterCall's Reservationless-Plus), Computer audio conferencing\*, or Telephone and computer audio conferencing\*. You may also select the checkbox below to enable Internet Audio Broadcast\*.

#### Schedule Meeting

Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.

**Important:** Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.

Attendees:

Presenters:

Subject:\*

Location:

Start:\*   :

End:\*   :

Enter dates in MM/DD/YYYY format.

Time Zone:\*

Occurrence:\*

Audio: \*

All meeting participants use phone conferencing:  
Testing (InterCall): +1 (706) 123-4567 +1 (888) 123-4567 Participant Code: 1234567890

- 7 To override the default scheduled meeting options for this meeting only, click Meeting Options, and then make the necessary changes. For more information, see Setting Your Meeting Options.
- 8 In the Message text box, type the custom message that you want to appear in the invitation.
- 9 Select the option for sending your invitations: Send Invitations using your Email client, or Send Invitations using Live Meeting. Click Send Invitations to send the invitations to the invitees.

Note: if you opt to send invitations via your Email client, you will be directed to a page in which you can send invitations via Outlook, or copy and paste the invitation information into your own calendar invitation to send to invitees. You are given separate invitations for Presenters and Attendees.

Message:

- Send Invitations using your Email client  Send Invitations using Live Meeting

Send Invitations

Save

Cancel



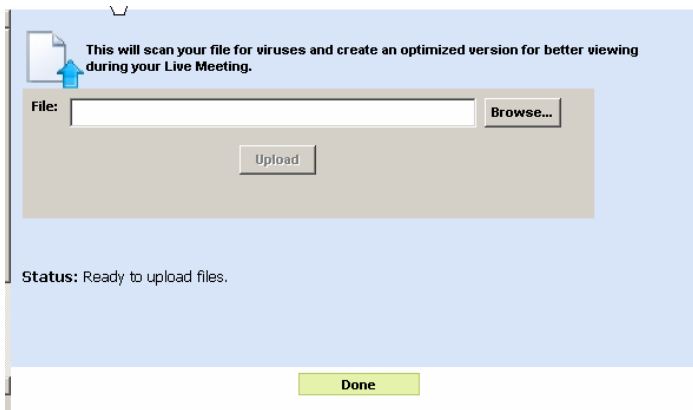
Allow several minutes for the meeting invitations to arrive in the Inbox of each invitee. Live Meeting sends a separate meeting invitation to each of the presenters and attendees you invited. The invitation contains your personal message if you provided one, the standard Live Meeting greeting text set by your Live Meeting account administrator, and the meeting details that each participant will need in order to join the meeting. Invitees also receive a calendar item that they can add to their calendars.

## UPLOAD FILES

You can use this feature to import documents in your meeting using the Live Meeting manager. This option will scan your files for viruses and create an optimised version for better viewing during your Live Meeting.

### To use the Upload Files feature:

- 1 Click the "Upload Files" link on the Meeting Details page
- 2 Click Browse to select your file and then click Upload
- 3 Your presentation will be scanned and imported to your meeting.



## SUPPORT CONTROL PANEL

The support control panel can be used while a meeting is in progress to monitor and manage the attendees of the meeting. To access the support control panel, click on the Support Control Panel link on the Meeting Details page. The following table describes the parts and functions of the Support Control Panel.

Part	Function
User Name field	Provides the name entered by the user.
Status field	Informs you of the status of the connection.
Browser/OS field	Provides the web browser, web browser version, and operating system of the user.
Java field	Provides the version number of the Java Virtual Machine in the user's web browser.
Transport/From field	Informs you of the transport mechanism and the address of the user's machine.
Show Details button	Displays detailed technical information about the selected user's connection.
End Session button	Forcibly terminates all connections.
Disconnect User button	Forcibly terminates the selected user's connection.

User Name	Status	Browser/OS	Java	Transport/From

Buttons: Show Details, End Session, Disconnect User

### RECORDING CONTROL PANEL

You can use this feature to select the media you would like to record, configure the phone connection and start the recording.

#### To use the “Recording Control Panel” feature:

- 1 Click the “Recording Control Panel” link on Meeting Details page.
- 2 Select the media you would like to record (Data, Voice, Video, Panoramic Video)
- 3 Click “Configure Phone” and enter - or verify - the Audio information; including the conference call number, participant code and the Dialling Keys.
- 4 Click “Connect” to connect the console to the audio bridge.
- 5 Click the Record button. When you stop the recording, you are presented with three options:
  - Save Recording
  - Discard Recording
  - Continue Recording
- 6 Choose the appropriate option.

 Audio and video are not available for this meeting

Select media to record:

- Data
- Voice
- Video
- Panoramic Video

 Note that phone audio can't be recorded for a VoIP-only meeting. Also note that if panoramic video or video is playing, you won't be able to see it in Live Meeting Web Access, but you can still record it if someone in the meeting has a Live Meeting client installed.

Done



## Managing Your Account

In the Manage section, you can manage your Meetings, Recordings, Storage, User Preferences, Address Book\*, and Events\*.

### MANAGE MEETINGS

You can manage your existing or already scheduled meetings by clicking Meetings under the Manage section. This page allows you to Join, Edit and Delete your meetings.

You can search for a meeting: Within a specific date range; by expiration date; Containing key word(s); or In Current/Future, Past, All. From the Manage Meetings page you may also sort your meetings by clicking on the appropriate column heading for: Subject, Start time, Organiser, Size, and Expires.

#### Manage Meetings

Between:  and  Expiring in:

Containing:

Show:  Current/Future  Past  All

Search

Showing all meetings

[Meetings 1-10 of 10] Page 1

Join	Subject	Start Time (CDT) ▼	Organizer	Size	Expires (CDT)
<input type="checkbox"/>	<a href="#">Meet Now: Paige Parker Salazar</a> Meeting ID = psalazar	08/29/07 7:07 AM Duration: 1:00	Paige Parker Salazar	5	Never
<input type="checkbox"/>	<a href="#">Review Module 02 &amp; Discuss Transition Plan</a> Meeting ID = R3QCMS	08/28/07 3:30 PM Duration: 1:30	Paige Parker Salazar	2	Never
<input type="checkbox"/>	<a href="#">test 2</a> Meeting ID = Q6ZCFK	08/17/07 1:30 PM Duration: 1:00	Paige Parker Salazar	5	Never

### MANAGE RECORDINGS

Similar to the Manage Meetings page, the Manage Recordings section allows you to manage your recorded meetings. From this page, you can View, Edit Recording Details, and Delete Recordings.

Through the Search function, you can show: Recordings within a specific date range; Recordings by expiration date; Recordings containing key word(s); or All recordings

#### Manage Recordings

Between:  and  Expiring in:

Containing:

Show:  All

Search

Showing all recordings

Note: There may be a delay before newly created recordings appear in this list.

[Recordings 1-1 of 1] Page 1

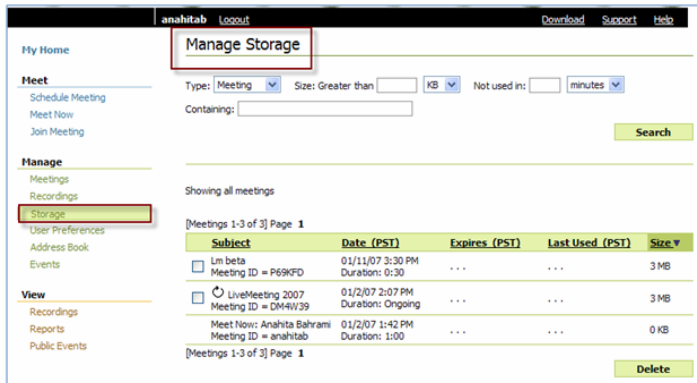
View	Subject	Date ▼ (CDT)	Duration	Expires (CDT)
<input type="checkbox"/>	<a href="#">Meet Now: Paige Parker Salazar</a> psalazar	05/30/07 12:37 PM	0:04	Never

[Recordings 1-1 of 1] Page 1

Delete

## MANAGE STORAGE

This feature will allow you to search for and manage your Meetings and Recordings.

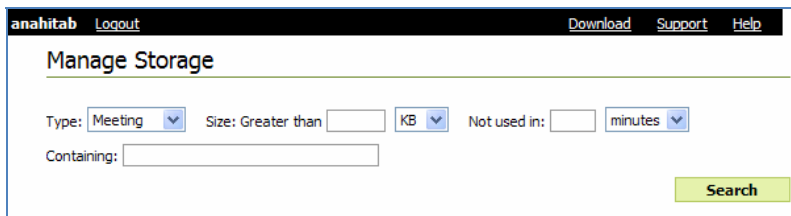


Using this feature, you can search for your meetings and recordings using different categories:

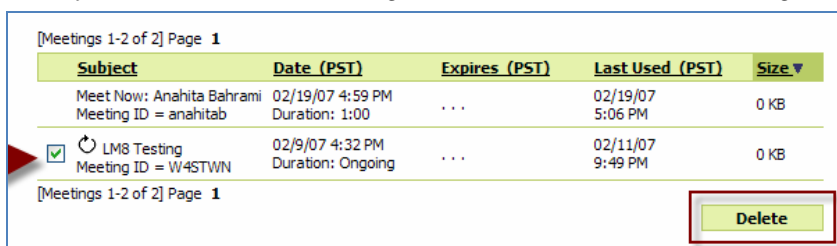
- + Search for Meetings/Recordings by entering the size in the “Size: Greater than” field: KB, MB, GB.
- + Search for Meetings/Recordings, which have not been viewed within a specified amount of time by entering a time in “Not used in” field, and choosing measurement: Minutes, Hours, Days, months.
- + Search for Meetings/Recordings by entering the meeting name or ID in the Containing field.

To use this feature:

- 1 Login to your Live Meeting account as an Organiser.
- 2 Click Storage on the left hand side of the screen.
- 3 Select Meeting or Recording for the Type and click Search. You will get a list of all your meetings or recordings.
- 4 You can sort your data by Subject, Date, Expiration date, Last time used and Size.
- 5 If you are looking for a specific Meeting or Recording, select the category you want to search with, (Size, Time or the text containing) and click Search.



- 6 If you want to delete a meeting, check the box next to the meeting subject and then click Delete.



## MANAGE USER PREFERENCES

By clicking User Preferences in the Manage menu, you can change your Personal Information, Password, Display Options, and Recording Access. Simply select the item in the top menu you would like to change, make the change on the screen, and then click the OK button when you have finished.

### User Preferences

- [Personal Information](#)
- [Password](#)
- [Display Options](#)
- [Recording Access](#)

**Personal Information**

Participant information to appear in the meeting attendee list

First name:

Last name:

E-mail:

---

**Password**

To change your Live Meeting password:

Old password:

New password:

Confirm new password:

---

**Display Options**

Specify how Live Meeting information is displayed in your browser.

Recording/Meetings listed per page:

Time Zone:

## MANAGE ADDRESS BOOK\*

The Address Book in the Manage section allows you to add contacts to your address book or manage those you have already added. You can search your existing contacts by last name, first name, or email address. Click Create New Contact and enter the contact's information if you would like to add a new contact to your list. You may also edit an existing contact's information or delete a contact from this page.

### Create New Contact


First name:\*

Last name:\*

E-mail Address:\*

## MANAGE EVENTS\*

This feature will allow you to search for and view your events, (upcoming, past, unpublished), Create a new event, Run reports on your Events and manage your Organiser Libraries which include: Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.



**Home**   **Events**

Events

[New Event](#)

[Event Reports](#)

[Libraries](#)

Events

**Events**

Your scheduled events are listed below. You can view your upcoming events, past events, unpublished events, or all of your events. To search for events by date or that contain specific text, click Find. To create a new event, click New Event. To add event resources including presenters, tests, or surveys, click Libraries.

Upcoming
0 - 0 of 0 | Show: 10

New Event
Edit Event
Delete
Find

There are no upcoming events.

## Viewing Recordings, Reports and Public Events\*

### VIEW RECORDINGS

To view your recordings, click on Recordings under the View section. This page will allow you to search for, sort, and view recordings.

- + Search for Recordings by selecting the date range the recording has been available, and optionally entering the meeting name or ID in the Containing field.
- + You can sort your data by Media Format, Subject, Date, Duration, and Organiser.

To view a recording, click the media symbol at the left of the screen next to the recording you wish to view.



### VIEW REPORTS

Meeting reports provide both summary and detailed information about Live Meeting meetings:

- + Meeting List report. Lists the meetings and attendance for a given time period.
- + Meeting Attendance report. Lists users and the role they played (presenter or attendee), the browser used, the time they arrived and the duration of their attendance for a meeting. It also includes a list of email addresses and company names if attendees and presenters were required to enter this information.
- + Meeting Poll report. Indicates how each person attending the meeting voted in response to each Polling slide that was shown. It also includes a percentage summary of the votes.

#### Meeting List Report

This report lists the meetings and attendance for a given time period  
 Reports may not reflect activity from the last two hours.

[Download CSV](#)

#### Filter

Show all meetings between:  and   
 Note: Please use MM/DD/YYYY date format

[View](#)

#### Report

Showing all 11 meetings between 08/7/2007 and 09/7/2007 for organizer "psalazar"  
 Note: Click on the "Meeting ID" link to get the Attendance Report for that meeting

Activity Day	Meeting ID	Type	Subject	Attendance	Reservation Size	Connection Time (HH:MM:SS)	View Poll
Aug 29, 2007	<a href="#">psalazar</a>	Meet Now	Meet Now: Paige Parker Salazar	1	5	9:49:56	
Aug 28, 2007	<a href="#">R3OCMS</a>	Scheduled	Review Module 02 & Discuss Transition Plan	1	2	0:47:35	
Aug 23, 2007	<a href="#">psalazar</a>	Meet Now	Meet Now: Paige Parker Salazar	2	5	5:33:36	
Aug 14, 2007	<a href="#">psalazar</a>	Meet Now	Meet Now: Paige Parker Salazar	1	5	1:08:25	

Recording reports allow you to monitor the number of recordings available and how often they are viewed:

- + Recording List. Shows the recordings available for a given time period and the number of times each one was viewed.
- + Recording Details. Lists users who viewed a recording and indicates when the user viewed it, the user IP address, company and browser.

### Recording List Report

This report shows the recordings available for a given time period and the number of times each one was viewed

[Download CSV](#)

#### Filter

Show all recordings available for viewing between:  and

Note: Please use MM/DD/YYYY date format

[View](#)

#### Report

Showing all 1 recordings between 08/7/2007 and 09/7/2007 for organizer "psalazar"

Note: Click on the "Recording ID" link to get the Recording Details for that recording

Start Time (CDT)	Recording ID	Bill To	Views	Duration (HH:MM:SS)	File Size (Mb)
05/30/2007 12:37 PM	<a href="#">psalazar</a>		4	0:04:00	1.59

Total Recordings	Average per viewed Recordings	Duration (HH:MM:SS)		File Size (Mb)	
		Total	Average	Total	Average
1	4	0:04:00	0:04:00	1.59	1.59

To generate a Meeting List or Recording List report, click Reports under the View menu. Then, click Meeting List or Recording List report. You can search by date range, and sort your meetings and recordings. In addition, clicking on the Meeting ID or Recording ID generates attendance reports for those sessions.

## VIEW PUBLIC EVENTS\*

This Feature will allow you to view a listing of all public events in a conference centre. Filter public events by selecting Find, or using the title bar drop down.

You will also be able to Create a new event, Run reports on your Events and manage your Organiser Libraries, which include Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.

NOTE: For detailed information on Events, please see the Scheduling Events guide.