

## First Time Users of LiveMeeting 2007

To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting. If LiveMeeting 2007 does not launch, please follow the instructions on the resulting screen (**see below for sample screen shot**):

**FIRST CHOICE:** download and install the application by clicking **Accept, Install and Join**. (See attached if detailed instructions are required).

**SECONDARY CHOICE:** If you are on a managed computer that will not install the LiveMeeting 2007 application, you can click on the second option **Accept and Join** to view the webinar (you will not have access to video).

### Install Microsoft® Office Live Meeting client or use Microsoft® Office Live Meeting Web Access

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**Microsoft® Office Live Meeting client is not installed on your computer. To join the meeting, you can either install Office Live Meeting client or use Microsoft® Office Live Meeting Web Access.** [Find out more about how to choose between Office Live Meeting client and Live Meeting Web Access.](#)


#### **Install Office Live Meeting client (Recommended - 15 MB)**

By clicking **Accept, Install, and Join**, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#) and to the following terms:

- The software is licensed, not sold, solely for your personal use in accessing Office Live Meeting and/or the web conferencing functionality of Office Communications Server.
- The software is licensed "AS IS" without any warranty. You can recover from Microsoft only direct damages up to the greater of the amount you paid for the software/service or one dollar (US \$1.00).
- You agree not to reverse engineer, decompile, disassemble or attempt to learn the source code of the software, and you may not redistribute the software.
- The software may allow you to record meetings and to collect and utilize identifying information about meeting participants. You agree to comply with all applicable laws and regulations, to obtain all necessary consents and make all necessary disclosures (including, if applicable, regarding the recording of communications) related to your use of the software and such features.

To accept the terms, install the client, and join the meeting, click **Accept, Install, and Join**.

**Accept, Install, and Join**




#### **Use Live Meeting Web Access (Fastest)**

If you are unable to download and install the Office Live Meeting client, use Live Meeting Web Access. [Check the requirements for using Live Meeting Web Access.](#)

By using Live Meeting Web Access and joining the meeting, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#).

To accept the terms and use Live Meeting Web Access, click **Accept and Use**.

**Accept and Use**



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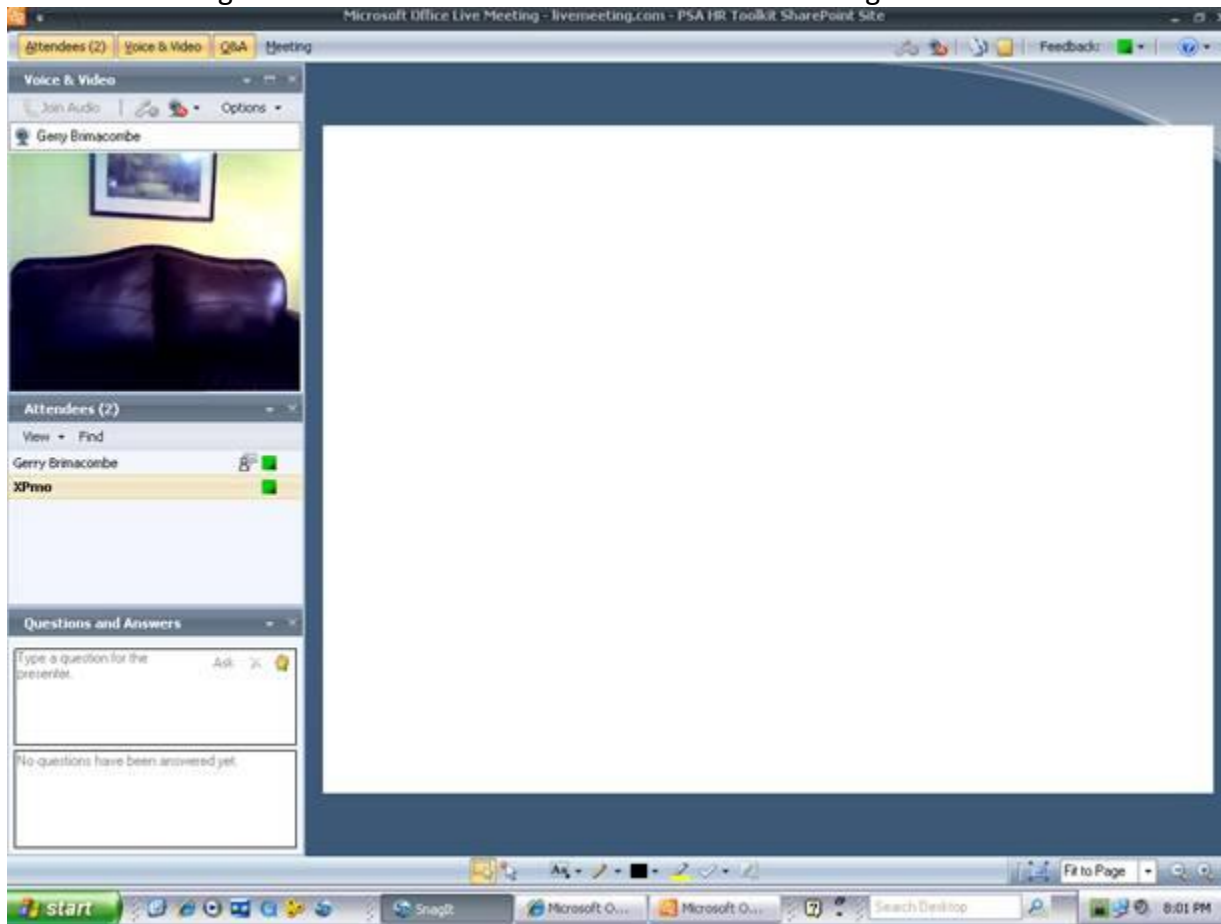
## Managing your LiveMeeting 2007 Desktop

The first time you launch LiveMeeting, you will want to adjust your desktop for easy reference as follows:

- a) Click on the menu items at the top of the page (one at a time).
- b) When the display box appears, click on the top bar, then drag & drop the box to the left side of the viewing screen – as you drag the box on the left side, you should note a “grey shadow box” appear in the back ground, which is the time to release the box for placement (docking).

Worth Noting:

- Feedback button in upper right corner.
- Questions and Hand Raising in the Q&A box.
- “Fit to Page” selection and Full Screen icon in the bottom right corner.



## FAQ - Frequently Asked Questions

- **What equipment do I need?**
  - o A web-connected computer to view the presentation, and a telephone for the audio.
- **What is the ideal screen resolution?**
  - o The ideal screen resolution is 1024 x 768 or larger.
- **If the PowerPoint presentation does not completely fit my screen – what can I do?**
  - o Toggle the “F5” key to maximize your viewing window.
  - o Change your screen resolution to 1024 x 768 or larger.
  - o Scroll the window to see the full presentation.
  - o Select “Fit to Page” at the bottom right of the presentation window.
- **The presentation video or other panels interfere with the PowerPoint presentation; can I move them?**
  - o Click on the top bar of the presentation panel and drag it to the bottom or left side of the screen (a shaded grey box should appear indicating the proper placement)
  - o Click on any of the top menu choices to minimize or maximize them.
- **What if I have a question for the Conference presenter?**
  - o Type your question into the “Q&A” box, and click [Ask]. Your question may be answered right away or may wait until Question period.
- **What if I have Technical Difficulties?**
  - o Type your question into the “Q&A”, and click [Ask].
  - o Or call 604-716-3141 or 250-704-6767

### Notice

Microsoft Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.