

## 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.

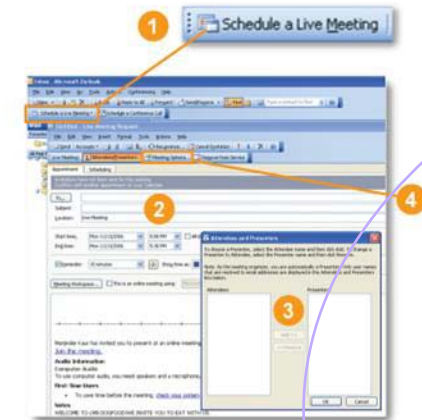
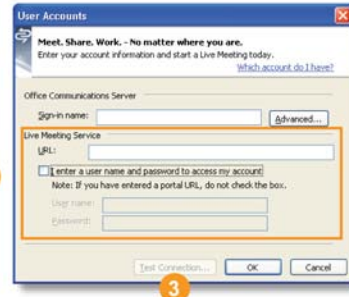
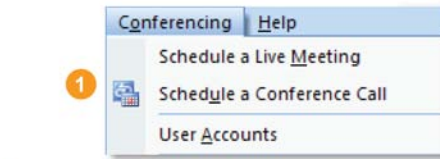
## Schedule a Meeting

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

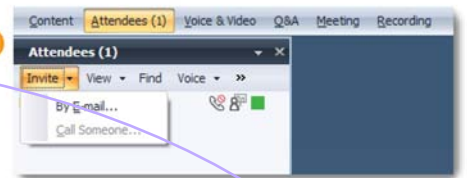
- 1 To open the **Attendee** pane, click the **Attendees** menu.
- 2 In the **Attendees** pane, point to **invite**, and then click **By E-mail**.
- 3 In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
- 4 To send the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

### Join a Meeting, Connect to Computer Audio and Video

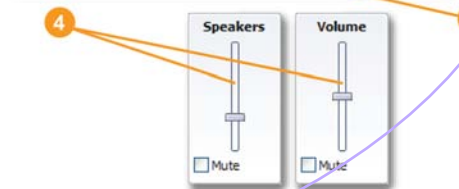
To join a meeting

- 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.

**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**.



**Join the meeting.**  
**Audio Information**  
Computer Audio  
To use computer audio, you need speakers and microphone, or a headset.

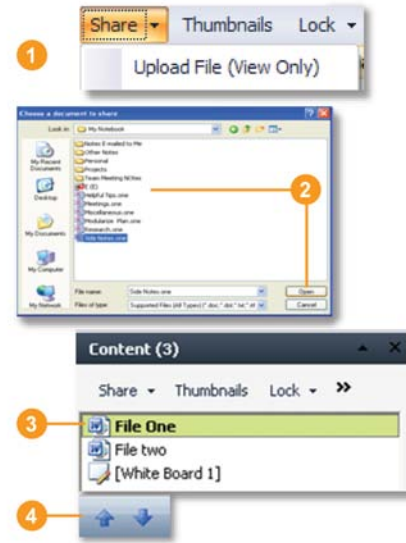


## Import Content

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.

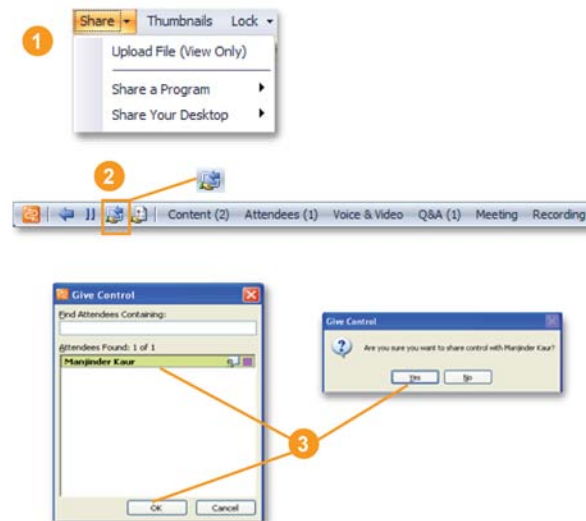


## Show and Share Applications

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.

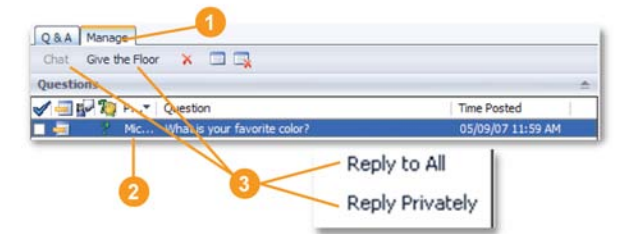
### To ask a question

- 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**.

