

Live Meeting 2007

Attendee Guide to Joining Meetings



Australia

1800 468 225
+61 2 8295 9000

China

4006309039 (mobile)
8008700311 (landline)

Hong Kong

800 901 603
+852 3073 0418

India

1800 3010 5500

Japan

0120 941 635
+81 34580 7805

Korea

0030 8651 1367

Malaysia

1800 801 191

New Zealand

0800 443 589

Singapore

1800 468 2255
+65 6468 2255

All Other Countries

+65 6468 2255

www.intercallapac.com

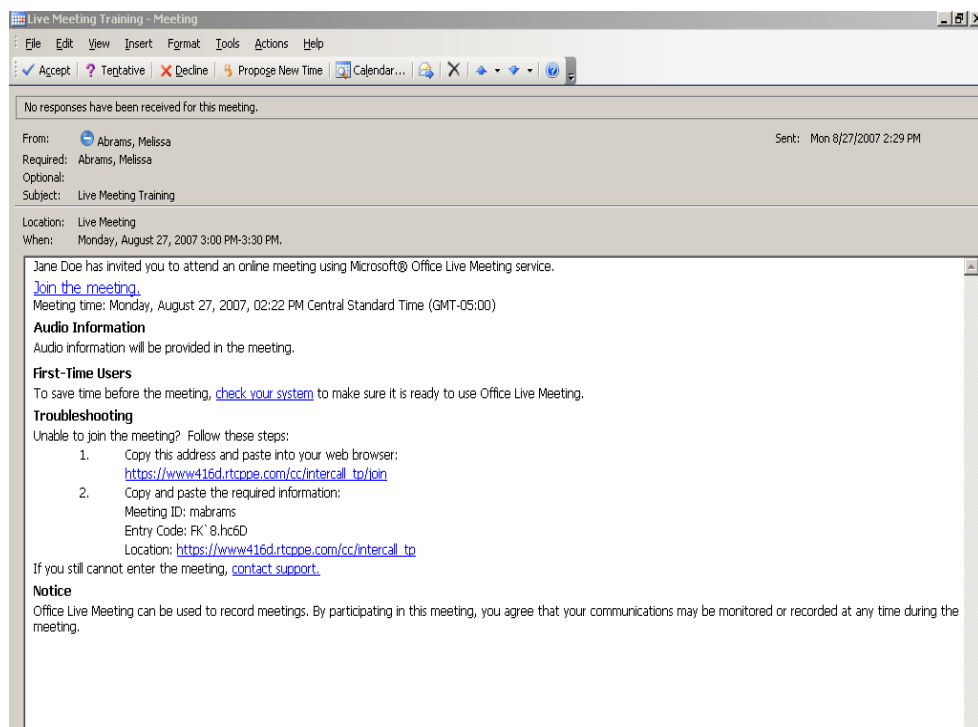
websupport@intercallapac.com

cservice@intercallapac.com

 InterCall is a subsidiary
of West Corporation

AAP/EOE

Joining a Meeting



Live Meeting Training - Meeting

File Edit View Insert Format Tools Actions Help

Accept Tentative Decline Propose New Time Calendar...

No responses have been received for this meeting.

From: Abrams, Melissa Sent: Mon 8/27/2007 2:29 PM
Required: Abrams, Melissa
Optional:
Subject: Live Meeting Training

Location: Live Meeting
When: Monday, August 27, 2007 3:00 PM-3:30 PM.

Jane Doe has invited you to attend an online meeting using Microsoft® Office Live Meeting service.
[Join the meeting.](#)
Meeting time: Monday, August 27, 2007, 02:22 PM Central Standard Time (GMT-05:00)

Audio Information
Audio information will be provided in the meeting.

First-Time Users
To save time before the meeting, [check your system](#) to make sure it is ready to use Office Live Meeting.

Troubleshooting
Unable to join the meeting? Follow these steps:

1. Copy this address and paste into your web browser:
https://www416d.rtcpe.com/cc/intercall_to/join
2. Copy and paste the required information:
Meeting ID: mabrams
Entry Code: FK' 8.hc6D
Location: https://www416d.rtcpe.com/cc/intercall_to

If you still cannot enter the meeting, [contact support](#).

Notice
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.

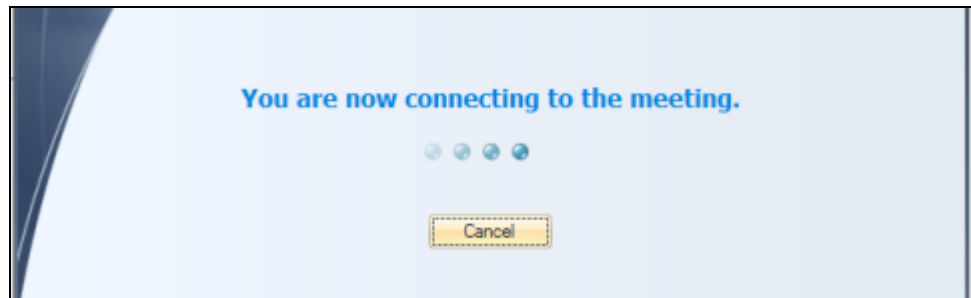
JOIN A MEETING FROM AN E-MAIL INVITATION

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 Live Meeting sessions may be recorded, and you must read and accept the recording agreement before joining the session.

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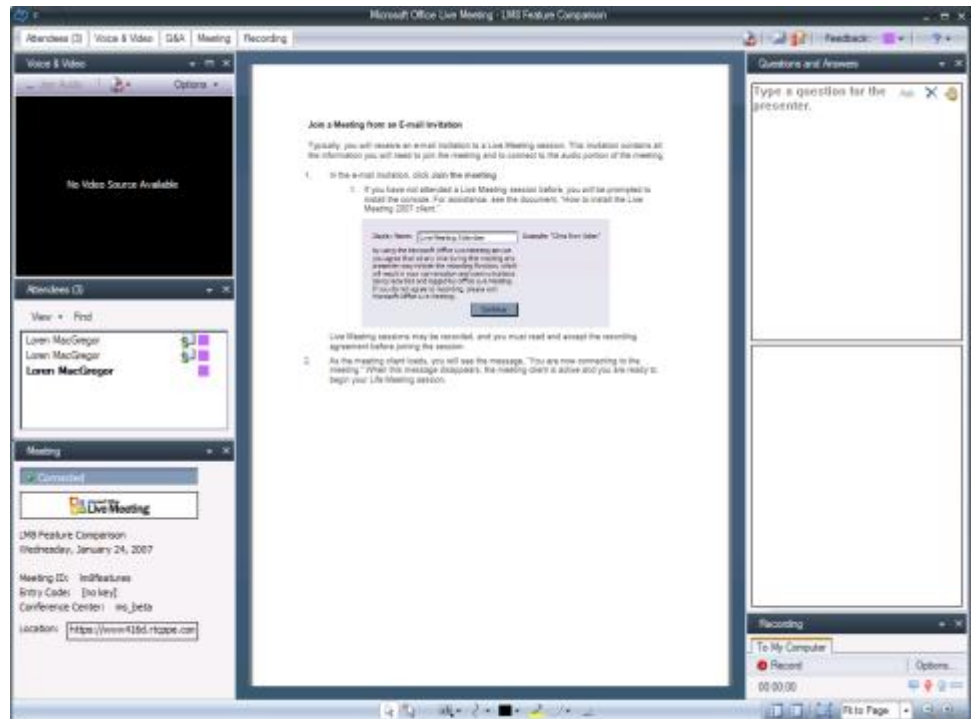
****VoIP functionality only available in Japan and India**



The meeting client is active and you are ready to begin your Live Meeting session. The image below is of an empty Live Meeting 2007 ready for any panels you wish to open. Later images will show a “standard” panel setup.

Live Meeting Attendee Console

As a Live Meeting session attendee, the presenter may grant you permissions to interact with the presenter or other attendees, to review, print and save meeting content, or to make a recording of the current Live Meeting session and save it locally. The screenshot below shows a meeting where all these options are enabled.

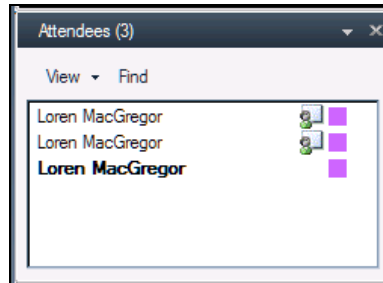


VOICE AND VIDEO

The Voice and Video panel allows attendees to set up the audio and webcam options they will use during a Live Meeting session. During the session, it is where you would view the video and view or manage your audio options.

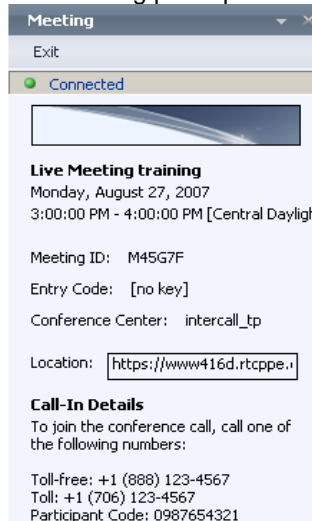
ATTENDEES

The Attendees panel allows attendees to see who else is taking part in the Live Meeting session, to identify the presenter in a meeting and to find a name in the attendee list.



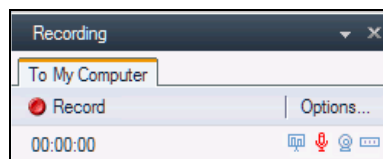
MEETING

The Meeting panel provides information about the current Live Meeting session.



RECORDING

The Recording panel allows attendees to make a personal recording of the Live Meeting session. Under the options menu you have the ability to choose which portions of the meeting you record i.e. just voice etc. and to change the location where you save your recording. Note, personal recordings will only capture audio when computer audio is used.*



QUESTION AND ANSWER

The Question and Answer panel allows attendees to ask the presenter(s) questions during the session.

Command Bars

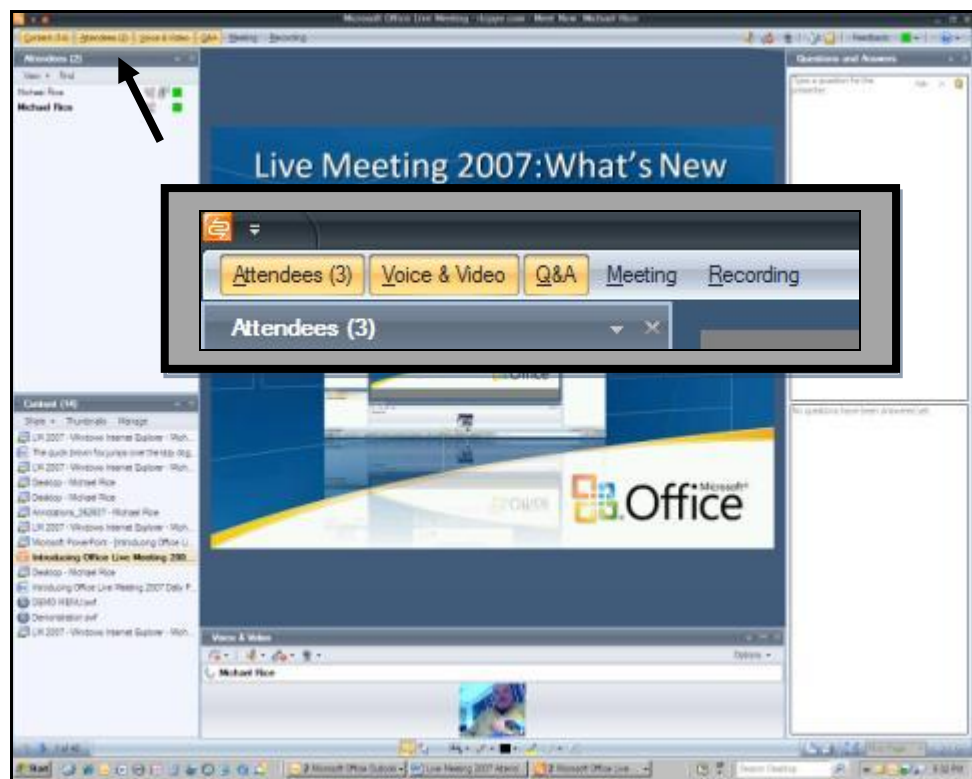
The Command Bars contain Buttons, Icons and Menus that enhance the Attendee user experience. The Review Content and Print to PDF commands on the Command Bar allow attendees a greater degree of control over session content. The Command bars appear in two locations

- + Below the title bar at the top of the window
- + At the very bottom of the Live Meeting Window.

These two toolbars will be referred to as the upper and lower Command Bars.

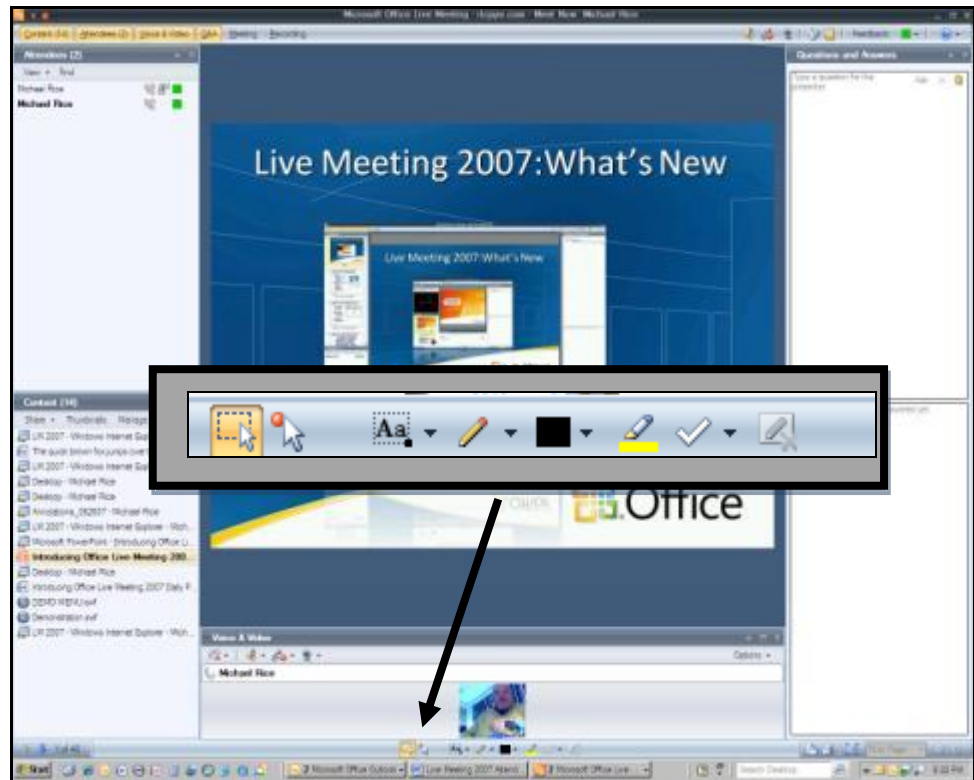
PANEL BUTTONS

The following screenshot has the Attendees, Audio/Video and Questions and Answer panels open. Notice the buttons on the left side of the Upper Command Bar. The ones that are selected appear yellow and correspond directly to the panels that are open in Live Meeting. These buttons are the Panel Buttons.



ANNOTATION TOOLS

The Annotation Tools appear on the lower Command Bar and allow attendees to add graphics- and text-based elements to certain slides. The seven tools available here help you focus other attendees' attention on the screen to the changes or enhancements that you want to make or simply highlight your point.



DETAILS OF THE ANNOTATION TOOLS

Each Tool has a tool tip attached to inform/remind you of the purpose of the tool. Some of the tools have menus attached (i.e. the color picker tool). You can access these menus by selecting the drop down arrow next to the icon.

OTHER TOOLS

On the Upper Right Hand side of the top Command bar are a series of tools that control sound and interactive utilities.

MICROPHONE MUTE/UN-MUTE*

If there is a microphone for audio communication connected to the computer, the Microphone button allows the user to mute or un-mute the microphone so they can listen or speak during the Live Meeting.



Un-muted



Muted

SPEAKER ON/OFF*

This button allows you to turn the sound of the current Live Meeting On or Off.



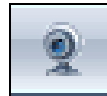
On



Off

VIDEO ON/OFF

The video feed from the webcam of the current presenter appears in the Audio/Video Panel and can be turned on or off from this button. If the video button appears to be on but there is no picture in the Audio/Video panel, try running the Audio/Video Tuning Wizard under the options menu in the Audio/Video panel.



Video On



Video Off

Voice and Video

You can connect a Web camera to your computer so that other attendees can see you.

CONNECT TO AUDIO

In the e-mail invitation, see the Audio Information section, and then take the appropriate action below.

To connect to telephone conferencing by having the conferencing service call you

Note

The first time you join a meeting that uses only telephone conferencing, a dialog box appears allowing you to enter a phone number that the conferencing service should use to call you.

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

To connect to computer audio*

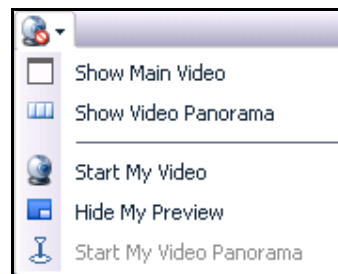
- 1 Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
- 2 Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video**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

CONNECT TO VIDEO

- 1 If video is not visible, click **Voice & Video** to open the **Voice and Video** pane.
- 2 Click the **Web camera** icon, and then click **Show Main Video**.
- 3 If you want to use a **Web camera**, follow the instructions provided with your **Web camera** for connecting it to your computer and installing the drivers. Then click **Voice & Video**, click the **Web camera** icon, and then click **Start My Video**.

If the meeting uses Roundtable for panoramic video:

- 1 Click **Voice & Video**.
- 2 Click the **Web camera** icon.
- 3 Click **Show Video Panorama**.



To ensure that your speakers and camera work properly, use the Audio/Video Tuning Wizard after you first connect to the meeting.

- 1 Click **Voice & Video**.
- 2 Click **Options**.
- 3 Click **Audio/Video Tuning Wizard**.

Follow the instructions in the wizard to specify and test your speakers, microphone, and Web cam.

Using the Q&A Panel

Live Meeting 2007 lets you ask and answer questions of the presenter during a meeting. The presenter then decides to answer the question in public or privately. The presenter may choose to post the question and response publicly if they believe others in the session would benefit, however your name will not appear to others.

ASK A QUESTION

You can only ask one question at a time. When the presenter has answered your question, you can then type in another question.

- 1 In the Live Meeting client, click the Q&A menu.
- 2 Type your question in the Q&A text box.
- 3 Click Ask.
- 4 If you would like to change your question before the presenter responds, click Edit.

Handouts and Shared Notes

HANDOUTS

Selecting the Handouts button on the Command Bar opens the Handouts window. The list provided shows files uploaded to the Live Meeting Server by the presenter or someone with the permission to upload documents.



To Download a Handout:

- 1 Select a document from the list.
- 2 Click the Download Button.
- 3 Navigate to the location on your computer where you want to save the file.
- 4 Click OK.

Each document is scanned for viruses when it is uploaded.

SHARED NOTES

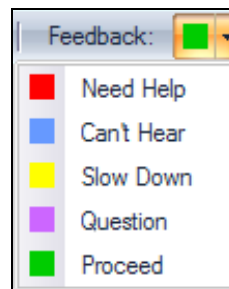
Shared notes are initiated by the presenter or presenters, and shared out to meeting attendees. Unless enabled through the Attendee Permissions dialog, Attendees cannot add to the Shared Notes.



The font face, font size and font style can be changed by the Presenter as desired. Attendees can right-click Shared Notes to Save As a rich text format document.

FEEDBACK TO PRESENTERS

The Feedback button allows Attendees to communicate silently with the Presenter by choosing the color associated with the question or statement they wish to make.



SEARCHING FOR AN ATTENDEE

The Find button in the Attendees panel is available any time you may need to search to find a friend for a chat or breakout meeting or for any reason at all. Remember, the Presenter has to activate the Chat option, but you can still search for another Attendee. Below are the steps for Searching for an Attendee.

- 1 In the Attendees panel click Find.
- 2 Type in the Name you want to find.

The list of names is dynamically filtered as you enter each letter so that the person you are looking for is eventually at the top of the list of names.

