

What's New with Microsoft® Office Live Meeting 2007



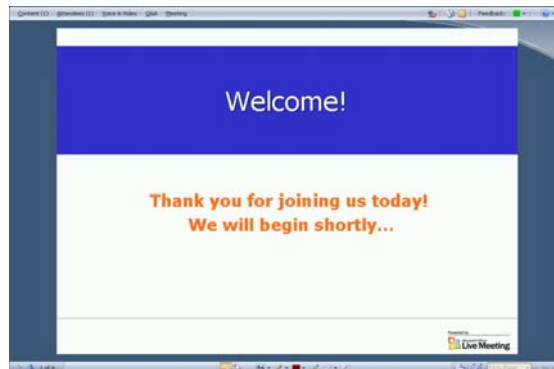
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Live Meeting User Experience

Microsoft® Office Live Meeting 2007 offered by InterCall is designed to make online meetings easier and more productive. There is an increased focus on content, with a goal to simplify common tasks, eliminate unnecessary elements, and provide a consistent user experience across multiple platforms. Ultimately, Live Meeting 2007 improves usability by reducing the number of menu items and commands, and by reducing the number of steps necessary to complete an action.

New Console Design – focus is on the content



LIVE MEETING 2007 SYSTEM REQUIREMENTS

Below are listed the minimum hardware and software configurations you will need to install and run the Live Meeting 2007 Windows client or the browser-based Web client.

Following are the minimum system requirements for the Live Meeting Client (Windows-Based Client):

System Component	Minimum Requirement		
Display Resolution	Required: Super VGA 800x600, Recommended: Super VGA 1024x768 or higher Note: Microsoft Windows Tablet PC portrait mode is supported.		
Operating System	Windows XP Professional with Service Pack 2 Windows 2000 Professional with Service Pack 4 Windows Vista™ operating system		
Computer/Processor	Data and Voice: 500-megahertz (MHz) or higher processor, Intel Pentium-compatible For Webcam video: 1 GHz or higher, For RoundTable™: 1.8 GHz or higher		
Memory	256 megabytes (MB) of RAM , Recommended: 512 MB		
Install Space	24 MB		
Video Memory	Video card with 64 MB of RAM (video RAM or VRAM) and Microsoft DirectX® application programming interface generation		
For VOIP*	Sound Card, Speaker, and PC-Microphone		
For sending Video	Web cam or RoundTable device		
Bandwidth Requirements		Required	Recommended
	Data	56 kbps	56 kbps
	Voice	50 kbps	80 kbps
	Web cam	50 kbps	350 kbps
	RoundTable	50 kbps	350 kbps
Recording Playback	Office Live Meeting Replay format: Flash Player version 7 or higher Windows Media® Player version 9 or 10 (version is checked when the meeting client starts)		
Other Software	Microsoft Office PowerPoint® 2000 or later presentation graphics program or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations		



Following are the minimum system requirements for Live Meeting Web Access (Web-Based Client):

System Component	Minimum Requirement		
Display Resolution	800 x 600 screen resolution required for meeting attendees 1024 x 768 screen resolution required for presenters		
Browser, Operating System, and Java Virtual Machine (JVM)	Browser	Operating System	JVM
	Internet Explorer® 6.0	Windows XP SP2	Sun® 1.5.x
	Internet Explorer 7	Windows XP SP2	Sun® 1.5.x
	Internet Explorer® 6.0 with SP1	Windows XP SP1a	Microsoft® Java Virtual Machine (JVM) 1.1
	Internet Explorer 6.0 with SP1	Windows 2000 SP4	Microsoft JVM 1.1
	Internet Explorer 6.0 with SP1	Windows 98 SE	Microsoft JVM 1.1
	Internet Explorer 7	Windows Vista	Sun® 1.6 beta
	Safari 2.0™ 2.0	MAC OS® X V10.4	Apple® Java™ 1.4.2
	Safari 1.3™ 1.3	MAC OS® X V10.3	Apple® Java™ 1.4.2
Mozilla Firefox® 1.7	Solaris 10™	Sun® 1.5.x	
Memory	64 MB RAM		
Bandwidth	56 Kbps modem (DSL, cable, or better recommended) with Microsoft Internet Explorer® Internet browser or intranet connection		
Recording Playback	Office Live Meeting Replay format., Flash Player version 7 or higher Windows Media® technologies player, version 9 or 10 <i>Note: Neither Microsoft Windows Media® Player 9 nor 10 are available on Sun® Solaris™ or Linux®. Windows Media® technologies player, version 9 is available on Apple® Macintosh®</i>		
Other Software	Microsoft Office PowerPoint® 2000 presentation graphics program or later, or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations		

Note - Microsoft Windows Media® Player 9 and 10 are not available on Sun® Solaris or Linux. Windows Media Player 9 is available on Apple® Macintosh Using the System Compatibility Check.

ACTIVE X

ActiveX is used to determine if the Live Meeting console is installed but is no longer used for the actual installation. If ActiveX is not installed or is not functioning or Live Meeting 2007 cannot find an installation of the Windows based console (Native Client), the user can select the Web console option. If the console is installed, the user can select an option to skip the installation or check and use the existing installation.

INSTALLATION

Previous versions of Live Meeting required local administrative privileges to install the Live Meeting console. The Live Meeting 2007 console can be installed without administrative privileges.



WEB CONSOLE

As with Live Meeting 2005, Live Meeting 2007 provides both a local Windows client and a Web-based alternative. When you are using the Web-based client in Microsoft Office Live Meeting Service, there are some limitations. The following features are available in the Windows-based client but not the Web-based client:

- + Creating and sharing a screen snapshot
- + High fidelity PowerPoint rendering and slide animation
- + Viewing audio status for attendees
- + Sharing a single application
- + Using desktop sharing and frame sharing when running on Microsoft® Windows® (these features are available when running on Sun® Solaris™ or Apple® Macintosh®)
- + Uploading and deleting files (the Web-based client supports downloading files)
- + Breakout room setup and management (breakout rooms are supported, but setup and management must be done using a Windows-based client)*
- + Docking menu panes
- + Keyboard navigation and shortcuts
- + Support for Web camera and RoundTable video
- + Computer audio*

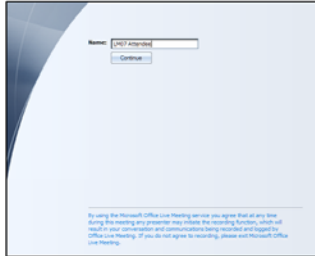
JOIN MEETING

The Join Meeting page in Live Meeting 2005 was web-based and the user name was one of the required fields. In Live Meeting 2007, the Welcome screen is part of the console launch, and contains the Meeting ID, Entry Code and a Location field containing a drop-down list of recently-used Live Meeting conference centres. When the user clicks the Join button, a new screen opens.





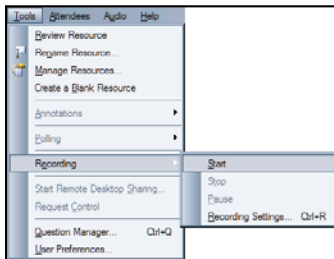
The screen shown in the screenshot below provides a field for the user's screen name and presents the mandatory recording notification at the bottom in blue type. Live Meeting loads in the background. The user completes the connection to the Live Meeting session by clicking the Continue button.



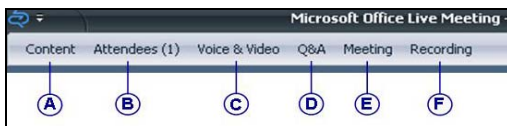
When using your InterCall Reservationless-Plus account, you can connect to the audio conference upon entering the meeting by using the Join Conference feature. In addition, the dial-in information can be viewed through the Voice and Video pane. If computer audio* is enabled for the meeting and the user has a compatible sound card and speakers and microphone or a headset, VoIP (Voice over Internet Protocol) is automatically enabled.

NAVIGATING THE LIVE MEETING 2007 INTERFACE

In Live Meeting 2005 and previous versions, navigation was accomplished using a traditional set of hierarchical menus which were matched to similar menu structures in other Windows programs. In order to select a feature, presenters and attendees had to drill down through up to three levels of menu items.



In Live Meeting 2007, for convenience, additional icon-based tools and menu bars were added to augment text-based menus. Also, multiple menus have been collapsed into a single command bar from which the Action panes can be toggled on and off. The Action panes buttons on the command bar, shown in the screenshot below, open the Action panes.



Letter	Description
A	Content pane button - Presenters can share documents, applications, or their desktop with attendees.
B	Attendee's pane button - Participants can view the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
C	Voice & Video pane button - Participants can start and stop their audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
D	Q&A pane button - Attendees type questions for the presenter and presenters can type answers.
E	Meeting pane button - Shows meeting details, including meeting ID and entry code.
F	Recording pane button - Presenters can start, pause, or stop a recording of the meeting, including audio.

*Option available only on branded customer sites.



These command toggles are also available:



Letter	Description
G	Mute/Un-mute microphone*
H	Mute/Un-mute speakers*
I	Show/Hide local video

Icons show the current status. For example, when computer audio is in use, you will see the Audio Connected icon on the Voice & Video pane.



If you want to disconnect your audio and reconnect using an alternate means (teleconference or computer audio*), click the Audio Connected icon to “hang up” your current connection. The Audio Connected icon is replaced by the Join Audio icon.

Click Join Audio to reconnect to the audio session.



Two new features and an updated feature are also selectable from icons on the command bar.



Letter	Description
J	Handouts (New)
K	Shared Notes (New)
L	Feedback (Updated)

ACTION PANE STATUS

Action pane status is shown in the visual Command Bar: The following graphics show the Command Bar with all panes inactive and with all panes active.

Inactive



Active

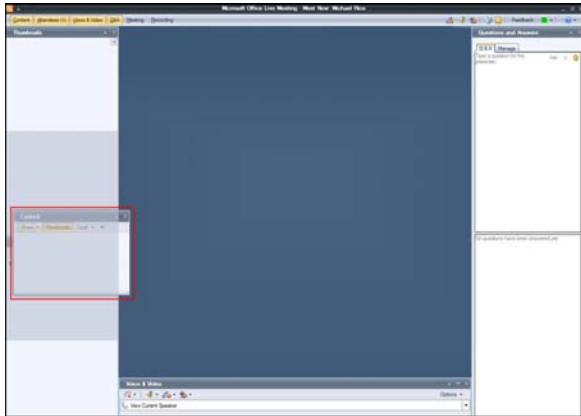


*Option available only on branded customer sites.

Action panes have four states: inactive, hanging, floating and docked:

- + An inactive pane is not visible in the console.
- + A hanging pane is displayed when an Action Pane command is clicked on the Command Bar.
- + A floating pane can be moved to areas of the desktop outside of the Live Meeting console.
- + A docked pane “locks” to specified areas of the console.

When dragging an Action pane to place it in a desired location in the console, a shaded area will appear before you place the pane to show you its eventual location.



ATTENDEE PERMISSIONS

The following table shows the changes in Attendee Permissions and how available options may be affected by the configuration of the conference centre. Nearly every item in the attendees list has changed to better reflect the new features available to the Attendee, make references consistent or to increase the clarity of the language. The one completely new item is the Create personal recording checkbox.

2005:Attendee-Permissions

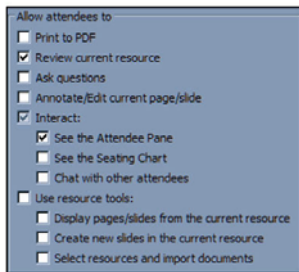


Figure-14

2007:Attendee-Permissions

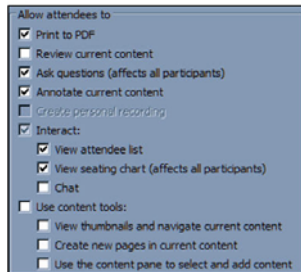


Figure-15

Wherever possible, inconsistent, or unclear usage has been replaced with a single word used consistently to describe a concept or tool. Additionally, menus have been replaced by console-based icons with clear, concise descriptions in balloon help.



In some cases, there is little change in the functionality but the feature name has changed. In Live Meeting 2005, you selected View | Automatic Cycling to start a rotating slide show: In Live Meeting 2007, you will select Content Slideshow from the Content pane menu. Except for the Live Meeting version icon and the title of the action window, the function is identical.

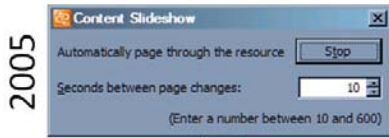


Figure-17

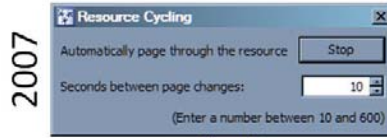
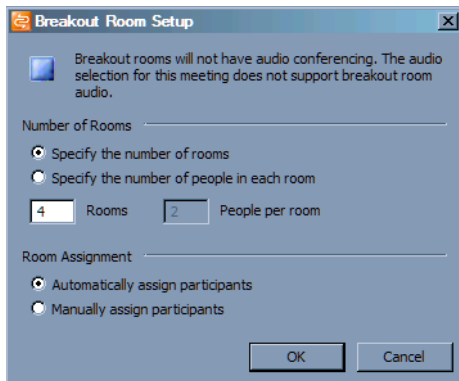


Figure-18

BREAKOUT ROOMS*

Breakout Rooms are a new feature of Live Meeting 2007. They can be used to allow students and teachers to converse separately from the group and are especially useful in dividing the meeting into groups to complete activities.

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.



SET UP BREAKOUT ROOMS

Audio is a special consideration in Live Meeting 2007. In order to make each room private the audio for each participant needs to be broken out with them. So, just like the real world, each attendee could be placed in separate rooms with a partner with the door closed so each conversation could be private. The presenter could move from room to room hearing only the audio of the room he was in. Breakout rooms duplicate this scenario exactly inside Live Meeting 2007.

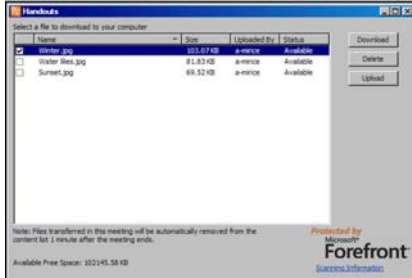
To set up a breakout room:

- 1 During the meeting, click Attendees.
- 2 Click Rooms.
- 3 Specify the number of rooms you want to create. (Maximum 15).
- 4 If you chose Manually Assign, you can drag an attendee to a specific room.
- 5 To add a breakout room, click Options.
- 6 Click Add Breakout Room. To send everyone back to the main room, you must first stop the breakout rooms.
- 7 Select a breakout room.
- 8 Click Stop.
- 9 Click Options.
- 10 Click Delete Contents of All Breakout Rooms or click Delete All Breakout Rooms.

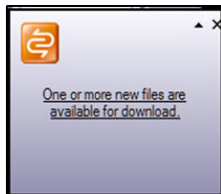


DISTRIBUTING HANDOUTS

Live Meeting session files are virus-scanned during both upload and download when distributing handouts and when uploading all other files to the Live Meeting Server. Virus signatures are frequently and automatically updated.



When a Handout is added during the current meeting, each participant receives a semi-transparent notification that fades out after a few seconds. Clicking the notification or the Handout icon opens a popup window showing the available handout files. In the following example, there are three files available for download. To download, click the check box to select one or all of the available documents and click Download.



PRESENTING CONTENT DURING A MEETING

The Microsoft Office Live Meeting 2007 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.

During meetings, presenters can show prepared slides, or they can create new slides from within the Microsoft Office Live Meeting client. You can import Microsoft Office PowerPoint® presentation graphics program documents (.ppt) or Live Meeting documents (.Live Meeting p or .pwp). You can also upload documents that can be printed to Microsoft

Office Document Image (MODI) Writer®, including Microsoft Office Word® (.doc) and Microsoft Office Excel® (.xls) documents.

MANAGING CONTENT

The goal of Live Meeting is to focus on meeting content and clearly identify and accommodate what steps a presenter takes to select and display content quickly and easily to meeting members. So, the menu structure is redefined to make it easier to understand during a meeting. Items to be shared are defined as meeting content. The distinction is made between sharing a file vs. sharing a program or process.

SHARING CONTENT

In Live Meeting 2005, the available sharing options were “Share Document to View,” “Share Document to edit,” and “Share Application.” Once the presenter selected “Share Application”, additional options could be chosen, including selecting an open application and sharing either the Desktop or the Sharing Frame.

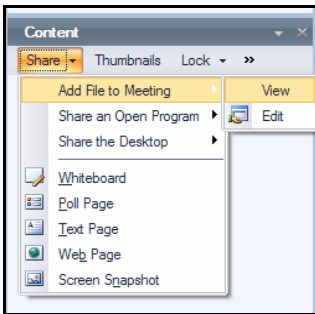
In Live Meeting 2007, the sharing options are made simple by changes in the verbiage. Now, presenters have the option to “Add a File to the Meeting,” “Share an Open Program,” or “Share the Desktop.”

ADDING MULTIMEDIA FILES TO YOUR MEETING

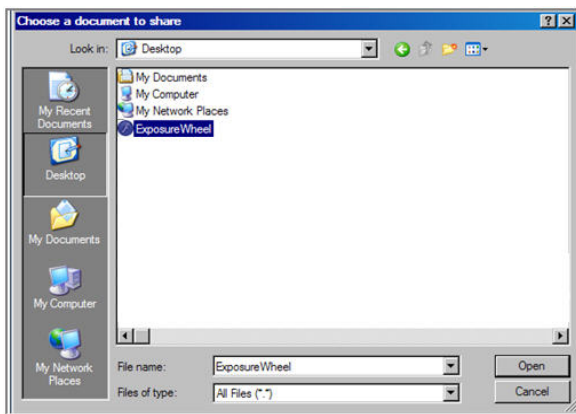
Live Meeting 2007 incorporates Multimedia as Content (MMAC), which enables viewing and sharing a much wider range of content during a Live Meeting session. To add an audio or video file, including the Adobe Flash format to your Live Meeting, you will import it as you would any other document. Here are the basic steps:

To add an audio or video file to your Live Meeting:

- 1 Activate the Content pane.
- 2 Click Share, Add File to Meeting and then click View.



- 3 Browse to the directory where your audio or video file is located.



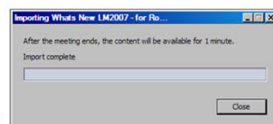
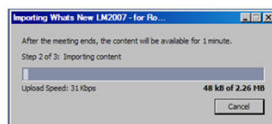
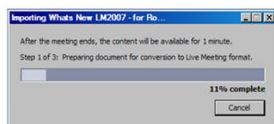
- 4 In the Choose a Document to Share window, click the Files of Type arrow, and click Supported Files (All Types).
- 5 Double-click the file.
- 6 Click Continue.

The file will be identified, uploaded and scanned. When scanning completes successfully, the uploaded multimedia file will display to the meeting participants. (Virus scanning is one of the new key features of Live Meeting 2007).

Identified

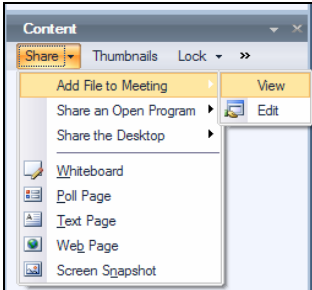
Uploaded

Scanned



DISPLAY A SLIDE DECK OR A DOCUMENT

- 1 Click the Content action button on the Command toolbar.
- 2 Click Share, Add File to Meeting, and then click View.

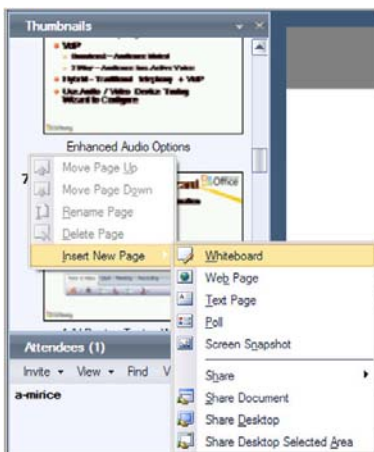


- 3 Click Browse, and then navigate to the file you want to add.
- 4 Click Open. The Import to Live Meeting dialog box appears, stating that files may be scanned for viruses.
- 5 Click Continue. The files are converted to the Live Meeting format and added to the Content list. After you add a file to the Content list, you can display it in the meeting
- 6 Click Content, and then click the file name.
- 7 Use the arrows at the bottom of the window to navigate through the file.



INSERT A SLIDE INTO AN UPLOADED SLIDE DECK

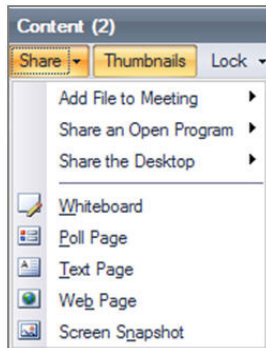
- 1 Click Content.
- 2 Click the slide deck that you want to add a slide or page to.
- 3 Click Thumbnails.
- 4 In the Thumbnails pane, right-click the thumbnail directly above the point where you want to insert the slide, click Insert New Page.
- 5 Select the type of slide you want to add (Whiteboard, Web Page, Text Page, Poll, or Screen Snapshot.)



The slide is added below the insertion point you specified in the existing slide deck.

OTHER MEETING CONTENT

The following Items can all be created from the Share Menu in the Content Pane. In the figure below they are listed in the bottom segment of the menu and are added to the Content pane when selected.



CREATE A WHITEBOARD

The Whiteboard Slide has been re-engineered and now also supports rich text format and the ability to change font face, font size and font colour.

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

CREATE A TEXT PAGE

- 1 Click Content
- 2 Click Share.
- 3 Click Text Page.
- 4 When the Whiteboard opens, use the drawing and text tools at the bottom of the window to create content.

CREATE A POLL

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

SHARE A WEB PAGE

- 1 Click Content.
- 2 Click Share.
- 3 Click Web Page.
- 4 In the New Web Page dialog box, type the URL you want attendees to visit.
- 5 Click Verify Web Page. The Web Page Check dialog box appears.
- 6 If the Web page displays correctly, click Create Web Page.

SHARE A SNAPSHOT OF A PORTION OF YOUR SCREEN

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

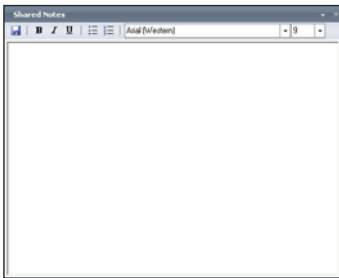


DRAG AND DROP UPLOAD

- 1 Open a folder on your desktop that contains the file that you want to upload.
- 2 Drag the file to the taskbar button for Live Meeting.
- 3 After Live Meeting becomes the active application drop the file on either the Content pane or the Presentation area. The file will begin to upload automatically.

SHARED NOTES

New to Live Meeting 2007, the shared notes feature is an effective way to allow notes to be created during the event that are available for all attendees to download. Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.

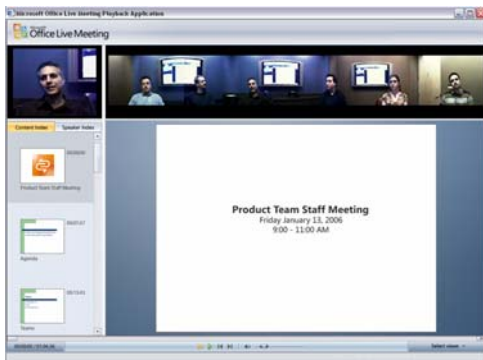


EVENT REGISTRATION*

Registration is now tightly integrated with the core Live Meeting user experience. Several enhancements have been made to the registration option, in addition to the tighter integration. One new option is to post Public Events enabling customers to browse your list of available sessions and register for those they would like to attend. Better training support is also provided, including advanced testing and grading, and pre-class handouts.

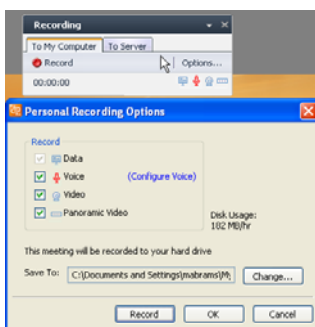
HIGH FIDELITY RECORDINGS

New high fidelity playback features, including a quick search and chapter index, enable a quicker and more focused review of meeting content.



PERSONAL RECORDINGS

With Live Meeting 2007, recordings can be saved on a Live Meeting server by the presenter, or on the presenter's or attendees' local computer.



*Option available only on branded customer sites.



WEBCAM AND ROUNDTABLE VIDEO

Live Meeting 2007 includes integrated video through the Voice and Video tab. If allowed, attendees with webcams can show their video to the audience, or the presenter can control the video being shown. One participant at a time may be shown through the video window.

In addition, panoramic video is available in the meeting if you have purchased a Microsoft RoundTable device. RoundTable cameras capture the entire panoramic view of your conference room.

