

# Microsoft Office Live Meeting Getting Started Guide

## Setting up Microsoft® Office Live Meeting

The Live Meeting Manager is a web based tool that helps you manage Office Live Meeting tasks from scheduling and joining meetings to changing your password and viewing your recordings.

Join	Subject	Start Time (PST)	Organizer
	UM0007 Screen Shots Meeting ID = SBTZPK	01/24/07 9:00 PM Duration: 1:00	Contoso Contoso

View	Subject	Start Time (PST)	Organizer
	UM0007 Screen Shots Recording ID = SBTZPK	01/24/07 8:57 PM Duration: 0:02	Contoso Contoso

## 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 USER PREFERENCES

User preferences provide basic information about you to the Live Meeting service, including your name, your e-mail address, your Live Meeting password, and your display and recording preferences. In your Meeting Manager, you can change the user password to one that is easier for you to remember. You can also set other user preferences for your account.

To set your user preferences in Live Meeting Manager:

- 1 On the My Home page, under Manage, click User Preferences.
- 2 On the User Preferences page, enter the following information:

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### Australia

1800 468 225  
+61 2 8295 9000

### China

10800 650 0155  
+852 3073 0418

### Hong Kong

800 901 603  
+852 3073 0418

### India

000 800 650 1158  
+61 2 8295 9000

### Japan

0120 941 635  
+81 3 3589 1381

### Malaysia

1800 801 191  
+65 6415 3698

### New Zealand

0800 443 589  
+61 2 8295 9000

### Singapore

1800 468 2255  
+65 6415 3698

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AAP/EQE

- In the Personal Information section, type your name and email address
- In the Password section, you can change your password.
- In the Display Options section, indicate the number of meetings or recordings you want Live Meeting Manager to display on a single page, and select your local time zone.
- In the Recording Access section, if you want to require the e-mail address and company name of participants who want to access recordings, select the Require extended registration by asking for email and company name check box. To allow anybody to download meeting recordings, or to allow only meeting organisers to download recordings, click the appropriate option.

3 Click OK to save your user preferences.

### User Preferences

[Personal Information](#)

[Password](#)

[Display Options](#)

[Recording Access](#)

**Personal Information**

Participant information to appear in the meeting attendee list

First name:

Last name:

E-mail:

**Password**

To change your Live Meeting password:

Old password:

New password:

Confirm new password:

**Display Options**

Specify how Live Meeting information is displayed in your browser.

Recording/Meetings listed per page:

Time Zone:

## 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.

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

Note: Your Live Meeting account administrator may have already configured the meeting options for your site. 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 your InterCall Reservationless-Plus audio account, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.

## Meeting Options for Meet Now Meetings

### Meet Now Details

<b>Subject:</b>	Meet Now: Melissa Abrams	<b>Actions</b>
<b>Meeting Lobby</b> ⓘ	<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>
		<a href="#">Join As Attendee</a>
		<a href="#">Meet Now Options</a>
		<a href="#">Upload Files</a>
		<a href="#">Support Control Panel</a>
		<a href="#">Recording Control Panel</a>
		<a href="#">Recording: mabrams</a>
<b>Presenter URL:</b>	<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>	
<b>Attendee URL:</b>	<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>	
<b>Meeting ID:</b>	mabrams	
<b>Presenter Entry Code:</b>	2pF5(jpw	
<b>Attendee Entry Code:</b>	FK`8.hc6D	
<b>Audio:</b>	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	
<b>Additional Audio Info:</b>	For Attendees: For Presenters:	

## Meeting Options for Scheduled Meetings

**Start:\***   :

**End:\***   :

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

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

## 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 organization 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 organization.
- + 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:	<input type="text" value="KRBFC9"/>
Language:	<input type="text" value="English"/>
Bill to Code:	<input type="text"/>
Meeting Size:	<input type="text" value="10"/>

## 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.

## 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.

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

## 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 organize. 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.

## ADDITIONAL FEATURES

The options listed under Additional Features on the Meet Now Options page or the Meeting Options page is useful for enhancing participants' meeting experience.

## MEETING EXPIRATION

Use this option to set the amount of time to wait before deleting meeting and contents. Reports and log files will not be deleted. Meeting expiration does not happen in real time. 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.

30 minutes

#### Recording Expiration [Find out more](#)

Set the amount of time to wait before deleting published recordings.

1 months

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.

## 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. 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.

1 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.

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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.
  - LiveMeeting 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 dialing keys into the text boxes provided in the Actual dialing keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India



#### Additional dialing keys:

The additional dialing 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 dialing keys: pppppp <participant code> #ppppppppp#

Actual dialing 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 dialed before the participant code; keys entered in the second box will be dialed 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 organizer) to record the meeting, click Disabled in the meeting, but the organizer 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.

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

## 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

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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\*.
- 7 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.
- 8 In the Message text box, type the custom message that you want to appear in the invitation.
- 9 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.

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

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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.

### UPLOAD FILES

You can use this feature to import documents in your meeting using the Live Meeting manager. This option will scan your files for viruses and create an optimized version for better viewing during your Live Meeting.

#### To use the Upload Files feature:

- 1 Click the "Upload Files" link on the Meeting Details page
- 2 Click Browse to select your file and then click Upload
- 3 Your presentation will be scanned and imported to your meeting.

### SUPPORT CONTROL PANEL

The support control panel can be used while a meeting is in progress to monitor and manage the attendees of the meeting. To access the support control panel, click on the Support Control Panel link on the Meeting Details page.

User Name	Status	Browser/OS	Java	Transport/From
<input type="button" value="Show Details"/>		<input type="button" value="End Session"/>		<input type="button" value="Disconnect User"/>


### RECORDING CONTROL PANEL

You can use this feature to select the media you would like to record, configure the phone connection and start the recording.

#### To use the "Recording Control Panel" feature:

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- 1 Click the "Recording Control Panel" link on Meeting Details page.
- 2 Select the media you would like to record (Data, Voice, Video, Panoramic Video)
- 3 Click "Configure Phone" and enter - or verify - the Audio information; including the conference call number, participant code and the Dialing Keys.
- 4 Click "Connect" to connect the console to the audio bridge.
- 5 Click the Record button. When you stop the recording, you are presented with three options:
  - Save Recording
  - Discard Recording
  - Continue Recording
- 6 Choose the appropriate option.

 **Audio and video are not available for this meeting**


Select media to record:

Data

Voice

Video

Panoramic Video

 **Note that phone audio can't be recorded for a VoIP-only meeting. Also note that if panoramic video or video is playing, you won't be able to see it in Live Meeting Web Access, but you can still record it if someone in the meeting has a Live Meeting client installed.**

**Done**

## Managing Your Account

In the Manage section, you can manage your Meetings, Recordings, Storage, User Preferences, Address Book\*, and Events\*.

### MANAGE MEETINGS

You can manage your existing or already scheduled meetings by clicking Meetings under the Manage section. This page allows you to Join, Edit and Delete your meetings.

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India



You can search for a meeting: Within a specific date range; By expiration date; Containing key word(s); or In Current/Future, Past, All. From the Manage Meetings page you may also sort your meetings by clicking on the appropriate column heading for: Subject, Start time, Organiser, Size, and Expires.

## Manage Meetings

Between:  and  Expiring in:

Containing:

Show:  Current/Future  Past  All

**Search**

Showing all meetings

[Meetings 1-10 of 10] Page 1

Join	Subject	Start Time (CDT) ▼	Organizer	Size	Expires (CDT)
	<a href="#">Meet Now: Paige Parker Salazar</a> Meeting ID = psalazar	08/29/07 7:07 AM Duration: 1:00	Paige Parker Salazar	5	Never
<input type="checkbox"/>	<a href="#">Review Module 02 &amp; Discuss Transition Plan</a> Meeting ID = R3QCMS	08/28/07 3:30 PM Duration: 1:30	Paige Parker Salazar	2	Never
<input type="checkbox"/>	<a href="#">test 2</a> Meeting ID = Q6ZCFK	08/17/07 1:30 PM Duration: 1:00	Paige Parker Salazar	5	Never

## MANAGE RECORDINGS

Similar to the Manage Meetings page, the Manage Recordings section allows you to manage your recorded meetings. From this page, you can View, Edit Recording Details, and Delete Recordings.

Through the Search function, you can show: Recordings within a specific date range; Recordings by expiration date; Recordings containing key word(s); or All recordings

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

## Manage Recordings

Between:  and  Expiring in:

Containing:

Show:  All

**Search**

Showing all recordings

Note: There may be a delay before newly created recordings appear in this list.

[Recordings 1-1 of 1] Page 1

<input type="checkbox"/>	<b>View Subject</b>	<b>Date (CDT)</b>	<b>Duration</b>	<b>Expires (CDT)</b>
<input type="checkbox"/>	Meet Now: Paige Parker Salazar psalazar	05/30/07 12:37 PM	0:04	Never

[Recordings 1-1 of 1] Page 1

**Delete**

## MANAGE STORAGE

This feature will allow you to search for and manage your Meetings and Recordings.

The screenshot shows the 'Manage Storage' interface. The sidebar on the left includes 'My Home', 'Meet' (with options like Schedule Meeting, Meet Now, Join Meeting), 'Manage' (with options like Meetings, Recordings, Storage, User Preferences, Address Book, Events), and 'View' (with options like Recordings, Reports, Public Events). The main content area is titled 'Manage Storage' and has search filters: 'Type: Meeting', 'Size: Greater than' (with a dropdown for KB, MB, GB), and 'Not used in:' (with a dropdown for minutes, hours, days, months). Below these is a 'Containing:' text input field and a 'Search' button. The table below shows 'Showing all meetings' with a page indicator '[Meetings 1-3 of 3] Page 1'. The table has columns: Subject, Date (PST), Expires (PST), Last Used (PST), and Size. It lists three items: 'Ln beta Meeting ID = P69KFD' (3 MB), 'LiveMeeting 2007 Meeting ID = DM4W39' (3 MB), and 'Meet Now: Anahita Bahrami Meeting ID = anahitab' (0 KB). A 'Delete' button is at the bottom right.

Using this feature, you can search for your meetings and recordings using different categories:

- + Search for Meetings/Recordings by entering the size in the “Size: Greater than” field: KB, MB, GB.
- + Search for Meetings/Recordings, which have not been viewed within a specified amount of time by entering a time in “Not used in” field, and choosing measurement: Minutes, Hours, Days, months.
- + Search for Meetings/Recordings by entering the meeting name or ID in the Containing field.

### To use this feature:

\*Option available only on branded customer sites. VoIP functionality only available in Japan and India

- 1 Login to your Live Meeting account as an Organiser.
- 2 Click Storage on the left hand side of the screen.
- 3 Select Meeting or Recording for the Type and click Search. You will get a list of all your meetings or recordings.
- 4 You can sort your data by Subject, Date, Expiration date, Last time used and Size.
- 5 If you are looking for a specific Meeting or Recording, select the category you want to search with, (Size, Time or the text containing) and click Search.

anahitab [Logout](#)
[Download](#) [Support](#) [Help](#)

### Manage Storage

Type: Meeting  Size: Greater than  KB  Not used in:  minutes

Containing:

- 6 If you want to delete a meeting, check the box next to the meeting subject and then click Delete.

[Meetings 1-2 of 2] Page 1

Subject	Date (PST)	Expires (PST)	Last Used (PST)	Size
Meet Now: Anahita Bahrami Meeting ID = anahitab	02/19/07 4:59 PM Duration: 1:00	...	02/19/07 5:06 PM	0 KB
<input checked="" type="checkbox"/> LMS Testing Meeting ID = W4STWN	02/9/07 4:32 PM Duration: Ongoing	...	02/11/07 9:49 PM	0 KB

[Meetings 1-2 of 2] Page 1

### MANAGE USER PREFERENCES

By clicking User Preferences in the Manage menu, you can change your Personal Information, Password, Display Options, and Recording Access. Simply select the item in the top menu you would like to change, make the change on the screen, and then click the OK button when you have finished.

### MANAGE ADDRESS BOOK\*

The Address Book in the Manage section allows you to add contacts to your address book or manage those you have already added. You can search your existing contacts by last name, first name, or email address. Click Create New Contact and enter the contact's information if you would like to add a new contact to your list. You may also edit an existing contact's information or delete a contact from this page.

### MANAGE EVENTS \*

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This feature will allow you to search for and view your events, (upcoming, past, unpublished), Create a new event, Run reports on your Events and manage your Organiser Libraries which include: Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.

## **Viewing Recordings, Reports and Public Events\***

### **VIEW RECORDINGS**

To view your recordings, click on Recordings under the View section. This page will allow you to search for, sort, and view recordings.

- + Search for Recordings by selecting the date range the recording has been available, and optionally entering the meeting name or ID in the Containing field.
- + You can sort your data by Media Format, Subject, Date, Duration, and Organizer.

To view a recording, click the media symbol at the left of the screen next to the recording you wish to view.



### **VIEW REPORTS**

Meeting reports provide both summary and detailed information about Live Meeting meetings:

- + Meeting List report
- + Meeting Attendance report
- + Meeting Poll report

Recording reports allow you to monitor the number of recordings available and how often they are viewed:

- + Recording List
- + Recording Details

### **VIEW PUBLIC EVENTS\***

This Feature will allow you to view a listing of all public events in a conference center. Filter public events by selecting Find, or using the title bar drop down.

You will also be able to Create a new event, Run reports on your Events and manage your Organiser Libraries, which include Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.

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