Live Meeting 2007

Outlook Add-In Guide

InterCall

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Introduction to the Microsoft Office Outlook Add-In

The Microsoft Office Live Meeting 2007 Outlook Add-In is an optional component that integrates Microsoft® Office Live Meeting with Microsoft Office Outlook running on the same computer. With the Live Meeting Outlook Add-In, users can do the following:

+ Schedule and enter meetings directly from Outlook. Meetings are simultaneously scheduled in both Outlook and the Live Meeting service.
+ Specify all meeting options and setup default preferences from Outlook.
+ Manage Live Meetings through Outlook.
+ Schedule a Conference Call through Office Communicator (if this option has been purchased).

Downloading the Add-in

To use the Outlook Add-in, you must have either Outlook 2003 or 2007 installed on your computer.

1. Go to www.webconferencesupport.com.
2. Select your region.
3. Click on the “See the full list” link under “Downloads” for “Microsoft Office Live Meeting 2007.”
4. Click on the “Download” button under “Microsoft Conferencing Add-in for Microsoft Office Outlook.” The “Download the Conferencing Add-in for Microsoft Office Outlook.” page appears.
5. Click on the “Accept Terms and Install Add-in” link. The “File Download” dialog box appears.
6. Click on the “Run” button. The “Security Warning” dialog box appears.
7. Click on the “Run” button. The add-in wizard appears.
8. Close all applications, if necessary, and click on the “Next” button. You are informed when installation is complete.

Click on the “Close” button. A “Microsoft Office Live Meeting” dialog box appears, informing you that the add-in is successfully installed and telling you that you must restart Outlook to use the add-in. Upon restarting Outlook, “Conferencing” appears on the main menu, and a new toolbar appears as well.

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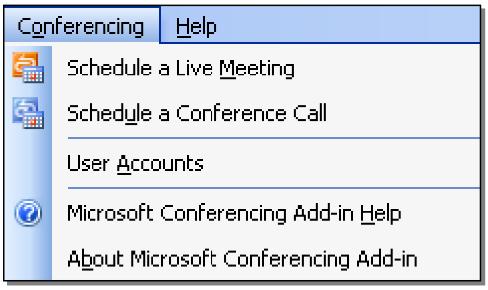
Setting Up Your User Account

To set up your user account, click on “Conferencing” on the main menu, followed by “User Accounts.” The “User Accounts” dialog box appears.



1 Copy the URL from your web browser after logging into the Live Meeting service, and paste it into the “URL” textbox.
2 Click on the checkbox next to “I enter a user name and password to access my account.”
3 Type your user name in the textbox provided, if necessary.
4 Type your password in the textbox provided, if necessary.
5 Click on the “Test Connection” button. A dialog box appears informing you your Live Meeting log in information was successfully verified.
6 Click on the “OK” button.
7 Click on the “OK” button (on the “User Accounts” dialog box).

Managing Your Meetings

SCHEDULING A MEETING

1 Click on the “Schedule a Live Meeting” button. An email with all the meeting information in the body appears.

2 Type the email addresses of attendees and/or presenters in the “To” field,

OR

Select attendees and/or presenters from the address book by clicking on the “To” button, selecting attendees and/or presenters, clicking on either the “Required” or “Optional” buttons, and clicking on the “OK” button.

3 Type a meeting subject in the “Subject” field.
4 Select the start and end dates and times from the drop-down boxes provided.
5 Click on the “Attendees/Presenters” button. The individuals you addressed the Live Meeting request to appear in the “Attendees” list.

If you want to…	**Then…**
Make an attendee a presenter	Select the attendee’s name, click on the “Add” button, and then click on the “OK” button
Remove a presenter	Select the presenter’s name, click on the “Remove” button, and then click on the “OK” button.

6 Click on the “Meeting Options” button, select your options, and click on the “OK” button.
7 Click on the “Send” button.

MODIFYING A MEETING

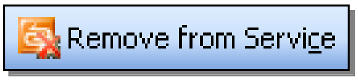
1. Access your Outlook calendar.
2. Locate the meeting you would like to modify, and double-click on it.
3. Make the necessary modifications.
4. Click on the “Save and Close” button. A dialog box appears, informing you that the meeting has been changed and asking if you want to send updated meeting information to attendees.
5. Click on the “Yes” button.

JOINING A MEETING

1. Access your Outlook calendar.
2. Locate the meeting you would like to join, and double-click on it.
3. Click on the “Join the meeting” link.

DELETE A MEETING

1. Access your Outlook calendar.
2. Locate the meeting you would like to delete, and double-click on it.
3. Click on the “Remove from Service” button on the “Microsoft Office Live Meeting” toolbar. A dialog box appears, asking if you want to send a cancellation notice to attendees.



4. Click on the radio button next to “Send cancellation and delete meeting,” and click on the “OK” button.
5. Close the conferencing request. A dialog box appears, asking if you want to send the cancellation message.
6. Click on the “Yes” button.

Scheduling a Conference Call

The “Schedule a Conference Call” button enables you to schedule a Live Meeting using Microsoft’s instant messaging tool, Office Communicator. If you are interested in purchasing this product, or if you have purchased this product and want to learn how to use it in conjunction with Live Meeting, please contact your Microsoft representative.

Accessing Help

To access help, click on “Conferencing” on the main menu, followed by “Microsoft Conferencing Add-in Help.” The table below explains how to navigate the help files.

If you would like to…	**Then…**
Search by contents,	Click on the “Contents” tab, followed by the appropriate link(s).
Search by keyword,	Click on the “Search” tab, type in the word(s) to search for, and click on the “List Topics” button. Double-click on the topic you would like to display.
Go back to the previous help file,	Click on the “Back” button (or click on the “Options” button, followed by “Back.”
Advance to the next help file,	Click on the “Forward” button (or click on the “Options” button, followed by “Forward”).
Print the help file,	Click on the “Print” button (or click on the “Options” button, followed by “Print”). Select a printer, and click on the “Print” button.
Show or hide tabs,	Click on the “Options” button, followed by “Hide/Show Tabs.”
Return to the help files home page,	Click on the “Options” button, followed by “Home.”
Stop a search,	Click on the “Options” button, followed by “Stop.”
Refresh a page,	Click on the “Options” button, followed by “Refresh.”
Access your internet options,	Click on the “Options” button, followed by “Internet Options.”
Have your search highlight on or off,	Click on the “Options” button, followed by “Search Highlight Off/On.”

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Learning About the Add-In

1. Click on “Conferencing” on the main menu.
2. Click on “About Microsoft Conferencing Add-in.”
3. View:
   - Copyright information
   - Version information
   - A privacy note (by clicking on the link)
4. Click on the “OK” button after viewing.

Outlook Add-In Meeting Options

To access meeting options, click on the “Meeting Options” button. You can select a variety of meeting options including:

+ Meeting details
+ Entry control
+ Meeting lobby
+ Additional features
+ Content expiration
+ Audio
+ Recording

MEETING DETAILS

1. Click on the “Details” link.
2. De-select the checkbox next to “Generate for me,” and type the meeting ID in the textbox provided, if you elect not to have the Live Meeting service generate a meeting ID for you.
3. Select a language from the “Language” drop-down box.
4. Type a billing code in the “Bill to Code” textbox.
5. Type the number of participants in the “Meeting Size” textbox.

ENTRY CONTROL

To edit entry control for presenters, click on the “Entry Control” link. You can set:

+ Presenter entry control
+ Attendee entry control
+ Meeting entry time
+ Extended registration

Presenter Entry Control

If you would like…	Then…
Only members of the account invited to present,	Click on the radio button next to “Presenter Access Control List.”
To allow anyone to present using the meeting ID and meeting key,	Click on the radio button next to “Presenter Meeting Key.”
To create your own meeting key,	De-select the checkbox next to “Presenter use a system generated Meeting Key,” and type the meeting key in the textbox provided.

Attendee Entry Control

If you would like to…	Then…
Allow only members of the account invited to attend,	Click on the radio button next to “Attendee Access Control List.”
Allow anyone to attend using the meeting ID and meeting key,	Click on the radio button next to “Attendee Meeting Key.”
Create your own meeting key,	De-select the checkbox next to “Attendee use a system generated Meeting Key,” and type the meeting key in the textbox provided.
Allow anyone to attend by simply using the meeting ID,	Click on the radio button next to “Attendee Free Entry.”

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Meeting Entry Time

If you would like…	Then…
Attendees to be able to join the meeting 30 minutes early and presenters to be able to enter anytime,	Click on the radio button next to that option.
Both attendees and presenters to be able to join at any time,	Click on the radio button next to that option.

Extended Registration

If you…	Then…
Would like to request e-mail address and company name,	Click on the radio button next to that option.
Do not want to request e-mail address and company name,	Click on the radio button next to that option.

MEETING LOBBY

1. Click on the “Meeting Lobby” link.
2. Ensure the checkbox next to “Enable Meeting Lobby for this meeting” is selected.
3. Type a lobby greeting in the textbox provided, if you would like to include a greeting.
4. Ensure the checkbox next to “Enable e-mail notification from lobby attendees” is selected, if you would like to receive e-mail notification when attendees enter the lobby.

Note that, if you want to disable the meeting lobby for your meeting, de-select the checkbox next to “Enable Meeting Lobby for this meeting.”

ADDITIONAL FEATURES

If you would like to…	Then…
Enable the question and answer control panel,	Ensure the checkbox next to this option is selected.
Show the end session option in the Live Meeting client,	Ensure the checkbox next to this option is selected.
Enable chat,	Ensure the checkbox next to this option is selected.
Enable application sharing,	Ensure the checkbox next to this option is selected.
Never allow hosts to share control,	Click on the radio button next to that option.
Allow hosts to share control when sharing a single application only,	Click on the radio button next to that option.
Allow hosts to share control when sharing the desktop, frame, or single application,	Click on the radio button next to that option.
Allow meeting participants to request control,	Click on the checkbox next to that option.
Alter the number of colours to be used for sharing,	Click on the drop-down box next to this option, and select the desired number of colours.
Enable printing to PDF,	Click on the checkbox next to that option.
Enable print to PDF for presenters only,	Click on the radio button next to that option.
Enable print to PDF for all participants,	Click on the radio button next to that option.
View the seating chart,	Click on the checkbox next to that option.
Alter the seating chart labels,	Type the labels in the textboxes provided.
Change the default seating chart feedback,	Click on the radio button next to the desired default response.
Enable the streaming media custom frame,	Click on the checkbox next to that option, and type the URLs and frame heights for both attendees and presenters in the textboxes provided.

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CONTENT EXPIRATION

To determine content expiration, click on the "Expiration" link. Execute the steps listed below to automatically delete meetings and recordings.

1. Click on the checkboxes beneath "Meeting Expiration" and "Recording Expiration."
2. Select either minutes, hours, days, or months from the drop-down boxes provided.
3. Type the number of minutes, hours, days, or months you would like to pass before meetings and/or recordings are deleted in the textboxes provided.

Note that, if you want to manage content yourself, you need to de-select the checkbox beneath "Meeting Expiration" and "Recording Expiration."

AUDIO

To manage audio, click on the "Audio" link. The table below explains how to select audio options.

If you would like to…	Then…
Include computer audio conferencing,	Click on the checkbox next to this option.
Enable one-way Internet Audio Broadcasting,	Click on the checkbox next to this option.
Include telephone conferencing,	Click on the checkbox next to this option, and select "InterCall" from the "Conferencing provider" drop-down box.
Allow meeting participants to use Join Conference to have Live Meeting call their phone instead of dialling in,	Click on the checkbox next to this option.
Display the toll-free phone number to meeting participants in the Live Meeting client,	Click on the checkbox next to this option.
Display the toll phone number to meeting participants in the Live Meeting client,	Click on the checkbox next to this option.

After choosing the aforementioned audio options, execute the steps listed in the table below to complete the selection of audio options.

1. Select your country/region from the drop-down box provided, and type your Reservationless-Plus toll-free meeting phone number in the textbox provided.
2. Select your country/region from the drop-down box provided, and type your Reservationless-Plus toll meeting phone number in the textbox provided.
3. Type your participant and leader codes in the textboxes provided.
4. Type the actual dialling keys (e.g., ,,,,,) in the textbox provided.
5. Type the participant code (following by the pound sign (#)) in the textbox provided.
6. Provide additional audio information to attendees, if necessary, in the textbox provided.
7. Provide additional audio information to presenters, if necessary, in the textbox provided.

RECORDING

To manage recordings, click on the "Recording" link. The following steps explain how to select recording options.

If you would like to…	Then…
Disable server recording in the meeting, but still allow the organizer to record when logged into Live Meeting Manager,	Click on the radio button next to this option.
Allow presenters to record the meeting,	Click on the radio button next to this option.
Only allow the administrator and organizer to view recordings and enable them to grant access to individual users,	Click on the radio button next to this option.
Allow all meeting participants to view recordings using their meeting entry information,	Click on the radio button next to this option.
Allow presenters to record to their local computer,	Click on the checkbox next to this option.
Give presenters the ability to allow attendees to record to their local computer,	Click on the checkbox next to this option.

The table below explains how to save your meeting options.

If you…	Then…
Would like to set the meeting options you selected as the default,	Click on the "Set As Default" button. A dialog box appears, informing you that your default meeting options have been saved. Click on the "OK" button.
Would like to save the meeting options you have selected,	Click on the "OK" button.
Do not want to save the meeting options you have selected,	Click on the "Cancel" button.