



Getting Started with Microsoft Office Live Meeting

Published October 2007



Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted in examples herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2007 Microsoft Corporation. All rights reserved.

Microsoft, MS-DOS, Windows, Windows Mobile, Windows Server, Windows Vista, Excel, PowerPoint, and RoundTable are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other trademarks are property of their respective owners.

Contents

Introduction.....	1
Who Should Use This Guide.....	1
Frequently Asked Questions.....	1
What's New in Microsoft Office Live Meeting?	2
Attending a Meeting.....	2
Joining a Meeting.....	3
Starting Audio and Video	4
Using the Microsoft Office Live Meeting Client.....	6
Interacting with Other Meeting Participants.....	8
Creating a Meeting	8
Scheduling a Meeting in Advance	9
Presenting in a Meeting.....	11
Presenting Content During the Meeting.....	11
Using Shared Notes.....	12
Distributing Handouts.....	13
Managing Questions and Answers	13
Using Breakout Rooms.....	15
Starting an Instant Meet Now Meeting.....	15
Recording a Meeting	16
Appendix A. Features Not Available in the Web-Based Client	18
Appendix B. Microsoft Office Live Meeting Web Access Software Requirements	19
Appendix C. Connecting Computer Audio and Telephone Conferencing	20

Introduction

This guide is written for people who use the Microsoft® Office Live Meeting 2007 service. It tells you how to join meetings quickly, and provides instructions on how to schedule meetings, present meetings, and share presentations and other information. It also introduces you to the new features of the meeting client, including meeting client improvements, breakout rooms, and video and voice enhancements.

Who Should Use This Guide

This guide is for people who are new to Live Meeting or who have used Live Meeting but have not used the latest version. This guide gets you started on Microsoft Office Live Meeting 2007. For details and advanced topics, see the online Help, which is accessible from within the Microsoft Office Live Meeting client.

Frequently Asked Questions

If you are new to Live Meeting or you have not used the latest version, you may have the following questions.

What is Microsoft Office Live Meeting?

Microsoft Office Live Meeting is an online meeting space to which your organization subscribes. With Microsoft Office Live Meeting, you can meet with your colleagues online, which allows you to collaborate in real time, even over long distances.

What do I need to do before I start?

If you simply want to join a meeting that someone else scheduled, you can click the **Join the meeting** link in the e-mail invitation. Live Meeting will prompt you if any software installation is needed. If you want to schedule meetings or start a **Meet Now** meeting on demand, you first need to configure your account information. See the procedure “To Configure your Account” in [“Starting an Instant Meet Now Meeting,”](#) later in this guide.

Why do I see a section for “Server” in the account configuration dialog box?

Some organizations host meetings on their internal servers, and others subscribe to the Office Live Meeting service. Your administrator will give you the information you need to configure Live Meeting for the service. You can leave the **Server** section blank if it does not apply to you.

How do I know if I have the meeting client installed?

You can determine if the Microsoft Office Live Meeting client is installed on your computer by clicking **Start**, clicking **All Programs**, and then looking in the program list for **Microsoft Office Live Meeting 2007**.

What if I cannot install the meeting client?

With the Microsoft Office Live Meeting service, you can join a meeting even if you are unable to install the meeting client on your computer. If you do not have the meeting client installed and you try to join the meeting, Microsoft Office Live Meeting will display an option for connecting

2 Getting Started with Microsoft Office Live Meeting

to the meeting using a Web browser. There are some limitations to connecting this way (see [Appendix A](#)), but most of the meeting features are available to you.

I want to schedule a Live Meeting, but some of the people I want to include will not have access to a computer. Can they still participate in the meeting?

Although people without a computer won't be able to see the meeting, they can still participate in the audio portion of the meeting. With the Microsoft Office Live Meeting service, you can set up a meeting to use both computer audio and telephone conferencing. The meeting organizer must choose both of these audio options when scheduling the meeting. Then, when the meeting starts, any presenter can connect the audio, so that computer users and telephone conferencing users can hear each other. For more details, see "Creating a Meeting" later in this guide.

What's New in Microsoft Office Live Meeting?

If you have used Microsoft Office Live Meeting before, you will notice the following new or improved features:

- **Start menu.** From the **Start** menu, you can open the Live Meeting client in pre-meeting mode to initiate a **Meet Now** meeting, change your **Meet Now** meeting options, or join a scheduled meeting.
- **Audio and video options.** Enhancements to both computer audio and phone conferencing let you use one or both during a meeting. You can use webcams to show video of one or multiple presenters. In meetings that use computer audio, the video actively switches to the current speaker. You can also use the Microsoft RoundTable™ communications and archival system to show a panoramic video of a conference room to remote participants, or you can connect two conference rooms for meetings between workgroups at different locations.
- **Handouts.** As the presenter, you can distribute content that attendees can download either before or during the meeting. Files are automatically scanned for viruses when they are added to the meeting.
- **Breakout rooms.** Breakout rooms are a feature of the Microsoft Office Live Meeting service. You can create breakout rooms to allow subgroups of attendees to meet separately.
- **Shared Notes.** You can create and save notes that all attendees can see.
- **Recording to your computer.** Meeting organizers and presenters can enable recording for their meetings and allow you to save the recording to your computer.

Attending a Meeting

When you receive an e-mail invitation to Microsoft Office Live Meeting, you can easily join the meeting by clicking the link in the invitation. The e-mail invitation also contains information about installing the meeting client on your computer.

**Note**

Office Live Meeting automatically determines whether you need to install the meeting client and provides installation links if necessary.

When you are connected to a meeting, you have several ways that you can view the meeting and participate. This section talks about the following tasks:

- Joining a meeting
- Starting audio and video
- Using the Microsoft Office Live Meeting client

Joining a Meeting

You can join a meeting directly from the e-mail invitation. The invitation contains a **Join the meeting** link that automatically starts the Microsoft Office Live Meeting client and connects you to the meeting. If this is the first time you are joining a meeting, you may need to install the Microsoft Office Live Meeting client before you can join.

**Tip**

Before you join a meeting for the first time, you can check whether the Microsoft Office Live Meeting client is installed on your computer by clicking **Start**, clicking **All Programs**, and then looking in the program list for **Microsoft Office Live Meeting 2007**. If this program appears in the list, the meeting client is installed. If the program does not appear, use the links listed under **First-Time Users** in the e-mail invitation to install the meeting client.

If you are unable to install the Microsoft Office Live Meeting client on your computer, you can still join the meeting if the **Use Web Console** link appears on the client installation page. The Live Meeting Web-based client connects you to the meeting using your Web browser. You can still attend the meeting, but there are some limitations (see [Appendix A](#)). The **Use Web Console** option is only available in meetings scheduled with the Microsoft Office Live Meeting service.

**To join a meeting**

- Do one of the following:
 - In your e-mail inbox, open the meeting invitation.
 - Or, in your calendar, open the meeting item.

In the e-mail invitation or the calendar item, click the **Join the meeting** link, as shown in Figure 1 below. Microsoft Office Live Meeting automatically opens and joins you to the meeting. If you do not have the client installed on your computer, the invitation will contain instructions on how to install it.

4 Getting Started with Microsoft Office Live Meeting

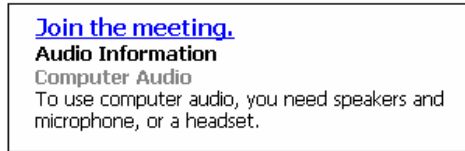


Figure 1. Link for joining the meeting

If you are unable to connect to the meeting, open the Microsoft Office Live Meeting client by clicking **Start**, clicking **All Programs**, clicking **Microsoft Office Live Meeting 2007**, and then clicking **Microsoft Office Live Meeting 2007**. Enter the **Meeting ID**, **Entry Code** (if provided), and **Location** listed in the e-mail invitation or calendar item.

Starting Audio and Video

Depending on how the meeting organizer has set up the meeting, you can communicate with the other attendees either through your computer or through a telephone conference call. You can also connect a webcam to your computer so that other attendees can see you. In the e-mail invitation, read the **Audio Information** section to find out whether the meeting uses computer audio or telephone conferencing.

- 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 **Telephone Conferencing**, you can have the conferencing service call you, or you can use your telephone to dial into the conferencing service.

Depending on the type of audio used in the meeting, take the appropriate action below.



Tip

To ensure that your speakers and webcam work properly, use **Set Up Audio and Video** after you first connect to the meeting. Press **CTRL + T**. (You can also access the setup options in the **Voice & Video** pane by clicking **Options**, and then clicking **Set Up Audio and Video**.) Follow the instructions in the wizard to specify and test your speakers, microphone, and webcam.



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**.

**Note**

When you first join a meeting, you can hear the meeting audio, but your microphone is muted. If you want to speak in the meeting, unmute your microphone first.

▶ **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. To open the **Voice & Video** pane, click **Voice & Video**.
2. 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 radio button, type the leader or PIN 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 receive video from the meeting**

1. If the main video is not visible, click **Voice & Video** to open the **Voice & Video** pane, click the down arrow next to the webcam icon, and then click **Show Main Video**.
2. If the meeting uses Microsoft RoundTable for panoramic video, in the **Voice & Video** pane, click the down arrow next to the webcam icon, and then click **Show Video Panorama**.

▶ **To send your video**

- If you want to use a webcam to send your video, follow the instructions provided with your webcam for connecting it to your computer and installing the drivers. Then click **Voice & Video**. In the **Voice & Video** pane, click the webcam icon, and then click **Start My Video**.

**Note**

During the meeting, the video automatically switches to the active speaker. However, when you speak, others will see you, but you will not see yourself.

Using the Microsoft Office Live Meeting Client

During the meeting, you can adjust the volume of your speakers and microphone. You can also interact with others during the meeting through chat, or you can ask the presenter a question.

The topmost element in the Office Live Meeting client window is the Menu Bar, which contains menu items. The menu items in the meeting client are moveable panes. You can click a menu item, and then drag the title bar anywhere on your screen. For example, to open the **Voice & Video** pane, click **Voice & Video**, and then drag the title bar to the middle of the Live Meeting client window, as shown in Figure 2 below. You can also resize a pane or dock the pane along the left, right, or bottom edge of the window.

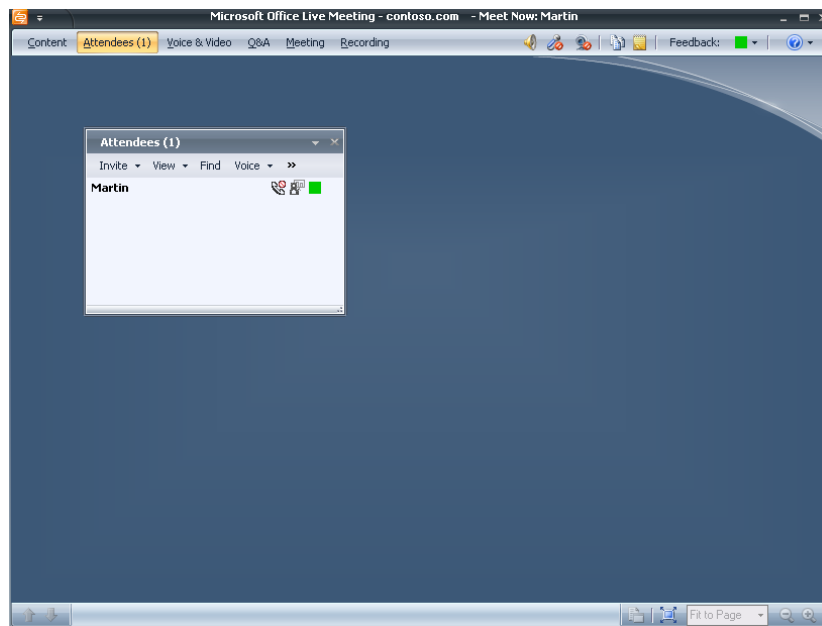


Figure 2. Microsoft Office Live Meeting client

Figure 3 below shows the Menu Bar menu items and icons.



Note

Depending on how the meeting is set up and whether you have permissions to use certain features, some of these menu items may not be available.

- A **Menu button.** You can configure your account information and set your contact card options.
- B **Content.** Presenters can share documents, applications, or their desktop with attendees.
- C **Attendees.** You can view the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
- D **Voice & Video.** You can start and stop your audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
- E **Q&A.** You can type questions for the presenter and presenters can type answers.
- F **Meeting.** Shows meeting details, including meeting ID and entry code.
- G **Recording.** Presenters can start, pause, or stop a recording of the meeting, including audio.
- H **Microphone mute icon.** Click to mute or unmute your microphone.
- I **Speaker mute icon.** Click to mute or unmute your speakers.
- J **Webcam icon.** Click to start or stop sending your video.
- K **Handouts.** You can download handouts that the presenter has added to the meeting.
- L **Shared Notes.** You can create and save notes that all attendees can see.
- M **Feedback.** You can change your feedback status; for example, to signal to the presenter to slow down.

Figure 3. Menu Bar Menu items and icons



Note

The menu bar may also contain an item titled **More** if a custom streaming media pane has been set up for the meeting.



To adjust the volume of your speakers or microphone

- To mute the speakers or microphone, in the menu bar, click the **Mute Microphone** button or the **Mute Speakers** button.



Note

You can also mute the microphone or speakers in the **Voice & Video** pane by clicking the **Mute Microphone** icon or the **Mute Speakers** icon in the pane.

- To modify the speaker or microphone volume, in the **Voice & Video** pane, click the down arrow next to the microphone or speaker button and move the volume slider up or down.

Interacting with Other Meeting Participants

The Microsoft Office Live Meeting client provides a number of ways that meeting participants can interact with each other. If you want to communicate privately with another meeting participant, you can use the chat feature. Or, if you want to ask the presenter a question, you can use the Question and Answer feature.

Using Chat

You can chat with other attendees or presenters during a meeting, such as when a presenter suggests a break-out session to discuss a specific issue.



Note

You cannot chat if the presenter has disabled or blocked chat.

► To chat with an attendee or presenter

1. In the **Attendees** pane, right-click the name of the attendee or presenter with whom you want to chat, and then click **Chat**.
2. Type your comment or question in the text box, and then click **Send**. The chat between you and the attendee appears in the box at the top.

Asking Questions

Use the Questions and Answers menu to communicate with the presenter during a presentation. You might want to clarify an issue in the presentation, or raise your hand to get the presenter's attention to take the floor and address all attendees.

► To ask a question

1. In the meeting client, click the **Q&A** menu.
2. Type your question in the **Q&A** text box, and then click **Ask**.
3. After you click **Ask**, the button name changes to **Edit**. When you receive a response, it will appear in the large box in the **Questions and Answers** box.

► To raise your hand

1. In the meeting client, click the **Q&A** menu.
2. In the **Q&A** box, click the **Raise your hand** icon.

Creating a Meeting

There are two methods for scheduling meetings in advance. You can use the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client, or you can use the online Microsoft Office Live Meeting Manager. You can also start instant, ad-hoc meetings using the **Meet Now** option. This section talks about the following tasks:

- Scheduling a meeting in advance

- Starting an instant **Meet Now** meeting



Note

To create meetings, you must have a Live Meeting service account. Your administrator will give you the account information you need to configure Live Meeting.

Scheduling a Meeting in Advance

With the Microsoft Office Live Meeting service, you can schedule meetings using the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client or the online Microsoft Office Live Meeting Manager.

► To configure the Conferencing Add-in for Outlook

1. Install the Conferencing Add-in for Outlook on your computer according to your administrator's instructions.
2. In your Outlook Calendar, click **Conferencing**, and then click **User Accounts**.
3. In the **User Accounts** dialog box, under **Live Meeting Service**, do one of the following:
 - In the **URL** text box, type the URL of your Internet portal.
 - or
 - In the **URL** text box, type the URL of your Live Meeting conference center. Then select the **I enter a user name and password to access my account** check box and, in the text boxes provided, type your logon information.
4. To verify your login information, click **Test Connection**.
5. Click **OK**.

► To schedule a meeting using the Conferencing Add-in for Outlook

1. In your Outlook calendar, click **Schedule a Live Meeting**.



Note

Some organizations subscribe to the Live Meeting service as well as host Live Meeting on Office Communications Server internally. If your account is configured to use both the Live Meeting service and Office Communications Server, a drop-down list will appear and you can select **Live Meeting service**.

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, click **Attendees/Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.
4. To choose the type of audio for your meeting, click **Meeting Options**, and then click **Audio**. Do one of the following:

10 Getting Started with Microsoft Office Live Meeting

- To allow participants to connect using a computer with a headset or microphone and speakers, click **Include computer audio conferencing**.
- If the meeting will involve many attendees and you want everyone to be muted for the duration of the meeting, except the presenter, click **Enable one-way Internet Audio Broadcasting**.
- To allow participants to dial in to a conference call, click **Include telephone conferencing**, and then fill in the remaining audio information.



Note

If you want to give attendees the option of using either a computer or a telephone to participate in the meeting, you can select both the **Include computer audio conferencing** and the **Include telephone conferencing** check boxes. When the meeting starts, one of the meeting presenters can connect the computer audio with the telephone conferencing audio so that all participants can hear one another; for instructions, see "Appendix C. Connecting Computer Audio and Telephone Conferencing."



To use Microsoft Office Live Meeting service to schedule a meeting

1. Open a Web browser and type the URL for your Microsoft Office Live Meeting service.
2. If necessary, enter your user ID and password.
3. Click **Login to Live Meeting**.
4. Under **Meet**, click **Schedule Meeting**.
5. In the **Attendees** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
6. In the **Presenters** text box, enter the e-mail addresses for people whom you want to be able to present in the meeting.
7. In the **Subject** text box, type a description of your meeting.
8. Adjust the **Start** and **End** dates and times as appropriate.
9. In the **Audio** drop-down box, choose the type of audio for your meeting. If you intend to use a telephone conferencing service, click **Meeting Options**, click **Audio**, and then enter the conferencing provider information. Click **OK**.
10. To set other meeting options, click **Meeting Options**. For details about each setting, at the top of the page, click **Help**.
11. When you are finished entering meeting details, do one of the following:
 - Click **Send Invitations** to save the meeting and send invitations to attendees.

**Note**

You can select **Send Invitations using your email client** so that you can copy and paste the meeting information into your own e-mail program, or you can select **Send Invitations using Live Meeting** to allow Live Meeting to automatically send the e-mails to invitees.

- Click **Save** to save the meeting so you can send invitations later.

Presenting in a Meeting

The Microsoft Office Live Meeting client has a streamlined design that puts the focus on the content you are presenting. There are many ways you can present content and several options that allow you to customize the meeting as needed. This section talks about the following tasks:

- Presenting content during the meeting
- Distributing handouts
- Using breakout rooms

Presenting Content During the Meeting

During meetings, presenters can show a prepared presentation, or they can create new pages from within the Microsoft Office Live Meeting client. You can import Microsoft Office PowerPoint® presentation graphics program documents (.ppt). You can also upload Microsoft Office documents, including Microsoft Office Word (.doc, .docx) and Microsoft Office Excel® (.xls, .xlsx) documents.

**To display a presentation or a document to attendees**

1. Click **Content**, click **Share**, and then click **Upload File (View Only)**.
2. Navigate to the file you want to add.
3. Click **Open**. The **Upload File (View Only)** dialog box appears, stating that files may be scanned for viruses. Click **Continue**.
4. Microsoft Office Live Meeting converts the file to the Live Meeting format and adds it to the Content list. The first file you upload automatically displays to the other meeting participants.

**Note**

After you add additional files to the Content list, you can display them in the meeting by clicking **Content**, and then clicking the file name. To navigate through a file, use the arrows at the bottom of the window, as shown in Figure 4 below. You can also use CTRL + up arrow and CTRL down arrow to navigate through the file.



Figure 4. Page up and page down arrows

- ▶ **To insert a page into a presentation that has already been added to the meeting**
 1. Click **Content**, click the presentation into which you want to add a page, and then click **Thumbnails**.
 2. In the **Thumbnails** pane, right-click the thumbnail directly above the point where you want to insert the page, click **Insert New Page**, and then click the type of page you want to add (**Whiteboard**, **Web Page**, **Text Page**, **Poll**, or **Screen Snapshot**.) The page is added below the insertion point you specified in the existing presentation.
- ▶ **To create a whiteboard**
 1. Click **Content**, click **Share**, and then click **Whiteboard**.
 2. When the **Whiteboard** opens, click the drawing and text tools at the bottom of the window to create content.
- ▶ **To create a text page**
 1. Click **Content**, click **Share**, and then click **Text Page**.
 2. When the text page opens, type your text.
- ▶ **To create a poll**
 1. Click **Content**, click **Share**, and then click **Poll Page**.
 2. In the **Create Poll** dialog box, type a question, and then type labels for each choice.
 3. Click **OK**.
- ▶ **To share a Web page**
 1. Click **Content**, click **Share**, and then click **Web Page**.
 2. In the **New Web Page** dialog box, type the URL for the Web page to which you want to point attendees.
 3. Click **Verify Web Page**. The **Web Page Check** dialog box appears. If the Web page displays correctly, click **Create Web Page**.
- ▶ **To share a snapshot of a portion of your screen**
 1. Click **Content**, click **Share**, and then click **Screen Snapshot**.
 2. Position the frame over the area of your screen that you want to share, and then click the camera icon. You can resize the frame as necessary.

Using Shared Notes

With the shared notes feature, you can take and save notes that you can also share with attendees during the meeting. You can also give attendees permission to add and save notes.

- ▶ **To add notes**

1. In the command bar, click the **Shared Notes** icon.
 2. In the text box, type your notes.
- ▶ **To save notes**
1. In the command bar, click the **Shared Notes** icon.
 2. Click the **save** icon.
 3. In the **Save As** dialog box, choose the location in which you would like to save the notes.
 4. Click **Save**.
- ▶ **To view shared notes**
- In the command bar, click the **Shared Notes** icon.
- ▶ **To give attendee permission a view, add, and save notes**
1. On the command bar, click **Attendees** to display the **Attendees** pane.
 2. On the **Attendees** pane, click the **More** icon, and select **Permissions**.
 3. On the **Attendee Permissions** dialog box, under the **Share Notes** area, select the appropriate permissions you want to give to attendees.

Distributing Handouts

As the presenter, you can upload handouts to the meeting for attendees to download. You can upload the handouts either before the meeting (recommended) or during the meeting. Live Meeting scans the file for viruses as the file is being uploaded.

- ▶ **To upload handouts to the meeting**
1. In the menu bar, click the **Handouts** icon.
 2. Click **Upload**. If you do not see the file you are looking for, use the **Files of Type** drop-down list to select the file type you want to add.
 3. Navigate to the file on your computer, and then click **Open**.
 4. Repeat the above steps for each file you want to add. When you are finished, close the **Handouts** dialog box.
- ▶ **To download handouts**
1. Click the **Handouts** icon.
 2. Click the file you want to download, and then click **Download**.
 3. Navigate to the location on your computer where you want to save the file.
 4. Click **OK**.

Managing Questions and Answers

Presenters can use the Q&A pane to review and respond to attendee questions. The Q&A pane identifies the person who asked the question and the time that the question was posted. You can

14 Getting Started with Microsoft Office Live Meeting

view, print, and save a log of all questions that have been asked during the meeting, along with any answers provided.

▶ **To display the Q&A pane**

- In the command bar, click **Q&A**. The **Q&A** pane appears with a list of all questions received from attendees.

▶ **To answer a question for all attendees**

1. In the **Q&A** pane, click the **Manage** tab.
2. Click the question that you want to answer.
3. In the answer box, enter your response, and then click **Reply to All**. The question appears with your answer in the **Q&A** pane of every meeting participant.

▶ **To answer a question privately**

1. In **Q&A** pane, click the **Manage** tab.
2. Click the question that you want to answer.
3. In the answer box, enter your response, and then click **Reply Privately**. The question appears with your answer in the **Q&A** pane of the person who asked the question.



Note

The question and answer also appear in the **Q&A** pane of any other presenters in the meeting

▶ **To give the floor to the person who asked the question**

1. In the **Q&A** pane, click the **Manage** tab.
2. Click the question that you want to answer.
3. On the menu bar, click **Give the Floor** to give the floor to the person who asked the question. The questions and answers will appear in the **Q&A** pane of every meeting participant.

▶ **To respond to someone who raised their hand**

1. In the **Q&A** pane, click the **Manage** tab.
2. If a hand icon is displayed next to the person's name, you can respond to the person by chatting with them or giving them the floor.

▶ **To view and save a log of question and answer activity**

1. In the **Q&A** pane, click the **Manage** tab, and then click the **View the Q&A Log** icon.
2. The meeting text log of all questions and answers will be displayed in a browser window. Using your browser commands, print or save the log.

Using Breakout Rooms

Breakout rooms are a feature of the Microsoft Office Live Meeting service. During a meeting, presenters can use breakout rooms to create separate meeting spaces. You can divide attendees among the rooms, either manually or automatically, and allow each group to meet separately. After the breakout sessions are over, you can bring everyone back to the main meeting.

► To set up breakout rooms

1. During the meeting, click **Attendees**, and then click **Rooms**.



Note

You may need to click the **More** button (>>) to see **Rooms**.

2. Specify the number of rooms you want to create.
3. If you chose **Manually Assign**, you can drag attendees to specific rooms. In the **Attendees** pane, click an attendee's name, and then drag the attendee's name to a room.
4. To activate the breakout rooms, in the **Attendees** pane, click **Start**. All attendees will see a transition page, and then they will move to their assigned rooms. Within the breakout room, attendees and presenters can perform the usual meeting tasks.
5. To send everyone back to the main room, you must first stop the breakout rooms. In the **Attendees** pane, click **Stop**.



Note

Optionally, you can clean up the breakout rooms and any content that was created by clicking **Options**, and then clicking **Delete Contents of All Breakout Rooms** or **Delete All Breakout Rooms**.

Starting an Instant Meet Now Meeting

You can start a meeting at any time without scheduling it in advance by using the **Meet Now** option. After you start the meeting, you can invite the other attendees.

Your account must be configured before you use the Meet Now feature for the first time. If you have not already configured your account, follow the steps below.

► To configure your account

1. Click **Start**.
2. Click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting 2007**.
3. On the **Welcome to Microsoft Office Live Meeting** page, if this is the first time you opened Office Live Meeting, the **User Accounts** dialog box will appear.



Note

If the **User Accounts** dialog box does not appear, you can open it by clicking the **Menu** button in the upper left, and then clicking **Open User Accounts**.

4. In the **User Accounts** dialog box, under **Live Meeting Service**, do one of the following:
 - In the **URL** text box, type the URL of your Internet portal.

or

 - In the **URL** text box, type the URL of your Live Meeting conference center. Then select the **I enter a user name and password to access my account** check box and, in the text boxes provided, type your logon information.
5. Click **Test Connection**.
6. Click **OK**.

► **To start an Instant Meet Now meeting**

1. Click **Start**.
2. Click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting 2007**.



Note

Depending on your organization, you may be able to choose whether to host your meeting on **Office Communications Server 2007** or the **Office Live Meeting** service. To select your preference, click the **Menu** button, click **Meet Now Account**, and then click **Office Communications Server 2007** or **Office Live Meeting 2007 service**.

3. On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now**. The meeting starts.
4. To invite participants to your **Meet Now** meeting, click **Attendees**.
5. In the **Attendees** pane, click **Invite**, and then click **By E-mail**.
6. In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
7. To send the invitation, click **Send**.

Recording a Meeting

Meeting organizers and presenters can enable recording for their meetings and allow you to save the recording to your Live Meeting service conference center or your computer.

► **To set your recording options**

1. Click **Recording**. If the recording pane contains both a **To My Computer** tab and a **To Service** tab, click one to specify where you want to save the recording.
2. Click **Options**.
3. In the **Personal Recording Options** dialog box, select all of the meeting options you want to record (including **Data**, **Voice**, **Video**, and **Panoramic Video**).
4. If you want to change the location where the recorded meeting is saved, next to the **Save To** text box, click **Change**, and then navigate to the folder where you want to save your recording.

▶ **To record a meeting**

1. In the **Recording** pane, click **Record**.
2. If the meeting uses computer audio, no further configuration is necessary. If the meeting uses telephone conferencing and you want to record audio but you have not yet joined the conference call, an **Audio Not Configured** dialog box appears. Select the **Configure audio** radio button, and then click **OK**. In the **Telephone Audio Recording Configuration** dialog box, in the **Dialing keys** text box, type the appropriate information, and then click **Configure**. When the message **Your meeting is now ready to record audio from (phone number)** message appears, click **Done**.



Note

When you use this method to connect to the conference call, there is an approximately one-minute delay before the meeting audio connects to the conference call and the audio begins recording.

3. To save your recording, click the **Stop** icon, select **Save Recording**, and then click **OK**.
4. 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**.

▶ **To view a recording that is saved to your computer**

1. Click the **Start** menu on your computer, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.
2. In the **Live Meeting Recording Manager** dialog box, under **Recent Recording**, right-click the recording name, and then click **Play**.

▶ **To view a recording that is saved to your Live Meeting conference center (To Service)**

1. Log on to **Live Meeting Manager**.
2. On the **My Home** page, under **View**, click **Recordings**.
3. Under **View recording**, in the **ID** and **Recording Key** boxes, enter the recording ID and the recording key, respectively. By default, the recording key is the same as the meeting key. If the meeting did not require a meeting key, then by default no recording key is required.

Appendix A. Features Not Available in the Web-Based Client

When you are using the Web-based client in Microsoft Office Live Meeting Service, there are some limitations. The features that are available in the Windows-based client, but not the Web-based client, are listed below.

- Computer audio
- Webcam and Microsoft RoundTable video
- Viewing audio status for attendees
- Docking menu panes
- Keyboard navigation and shortcuts
- Sharing a single application
- Using desktop sharing and frame sharing when running on Windows® (these features are available when running on Sun® Solaris™ or Apple® Macintosh®)
- Creating and sharing a screen snapshot
- Saving Shared Notes by using the Save icon
- High fidelity PowerPoint rendering and slide animation
- Controlling synchronized playback of multimedia content
- Uploading and deleting handouts (the Web-based client supports downloading handouts)
- Breakout room setup and management (breakout rooms are supported, but setup and management must be done using a Windows-based client)
- Personal recording
- Localized user interface (only English is available)

Appendix B. Microsoft Office Live Meeting Web Access Software Requirements

To run Live Meeting Web Access, your computer must meet the minimum requirements listed in the table below. These are minimum system requirements that have been tested and are supported. Live Meeting Web Access requires a Java™ Virtual Machine (JVM™) to be installed and running. Live Meeting Web Access may load and run correctly on other operating system, browser, and Java™ Virtual Machine combinations, but other combinations are not supported.

Browser	Operating System	Java Virtual Machines
Internet Explorer® 6.0 with SP2	Windows XP SP2	Microsoft Java Virtual Machine (JVM) 1.1, Sun® 1.5.11, 1.6.x
Internet Explorer 7	Windows XP SP2	Sun® 1.5.11, 1.6.x
Internet Explorer® 6.0 with SP1	Windows XP SP1a	Microsoft® JVM 1.1, Sun® 1.5.11, 1.6.x
Internet Explorer 6.0 with SP1	Windows 2000 SP4	Microsoft JVM 1.1, Sun® 1.5.11, 1.6.x
Internet Explorer 6.0 with SP1	Windows 98 SE	Microsoft JVM 1.1, Sun® 1.5.11, 1.6.x
Internet Explorer 7	Windows Vista	Sun® 1.6.x
Firefox 2.0	Windows XP SP2	Sun® 1.5.11, 1.6.x
Safari 2.0™	MAC OS® X V10.4	Apple® Java™ 1.4.2
Safari 1.3™	MAC OS® X V10.3	Apple® Java™ 1.4.2
Mozilla 1.7	Solaris 10™	Sun® 1.5.11, 1.6.x

The following additional software is required:

- Microsoft Office PowerPoint® 2000 presentation graphics program or later, or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations.
- Adobe® Flash® Player version 9 or higher to view multi-media data content slides.
- To view slides with audio or video content in the meeting:
 - Windows Media® technologies player, version 9 or 10 (version is checked when the meeting client starts) to view Windows Media content in the meeting.
 - Apple® QuickTime® player and the Windows and the Windows Media Components for QuickTime by Flip4Mac™ on the Apple® Macintosh® platform.
 - Windows Media Player Firefox Plugin when using Firefox on Windows XP.

Appendix C. Connecting Computer Audio and Telephone Conferencing

With the Microsoft Office Live Meeting service, the meeting organizer can set up a meeting to use both computer audio and telephone conferencing. The meeting organizer must choose both **Include computer audio conferencing** and **Include telephone conferencing** when scheduling the meeting. Then, when the meeting starts, any presenter can connect the audio so that computer users and telephone conferencing users can hear one another.

After the meeting starts, any presenter can perform the following steps to connect the audio.

► **To connect computer audio and telephone conferencing during a meeting**

1. Join the meeting.
2. If you are automatically connected to computer audio, click **Voice & Video**. In the **Voice & Video** pane, click the down arrow next to the phone icon, and then click **End computer call and connect with my phone**.



Note

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**.

3. In the **Enable Call Controls** dialog box, if you want to activate the telephone conference, select the **Leader** button, type the leader code, and then click **Join**. If the telephone conference is already activated, select the **Participant** button, and then click **Join**. The conferencing service will call you.
4. In the **Voice & Video** pane, click the More (>>) button if necessary, click **Options**, and then click **Connect Telephone and Computer Audio**.
5. In the **Dialing keys** text box, type the participant code, along with any necessary pauses and additional characters. A one-second pause is represented by a “p.” For example, entering **ppppp123456#ppppp#** does the following:
 - Pauses for 5 seconds after the conference center telephone number is dialed.
 - Sends the participant code 123456 and a pound sign (#).
 - Pauses 5 more seconds (for example to allow a user to speak his or her name) and then sends another pound sign (#).
6. Click **Connect**.