Microsoft® Office Live Meeting
Quick Reference Guide

Getting Started

Download and Login
Download the Live Meeting client: http://office.microsoft.com/en-us/help/HA101733831033.aspx. Follow the download prompts
Open Live Meeting client, enter the user name and password that was provided in the welcome email

Manage Your Preferences
Login and click **User Preferences.** Here you can edit your:
•Personal Information
•Password
•Display Options
•Recording Access

Meetings

Start a Meeting
From the Live Meeting Home screen you can schedule, start or join a meeting
•Scheduled Meeting – Click **Schedule Meeting.** Fill-in the meeting details. Then click **Send**
•**Invitations** or **Save.** Please note if you Save the meeting invitations will not be sent.
•Meet Now – Opens a meeting room
•Join Meeting – Enter the Meeting ID and Entry Code then click **Join**
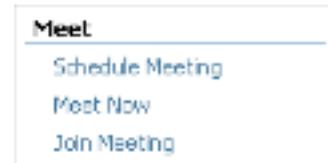
Invite Attendees
Before a Meeting – Install the Microsoft Outlook® plug-in to schedule web meetings from Outlook: http://office.microsoft.com/en-us/help/HA102368901033.aspx.

During a Meeting – Click **Attendee, Invite** and then **By Email.** This will open Outlook with a pre-populated email invitation.


Meeting Lobby
When the meeting room is locked, attendees will be held in the Meeting Lobby. Click **Meeting** and then **Lobby** to access the meeting room lobby. To grant or deny meeting access, select the name of the attendee and the click either **Grant Access** or **Deny Access.**

Features

Share Content

To share content during your meeting, click **Content** then **Share.** You can share a program, your desktop, a whiteboard, polling page, text page, web page, or screen snapshot. Click the **blue back** arrow to end sharing and return to Live Meeting.
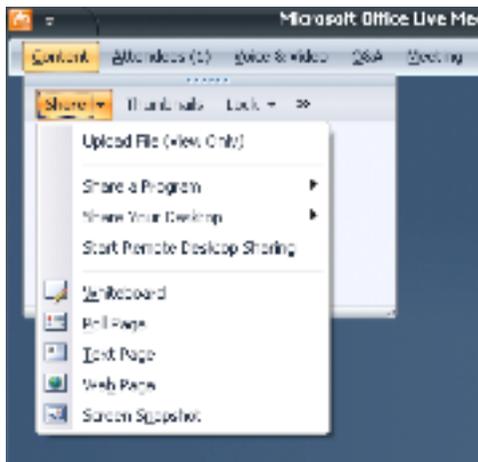
Upload Content

Click **Content, Share,** then **Upload File (View Only).** To show the content, select the file in the content drop down box.

Live Meeting supports the following file types: Multimedia, PowerPoint®, Word, Excel®, Visio, HTML, Microsoft® Office Document Image (MODI) and Adobe Acrobat documents.

Manage Shared Content

Use the **blue up and down arrows** in the lower right-hand corner of the screen to advance your content.

Use the content toolbar at the bottom of the meeting to annotate your content

Attendees

View and manage attendees in the attendee drop down. You can invite, view, find and set permission in this drop down.

To set general permissions:
•Click **Permissions**
•Set the criteria to your preferences
•Click **Close**

To promote Attendees:
•Right click on attendees name
•Click **Promote to Presenter**
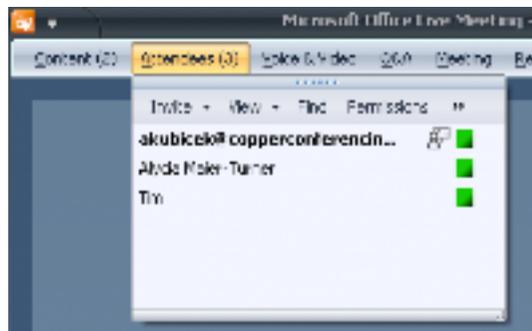
Voice and Video

With Live Meeting you can communicate with the other attendees either through your computer or through an On Demand conference call. You can also connect a webcam to your computer so that other attendees can see you.

Have questions about your Microsoft® Office Live Meeting account?

Contact *ExpressConnect* Conferencing at 410.235.4092 or at support@expressconnectinc.com
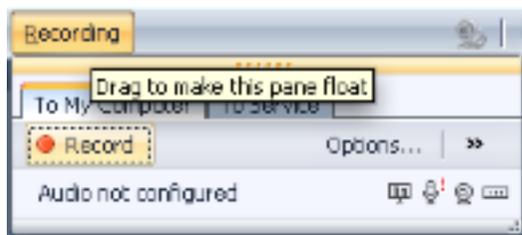
Features

Question & Answer

Access submitted questions under the **Q&A Manage tab.** To answer a question, select it, type an answer, and then choose **Reply to All** or **Reply Privately.** Once a question is answered it will be removed from the question queue.
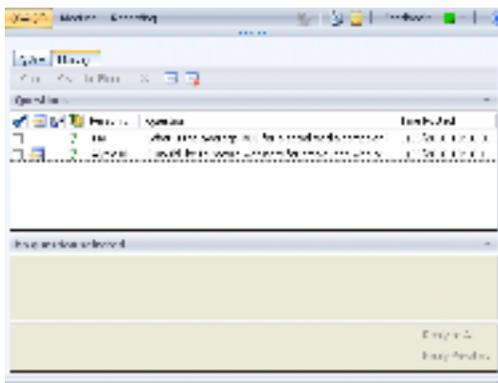
Recording

•In the meeting client, click the **Recording tab,** and select **To Service tab.**
•The Shared Recording Options box will appear. Select **Configure Phone.**
•The Telephone Audio Recording Configuration box will appear. Select **Configure.** Then select **Done.**
•On the Shared Recording Options box select **Record.**
•You will know you are recording when you see the Red dot in the top left hand corner of your screen. To stop recording click on **Recording** from the tool bar. Press **Stop.**

Handouts

Send out documents to meeting participants using the Handout feature. To send Handouts to meeting participants:
•Click the **Handouts** icon
•Click **Upload** and select the file

Polling

Live Meeting's polling feature allows moderators and presenters to get instant feedback from their meeting participants.
To create a polling question:
•Click **Content**
•Click **Share**
•Click **Poll Page**
•Click **Ok**

System Requirements

Component	Moderator Requirements	Participant Requirements
Operating System	Windows 7, Vista, XP Professional, 2000	Windows 7, Vista, XP, 2003, 2000 or OsX V10.5x
Browser	Internet Explorer 6.0 or higher, Mozilla Firefox 3.0 or higher	Internet Explorer 6.0 or higher, Mozilla Firefox 3, Safari 3
Plug-in	Macromedia Flash Player 9.0 or higher	Macromedia Flash Player 9.0 or higher
Free Disk Space	125 MB	Not applicable
Available Memory	256 megabytes (MB) of RAM Recommended: 512 MB	64 MB RAM
Connection	56kbps for data, 80 kbps for voice, 350 kbps for video, 700 kbps for Office RoundTable 2	Connection to Internet: 56 Kbps modem (DSL, cable, or better recommended)