

# Microsoft® Office Live Meeting Scheduling Guide

## Getting Started

This section details how to log into your account and set your default meeting options.

### 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: 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<sup>SM</sup> 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 sessions 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	<b>Actions</b>
Meeting Lobby 	<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>
Presenter URL:	<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>
Attendee URL:	<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>
Meeting ID:	mabrams	 <a href="#">Upload Files</a>
Presenter Entry Code:	2pF`5(/pw	 <a href="#">Support Control Panel</a>
Attendee Entry Code:	FK`8.hc6D	 <a href="#">Recording Control Panel</a>
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	 <a href="#">Recording: mabrams</a>
Additional Audio Info:	For Attendees: For Presenters:	



#### 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](http://www.intercalleeurope.com)



## Meeting Options for Scheduled Meetings

Start:\*   :  PM

End:\*   :  PM

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:

Language:

Bill to Code:

Meeting Size:

## 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 to 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:

## 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.

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: ppppppp <participant code> #ppppppppp#

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.

## 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

- 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.
- In the Message text box, type the custom message that you want to appear in the invitation.
- 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

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.



## **SCHEDULE AND JOIN A TEST MEETING**

To become more familiar with the Live Meeting scheduling process, as well as to test the default options you have set for scheduled meetings, you can schedule a test meeting with yourself. This test procedure can help you understand Live Meeting scheduling behaviour before you invite a large group of people to your first scheduled meeting. For more information about setting options for scheduled meetings, see [Setting Your Meeting Options](#).

### **To schedule a test meeting using Outlook**

- 1 Follow the steps listed above to schedule a meeting.
- 2 Schedule the meeting for the current time by using the Start time and End time list boxes.
- 3 In the To field, type your full e-mail address (for example, somebody@companyabc.com). This will instruct Live Meeting to send you an invitation to the meeting.
- 4 In the Subject box, type a subject for the meeting (for example, "Test Meeting").
- 5 Optionally, in the message area, type a message to the people you are inviting (for example, "Test Message"). This message will be added at the beginning of the standard Live Meeting invitation text.
- 6 Click Send.

*NOTE: The meeting invitation may take several minutes to arrive in your Inbox.*

When the meeting invitation arrives, open the invitation, and make sure that it contains the expected information. If you are using phone conferencing for your meetings, make sure that your invitation has the correct phone conferencing number and participant code. If any information is wrong or missing, repeat the steps to schedule a Live Meeting and click Meeting Options, correct the settings as necessary, and then click Save As Default. After this has been completed, schedule a new test meeting.

### **To join the meeting that you have scheduled**

- 1 Open the e-mail invitation for the meeting.
- 2 In the meeting invitation, click the Join Meeting link.
- 3 On the Join Meeting page, enter your name, and then click Join Meeting.
- 4 Live Meeting starts the Live Meeting Console, and your scheduled meeting is displayed.