

Configure the Conferencing Add-In for Outlook

To schedule meetings, install the Conferencing Add-in for Outlook, and then configure it as follows

- 1 In your Outlook calendar, click **Conferencing**, and then click **User Accounts**.
- 2 In the **User Accounts** dialog box, under **Live Meeting Service**, in the **URL** text box, type the URL of your conference center.

Note: If you are using a portal, do not type anything in the user name or password fields.

- 3 To verify your login information, click **Test Connection**. In the confirmation dialog box, click **OK**.

Note: If you do not know your login information, contact your Live Meeting administrator.

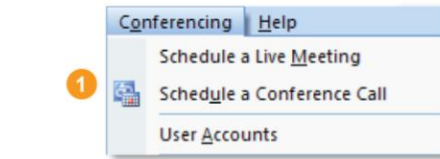
Schedule a Meeting

To schedule a meeting using the Conferencing Add-in for Outlook

- 1 In your Outlook calendar, click **Schedule a Live Meeting**.
- 2 On the Appointment tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
- 3 To designate presenters on the **Live Meeting Request** form, click **Attendees/Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.
- 4 Click **Meeting Options** to enter additional information about the meeting, including **Details**, **Entry Control**, **Meeting Lobby**, **Additional Features**, **Expiration**, **Audio**, and **Recording** information, and then click **OK**.

To schedule a meeting using Live Meeting Manager

- 1 Enter your company's Live Meeting Web address, for example <https://www.livemeeting.com/cc/<your company>>, and then click **Login** or **My Home**.
- 2 On the **My Home** page, in the **Meet** area, click **Schedule Meeting**.
- 3 On the **Schedule Meeting** page, enter the **Attendees** and **Presenters** e-mail addresses, the subject, the date and time of the meeting, the time zone and occurrence, and the type of audio you would like to use in your meeting.
- 4 Click **Meeting Options** to enter additional information about the meeting, including **Details**, **Entry Control**, **Meeting Lobby**, **Additional Features**, **Expiration**, **Audio**, and **Recording** information, and then click **OK**.
- 5 Select **Send invitations**, and then click **Send Invitations** to send the meeting invitation.



Microsoft Office Live Meeting

Quick Reference Card for the Live Meeting Service

This quick reference card provides the basic steps for using the Office Live Meeting service.

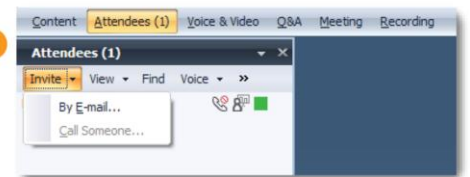
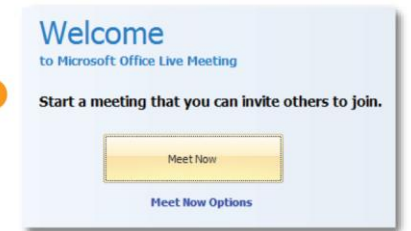
Start an Unscheduled Meeting Now

To start an unscheduled Meet Now meeting

- 1 Click **Start**.
- 2 Click **All Programs**, point to **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting 2007**.
- 3 On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now** to start your unscheduled meeting.

To invite participants to your Meet Now meeting from the Microsoft Office Live Meeting client

- 1 To open the **Attendee** pane, click the **Attendees** menu.
- 2 In the **Attendees** pane, point to **Invite**, and then click **By E-mail**.
- 3 In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
- 4 To send the invitation, click **Send**.



Join a Meeting, Connect to Computer Audio and Video

To join a meeting

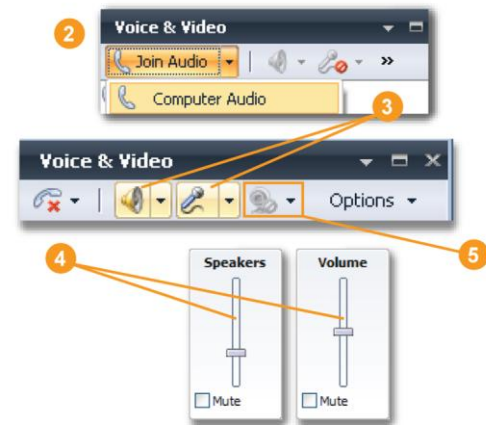
- 1 From your calendar, open the meeting invitation, and then click the **Join the Meeting** link to join the meeting.
- 2 When you are connected to the meeting, computer audio is on by default. If it is not on, in the **Voice & Video** pane, click **Join Audio**.
- 3 To mute the speakers or microphone, in the **Voice & Video** pane, click the **Mute Microphone** or **Mute Speakers** icon.
- 4 To modify the speaker or microphone volume, in the **Voice & Video** pane, click the **Microphone** or **Speaker** drop-down and move the volume slider up or down.
- 5 To show your video, in the upper right of the meeting client, click the webcam icon.

Join the meeting.

Audio Information

Computer Audio

To use computer audio, you need speakers and microphone, or a headset.



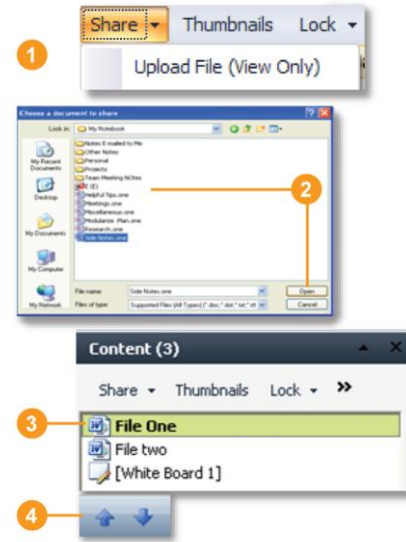
Tip: Run the **Set Up Audio and Video** feature to help set up your audio and video devices. Running this feature temporarily disconnects you from all voice and video conversations. To start the **Set Up Audio and Video** feature, in the **Voice & Video** pane, click **Options**, and then click **Set Up Audio and Video**.

Import Content

Meeting presenters can import multiple file types into Live Meeting (for example, Microsoft PowerPoint®, Word, Excel, Visio™, Project, and video presentations).

To import content into the meeting as a presenter

- 1 In the meeting client, click the **Content** pane, click **Share**, and then click **Upload File (View Only)**.
- 2 In the **Choose a document to share** dialog box, select a file to import, and then click **Open** to import the file.
- 3 To present the file, from the **Content** pane, select the file you want to present.
- 4 To go through the slides, click the **Previous** or **Next** icon located in the lower left of the meeting client.

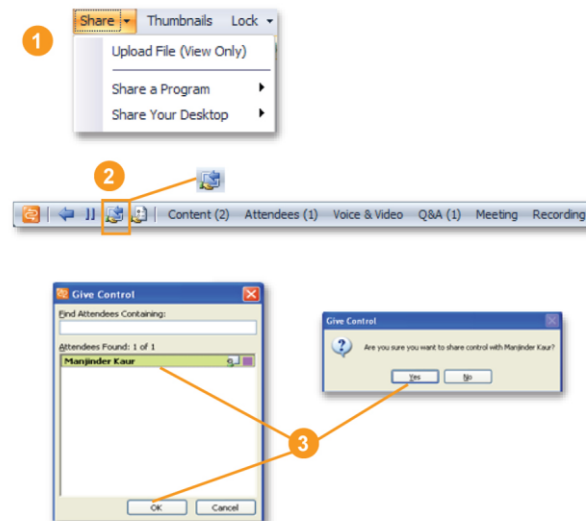


Show and Share Applications

Live Meeting provides several ways to share applications. When sharing your desktop or a selected area of your desktop, the applications to be shared must be open.

To share and exchange control of an application with a meeting participant

- 1 To share an application in the meeting client, click the **Content** pane, click **Share**, click **Share a Program**, and then select a file to share.
- 2 To give control of the application to a participant, click the **Share Control** icon.
- 3 In the **Give Control** dialog box, select a participant's name, click **OK**, and then, in the **Give Control** dialog box, click **Yes**.
- 4 To take control, the attendee clicks **OK** in the **Microsoft Office Live Meeting** dialog box.
- 5 Click the **Share Control** icon to continue sharing and take control back from the participant, or choose another participant with whom to share control.
- 6 Click the **End sharing and return to Live Meeting** icon to finish sharing and return to the presenter meeting client.



Tips: To share your entire desktop or a selected area on your computer, in the **Content** pane, click **Share**, click **Share Your Desktop**, and then select **All** to share your entire desktop or select **Selected Area** to share a selected area on your computer.

Ask and Answer Questions

Tips: The presenter can enable questions and answers by clicking the **More** icon in the **Attendees** pane, clicking **Permissions**, and then in the **Attendee Permission** dialog box, selecting **Ask questions**.

Attendees can only ask one question at a time. When the presenter has answered your question, you can then type another question. You can also edit the question you asked by clicking **Edit**. Or, you can delete your question by clicking the **Retract Your Question** icon.

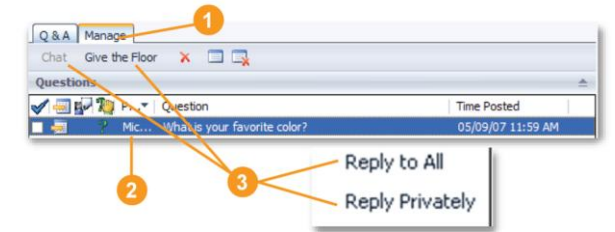
To ask a question

- 1 In the meeting client, click the **Q&A** menu.
- 2 Type your question in the **Q&A** text box.
- 3 Click **Ask**.



To answer questions

- 1 Click the **Q&A** menu, and then click the **Manage** tab.
- 2 On the **Manage** tab, a list of all questions received from attendees is displayed. Click the question that you want to answer.
- 3 In the answer text box, type your response, and then click **Reply to All** or **Reply Privately**. Or you can **Chat** or **Give the Floor** to the person who asked the question.



Record Your Meeting

To record a meeting

Before recording your meeting, in the **Recording** pane, click **Options** to access the **Personal Recording Options** dialog box. Choose where you want to save your recording and what you want to record.

- 1 To record your meeting, in the **Recording** pane, click **Record**.
- 2 To save your recording, click the **Stop** icon, and choose **Save Recording**.
- 3 To check the status of your recording, click **Start**, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.

