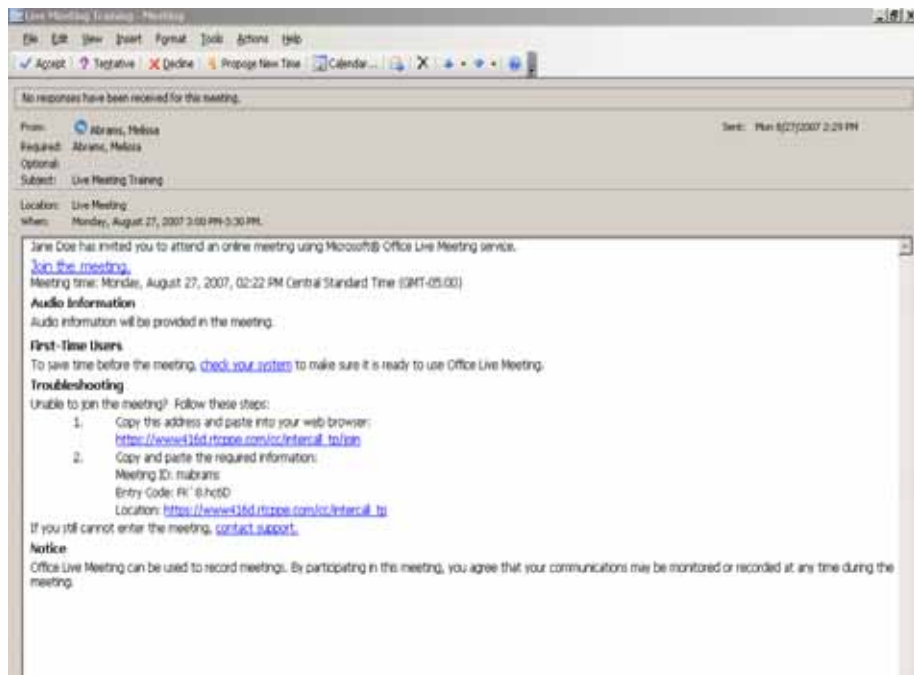


Microsoft® Office Live Meeting Presenter Guide

**** REFER TO GETTING STARTED GUIDE FOR SET UP AND SCHEDULE MEETINGS.**

JOIN A MEETING FROM AN E-MAIL INVITATION



TO JOIN A LIVE MEETING SESSION FROM AN E-MAIL INVITATION

Click Join the meeting in the e-mail invitation.

- 1 If you have not attended a Live Meeting session before, you will be prompted to install the console.
- 2 Enter your name in the Name field as you wish it to appear in the Attendee's panel.
- 3 Click Join.

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When this message disappears, the meeting client is active and you are ready to begin your Life Meeting session.

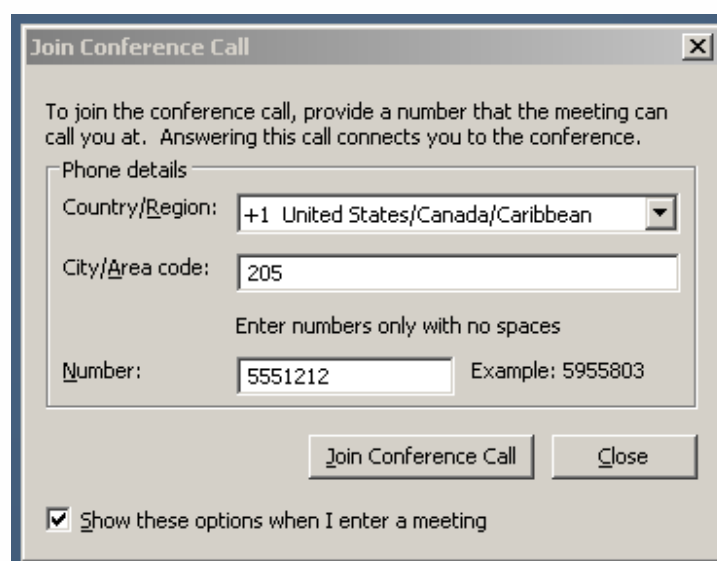
CONNECTING TO THE AUDIO CONFERENCE

Depending on how the meeting was scheduled, you may have multiple audio options.

- + If the meeting uses **Telephone Conferencing**, you can have the InterCall Reservationless-Plus conference call you, or you can use your telephone to dial into the conferencing service.
- + If the meeting uses **Computer Audio***, you can connect to the meeting and use your computer's speakers and a microphone, or you can use a headset with a microphone.
- + If the meeting uses both **Telephone Conferencing** and **Computer Audio*** you may choose which method you wish to join the audio portion of the meeting.

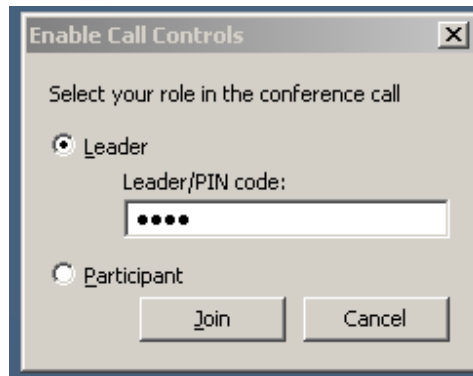
To connect to the audio portion when using Telephone Conferencing only:

- 1 Once you have logged into your meeting, the Join Conference Call dialog box should appear. If not, select Voice and Video from the top menu.
- 2 Select your County/Region from the drop down menu then enter the area code and phone number at which you wish to be called in the Call me at fields.



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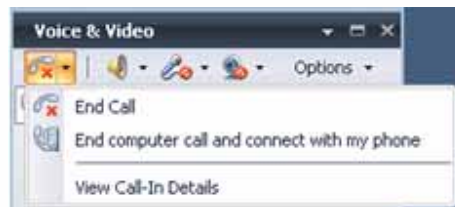
- 3 Click Join Conference Call.
- 4 Select the Leader radio button then enter your Reservationless-Plus Leader PIN.
- 5 Click Join



- 6 To confirm the connection, make sure that a telephone icon appears next to your name in the Attendees tab in Live Meeting.

To connect to the audio portion if your meeting uses both Telephone Conferencing and Computer Audio*:

- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Do one of the following:
 - If you are already connected to computer audio, click the down arrow next to the **End Call** button, and then click **End computer call and connect with my phone**.



- If you are not connected to audio, click the down arrow next to the **Join Audio** button, and then click **Call Me**.
- 3 If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
 - 4 In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

To connect to telephone conferencing by dialing into the service:

- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Click the down arrow next to **Join Audio**.

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- 3 Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

To connect to computer audio*:

- 1 Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
- 2 Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

What to do if you experience problems joining the conference call:

A good way to resolve conference call problems at meeting time is to join the meeting and then use the Chat feature in the Live Meeting Console to communicate with the meeting organiser.

Live Meeting Console Components

The Live Meeting console is made up of multiple components:

- + Presentation area in the middle of the console.
- + Control panels (panes) accessible on the top of the console.
- + Annotation and slide controls located on the bottom of the console.



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CONTENT

The Content pane displays the list of resources (including documents, slides, and shared resources) currently available for the meeting. Use this pane to add, access or manage meeting content or handouts.

The following options are available in this pane:

- + Share
- + Thumbnails
- + Lock
- + Manage
- + Content SlideShow

ATTENDEES

The Attendees pane displays a list of all active participants and ways in which you can interact with each participant.

The following options are available in this pane:

- + Invite
- + View
- + Find
- + Voice
- + Permissions
- + Rooms – Allows the Presenter to create Breakout rooms.*

Breakout rooms allow the presenter to separate the meeting participants into groups and place each group in their own virtual room.

VOICE & VIDEO

Use this pane to view or manage meeting voice and video.

The following options are available in this pane:

- + Phone
- + Mute / Unmute Speaker – Includes Speaker Volume*
- + Mute / Unmute Microphone – Includes Microphone Level*
- + Show / Hide Video from web cam
- + Options
 - Connect Telephone and Computer Audio*
 - Audio/Video Tuning Wizard
 - View Dial-In Details
- + View Current Speaker

Q&A (QUESTIONS AND ANSWERS)

The Q&A pane displays questions asked by meeting participants, so that presenters can respond. Use this pane to ask, answer or manage questions and raised hands.

The following tabs are available in this pane:

- + Q&A
- + Manage

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MEETING

Displays console branding and meeting information. Use this pane to display detailed information about the current meeting.

The following options are available in this pane:

- + Invite
 - By e-mail
 - To Conference Call
- + Lobby
- + Lock
- + Exit
- + Exit and End Meeting

RECORDING

Use this pane to create and manage recordings for the current event.

The following options are available in this pane:

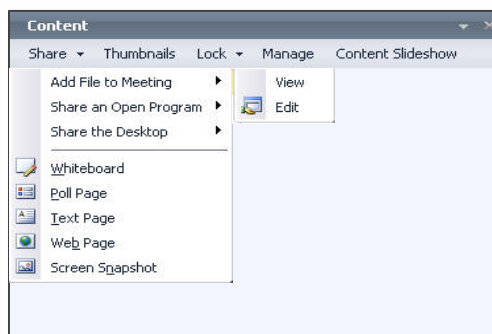
- + To My Computer*
- + To Server

As the organizer of a meeting, you can control which console panes are available to participants. You can control these settings in two ways:

- + In advance of the meeting, in the Additional Features section of your Meeting Options window or Meet Now options, configure the panes to be made available to participants.
- + During the meeting, in the Attendee Permissions window, configure the panes to be made available to participants.

The following steps can be used to manipulate the panes. You follow these steps with the activity below.

Content



There are multiple methods of sharing. You can share information any of the following ways:

- + Add File to Meeting

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- + Share an Open Program
- + Share the Desktop

ADD FILE TO MEETING

Add File to Meeting will either upload the file from the presenters' computer to the Live Meeting server, or open the file on the presenters' computer and display the file to all the participants in real time. To share the file, perform following tasks:

- 1 Click Content to display the Content pane
- 2 Click Share and select Add File to Meeting, and click one of the following options:

View

Select this option to display a copy of the file. Other participants will be unable to edit this file.

Edit

Select this option display an editable copy of the file. All participants will be able to edit this file.

This selection opens the chosen file in its designated program to be displayed to all attendees.

- 3 In the Choose a document to share window, select a document and click Open.

- Edit

The file will open in its designated program and Live Meeting will automatically display the content to all participants.

In the Sharing Command bar, Click the End sharing and return to Meeting Console blue arrow.

SHARE AN OPEN PROGRAM

Share an Open Program will display an application that is currently opened on the presenter's computer. The following steps can be used to Share the application.

- 1 On the Content pane, click Share.
- 2 Select Share an Open Program, and then click the program to be shared. Live Meeting enters Sharing mode (in your console only), and the program and its content will be visible to all participants.
- 3 In the Sharing Command bar, click the blue arrow to end sharing and return to meeting console.

SHARE THE DESKTOP

Sharing the desktop is a method, for sharing all programs currently open on the presenter's desktop. Any content that is viewable on the presenter's computer will be viewable by all participants in the meeting. To share the desktop, perform following tasks:

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- 1 On the Content pane, click Share.
- 2 Select Share the Desktop, and click one of the following options:
 - All
Select this option to share all activity on your computer
 - Selected Area
Select this option to share a portion of your desktop within a Sharing frame. Then, move and resize the Sharing frame to the area to be shared
- 3 In the Sharing Command bar, click the blue arrow to End sharing and return to meeting console.

Live Meeting enters Sharing mode (in your console only), and the desktop is visible to all participants.

DISPLAY CONTENT

Once resources are added to Live Meeting, they appear in the Content pane of the console, where you can reorder or rename them as needed.

The following steps are used to display content that has been imported.

- 1 In the console, click Content.
- 2 In the Content pane, click the content to be displayed.

DISPLAY MULTIMEDIA CONTENT

- 1 In the console, Click Content.
- 2 In the Content pane, click the multimedia content to be displayed.
When the content is loaded in the console, the playback buttons will be available.

MANAGE MULTIMEDIA CONTENT

After the multimedia content has loaded on the attendee's local system, they will be able to control playback on their own system using the controls located at the bottom of the console.

The Presenter has the ability to lock and control playback of the content, by clicking lock.



LOCK THE CONTENT

The current presentation can be locked, so only the selected presenter is able to manage the current presentation. This prevents other presenters from accidentally taking control of the meeting.

Perform the following steps, to lock the content to a specific presenter:

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- 1 On the Content pane, click Lock.
- 2 Select the presenter to manage the presentation.

The pages will now display for the set per number of seconds, and then automatically display the next slide.

To stop the rotating slides:

- 1 On the Content pane, click Content Slideshow.
- 2 In the Content Slideshow window, click Stop.

ANNOTATE SLIDES

.With the annotation tools in Live Meeting, you can add text, draw lines and shapes, and add stamps to any imported resource, or to any Whiteboard or Snapshot slides.

Note: Using the Clear Annotations on the Annotations toolbar, you can only clear annotations on one slide or page at a time. To clear all annotations for the resource with one click, you can use the Manage Meeting Resources window.

- + Annotation Tools are located at the bottom of the console in the Context Bar.



To allow the attendees to use annotations during a meeting, follow these steps.

- 1 Click Attendees in the command menu.
- 2 In the Attendees pane, click Permissions.
- 3 Select Annotate current content in the Attendee Permissions window to grant an attendee the permission to use annotations.

FULL SCREEN

The content in the presentation can be set to full screen to maximize the viewing area. Click full screen icon in the Command Bar, which is located on the lower right-hand side of the console.



REVIEW CONTENT

Content can be reviewed by other presenters without the possibility of them taking control of the meeting. Click the Review Content, in the Command bar.

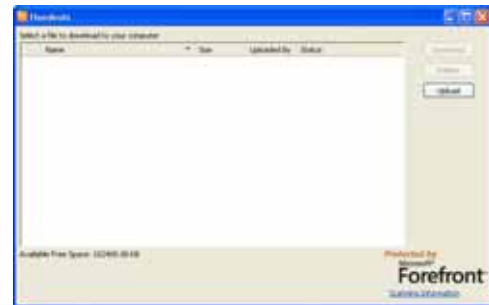


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HANDOUTS

Using handouts is an effective method to allow attendees to receive additional content that can be referenced after the event. Handouts are available to all attendees.

Note: The Download only or Upload and Download permission must be configured in the Attendee Permission section for Handouts to be available to attendees.



UPLOAD HANDOUTS:

- 1 On the Command Bar in the upper right of the console, click Handouts.
- 2 Click Upload in the Handouts pane.
- 3 Use the Open window to select a file, click Open to upload the file.

Note: The site administrator can prohibit certain file types from being uploaded as handouts. You will be notified if you do not have permission to upload the file.

DOWNLOAD HANDOUTS

- 1 On the Command Bar in the upper right of the console, click Handouts.
- 2 Select the file to download in the Handouts window, and click Download.
- 3 In the Browse For Folder window, select a destination to save the file, and click OK.

DELETE HANDOUTS

- 1 On the Command Bar in the upper right of the console, click Handouts.
- 2 Select the file to delete in the Handouts window, and click Delete.

Working with Attendees

INVITE ATTENDEE

Attendees can be invited to a Live Meeting or the conference call from the Live Meeting console using the following panes:

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- + Attendees
- + Meeting

If the presenter sends an invitation to the Live Meeting, the presenter's e-mail client is used. If the presenter would like to have someone join the conference call, the conference call must be started first.

INVITE ATTENDEE TO THE LIVE MEETING

Attendees can be invited to the current Live Meeting from the Attendee or Meeting pane.

In order to request attendees join the current Live Meeting using the Attendee or Meeting pane in the console, the following steps must be performed:

- 1 Click Attendees or Meeting from the Command bar.
- 2 In the Attendees or Meeting pane, click Invite and select By E-mail.
- 3 Add the attendees e-mail address to the To field, and click Send.

INVITE ATTENDEE TO THE CONFERENCE CALL

Attendees can be invited to the current conference call from the Attendee or Meeting pane when you use your InterCall Reservationless-Plus account.

Note: To avoid having your attendees wait on music hold before the conference begins, be sure the Quick Start feature is enabled on your Reservationless-Plus account or join the audio session first as presenter.

To request attendees join the current conference call using the Attendee or Meeting pane in the console, the following steps must be performed:

- 1 Schedule a meeting using "Telephone Conferencing Service" as the audio setting.
- 2 Presenter must join the conference call using one of the following two options.
 - Manually dial into the conference call using the information provided in the invitation.
 - Use the Join Audio feature listed in the Voice & Video pane.

This feature will direct the conference call to call you at the phone number you provide.

- In the Voice & Video pane, click Join Audio. This will open the New Phone Number window.
- On the New Phone Number window, enter your City/Area code and phone number in the specified fields.
- Click OK.
- Answer the phone and follow the prompts delivered by the automated operator. You will be in the conference call.

- 3 Click Attendees or Meeting from the Command bar.

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- 4 In the Attendees or Meeting or pane, click Invite and then Call Someone.
- 5 In the window, complete the requested fields and click Call Now.

VIEW ATTENDEE

. Attendees can be arranged using the following options:

Audio	Sort Attendees by current audio status.
Name	Sort Attendees alphabetically by name. Names can be sorted using the following options. + A on Top + Z on Top
Feedback	Sort the Attendees by mood.
Role	Sort the Attendees their role in the meeting.

SORT ATTENDEES

To sort attendees:

- 1 Click Attendees from the Command bar.
- 2 In the Attendees pane, click View.
- 3 In the View menu, select Arrange by, and then click the desired view.

FIND ATTENDEE

If the Attendee list is long, it might become difficult to locate a specific meeting participant. The participant can be located using Find in the Attendee Pane.

To find a specific attendee:

- 1 Click Attendees from the Command bar.
- 2 In the Attendees pane, click Find.
- 3 Type the name of the Attendee to locate.

ATTENDEE VOICE

As a presenter you can control the audio of the attendees. The following actions can be performed on attendees:

- Mute All Except Me
- Unmute All
- Lock Mute Attendees
- Request all Identify Phones

BREAKOUT ROOMS*

Breakout rooms allow the presenter to create workgroups that can be used during the event. Participants are sent to the separate workspaces and are able to communicate using InterCall Reservationless-Plus audio or computer audio*. They can then be brought back to the main room to discuss the topics from the Breakout rooms.

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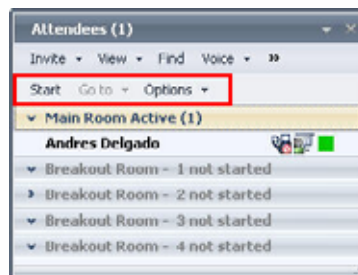
Note: Once the Breakout rooms are started, every participant will be promoted to presenter status in all Breakout rooms and the main room. They will return to Attendee status when Breakout rooms have been stopped.

To access the Breakout Room controls:

- 1 Click Attendee on the Command menu and then click Rooms in the Attendee panel.
- 2 In the Breakout Room Setup window, select the desired options, and then click OK.

Note: The setup breakout rooms dialog only appears when no breakout room configuration exists. To restart the dialog box, use the Delete all Breakout rooms under the Options menu.

- 3 After the Breakout rooms have been started, the presenter will receive the following menu items in the Attendee panel:



Start/Stop	This toggle button allows the presenter to start and stop all Breakout rooms.
Go to	Allows the presenter to go to all the breakout room available and return to the main meeting room. Note: Go to will become available once the Breakout rooms have been started.
Options	Add Breakout room Delete contents of all Breakout rooms. Note: This can only be done after the breakout rooms have been

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	stopped Delete all Breakout rooms. Note: This can only be done after the breakout rooms have been stopped.
--	--

- 4 Depending on your selections in step 2, verify the attendees are listed in the correct Breakout room.
- 5 Click Start to start the Breakout rooms. Each attendee will be directed to their specified room.
- 6 As a presenter, you may jump from room to room by clicking Go to and selecting the desired room.
- 7 Click Stop to stop the Breakout rooms and direct all participants back to the main meeting room.

MANAGE ATTENDEE PERMISSIONS

During a scheduled meeting, attendees' access to meeting functions can be controlled by adjusting their permissions. Presenters manage attendee permissions by using the Attendee Permissions window.

To display this window, perform the following:

- 1 Click on Attendees from the Command bar.
- 2 In the Attendees pane, click Permissions.

By using the Attendee Permissions window, you can allow attendees to do the following:

- Print to PDF
- Review current content
- Ask Questions
- Annotate current content
- Create personal recording
- Interact
- Use Content Tools

PROMOTE ATTENDEE

Only presenters can promote attendees. To promote an attendee, follow these steps:

- + From the attendee panel, right-click the attendee and select Promote to Presenter.

REMOVE ATTENDEE

Only presenters can remove attendees. To remove an attendee, follow these steps:

- + From the attendee panel, right-click the attendee and select Remove from Meeting.

SHARED NOTES

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Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.

Note: If shared notes are available for attendees to edit, all participants will be able to use the Share Notes pane simultaneously. For larger events this could get overwhelming and distract from the main presentation.

TAKING NOTES

- 1 Click on Attendees from the Command menu.
- 2 In the Attendees pane, click Permissions.
- 3 Under Shared Notes, select “View, save” or “View, save, edit” in the Attendee Permissions window to grant an attendee the permission to use shared notes.

QUESTIONS AND ANSWERS

Presenters are able to interact with the attendees by answering their questions during the event by using Questions and Answers panel.

Note: Each attendee is allowed to ask one question at a time. Once they submit a question, they can edit their question or wait for it to be answered before asking another question.

To make it possible for attendees to ask questions during a meeting, the presenter must enable the Question and Answer panel.

- 1 Click on Attendees in the Command menu.
- 2 In the Attendees pane, click Permissions.
- 3 Select Ask questions (affects all participants) in the Attendee Permissions window to grant all attendees the permission to ask questions.

DISPLAY Q&A MANAGER

In order to respond to questions submitted by the attendee, the presenter must open the question manager.

- 1 Click Q&A.
- 2 In the Questions and Answers pane, click Manage.
- 3 The Question Manager appears, listing all questions received from participants
- 4 To switch between ascending and descending sort order, click the column heading again. The Questions and Answers pane appears in all participants' consoles.

ASK A QUESTION

- 1 Click Q&A in the Command menu.
- 2 Click the section in the Questions and Answers pane.
- 3 Type the question, and click Ask.

The question will be displayed in the Question Manager.

VIEW AND SAVE QUESTION LOG

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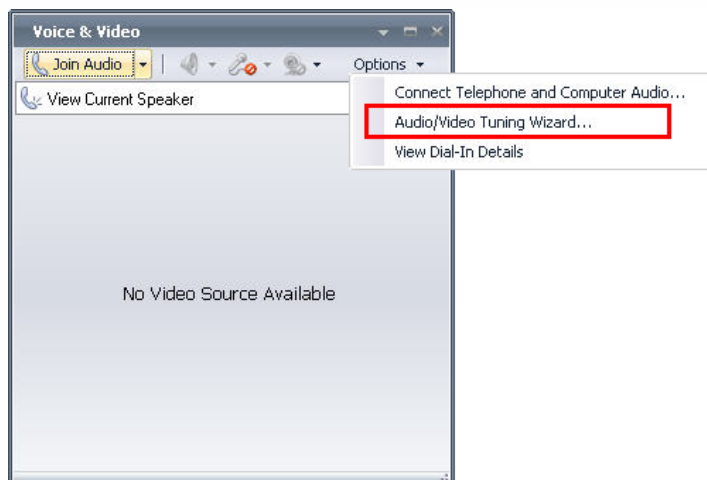
- 1 In the Question Manager, click the View the QA Log icon.
All of the question and answer activity from your meeting is displayed in a separate browser window.
- 2 To save the Question and Answer Log, use your browser to save the HTML page containing the log, or open a text editor, paste the contents of the log to a new file, and then save the file

Voice, Video and Recording

During a meeting a participant is able to configure voice and video settings in the console, so they are connected to the audio portion of the meeting, and video of webcams can be displayed on their computer. After the voice and video have been configured, they can be included in the recording of the presentation to give the viewer the feeling they are in the live presentation.

AUDIO VIDEO SETUP

Use the Audio/Video Tuning Wizard to configure your Speakers, Microphone and Webcam.



- 1 Click Voice & Video from the Command menu.

Note: The first time that the Console is loaded, with the Computer audio* conference option selected in the meeting options, the Audio Video Device Setup wizard will automatically run.

- 2 In the Voice and Video pane, click Options and then select Audio/Video Tuning Wizard.
- 3 Click Yes in the window, if necessary, followed by Next
- 4 Select the microphone to use from the drop-down list in the Speaker/Microphone or Speakerphone window and click Next.

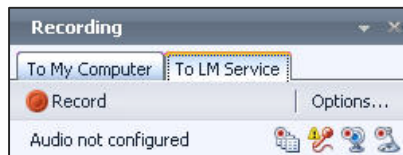
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- 5 Select the webcam from the drop-down list in the Webcam setup window.
- 6 Click Webcam Settings, to modify the display of the picture.
- 7 When finished modifying options, click OK, then Finish.

RECORDING

A recording can be saved on a Live Meeting server by the presenter, or on the presenter's or attendees' local computer. However, before a recording can be performed it must be configured to record the audio.

Note: It is possible to include webcam and Roundtable images in the recording from the Options menu.



RECORDING TO YOUR CONFERENCE CENTER

To record a meeting to the Live Meeting server, the console must first join the meeting conference call. Once the console is connected to the call, the presenter will be able to record the meeting.

- 1 Connect the console to the conference call.
 - In the Voice and Video pane, click Options and then select Connect Telephone and Computer Audio.
 - Verify the conference number and dialing keys are correct. The console will list the numbers and dialing keys as provided by the Meeting Option page when scheduling a meeting.
 - Click Connect in the Computer and Telephone Audio Connection window.
 - Once connected the recording will include all audio from the conference call
- 2 In the recording pane, click To LM Service tab.
- 3 In the LM Service tab, it may list Audio not configured. Click Options.
- 4 Click Configure to have Live Meeting connect to the conference call.
- 5 In the recording pane, click To LM Service tab.
- 6 Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio And Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.

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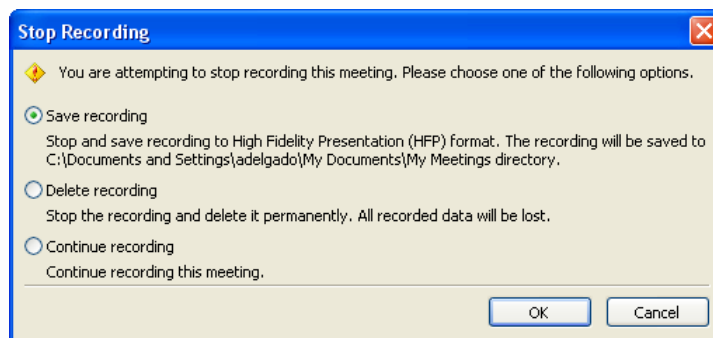
RECORDING TO YOUR LOCAL COMPUTER*

In order to record the meeting to your local computer, Voice over IP (VoIP)* or Internet Audio Broadcasting (IAB)* must be used. In other words, the presenter must use his microphone to deliver audio to the meeting participants.

- 1 When scheduling a meeting, configure the audio as "Computer audio conferencing" or "Telephone and Computer audio conferencing"
- 2 In the Live Meeting console, on the Command bar, click Recording.
- 3 In the recording pane, click To My Computer tab.
- 4 In the LM Service tab, it may list Audio not configured. Click Options.
- 5 In the Shared Recording Options, click Configure Voice next to the Voice Option.
- 6 In the Set Up Audio and Video window, configure the speaker and microphone.
- 7 Click Finish.
- 8 When you are ready to record the meeting, click Recording on the Command menu.
- 9 In the recording pane, click To My Computer tab.
- 10 Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio and Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.

STOP RECORDING



Once you have finished recording the meeting, you can save or delete the recording.

*Option available only on branded customer sites. Computer Audio Conferencing (VoIP functionality) only available in Japan and India