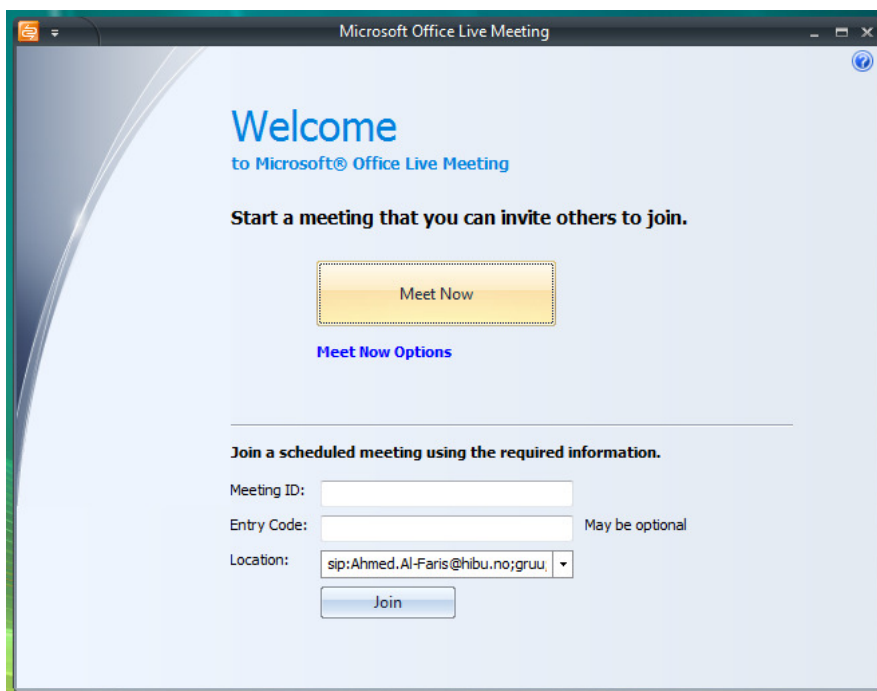


Microsoft Office Live Meeting Client.



Getting Started User Guide.



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Introduction

The Buskerud Collage University (HiBu) is deploying two new pieces of software that enables you to communicate and collaborate in real time with your colleagues.

1. **Microsoft Office Communicator** is an instant messaging tool that integrates into Microsoft Outlook. You can instantly see who else is online and start chatting to them via audio, text, share Desktop, share files or make video calls.
2. **Microsoft Live Meeting** enables you to hold meetings online. As well as communicating via text, audio and video, you can share, present and distribute documents, and record you meetings for future play back.

As part of the deployment to Windows computers, these tools (Microsoft Office Live Meeting client software, Microsoft Office Outlook Conferencing Add-in and Microsoft Office Communicator 2007 R2) are automatically distributed to your desktop. These three technologies, along with a Getting Started section are detailed below.

Note – This deployment does not extend to MAC computers. To add some of these functions to Macs', Microsoft MAC Messenger will be needed.

Getting Started

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.

To start an ad-hoc Meet Now meeting

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, 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**.

Joining 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.

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.

To join a meeting, do one of the following:

- In your e-mail Inbox, open the meeting invitation.
- In your calendar, open the meeting item.

In the e-mail invitation or the calendar item, click the **Join the meeting** link, Microsoft Office Live Meeting automatically opens and joins you to the meeting.

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

Starting Voice and Video

You can communicate with the other attendees through your computer. You can also connect a Web camera to your computer so that other attendees can see you.

Tip - To ensure that your speakers and camera 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 Web camera.

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**.

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 Web camera 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 Web camera icon, and then click **Show Video Panorama**.

To send your video

- If you want to use a Web camera to send your video, follow the instructions provided with your Web camera for connecting it to your computer and request IT Services to install the web cameras drivers. Then click **Voice & Video**. In the **Voice & Video** pane, click the Web camera icon, and then click **Start My Video**.

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.

To adjust the volume of your speakers or microphone

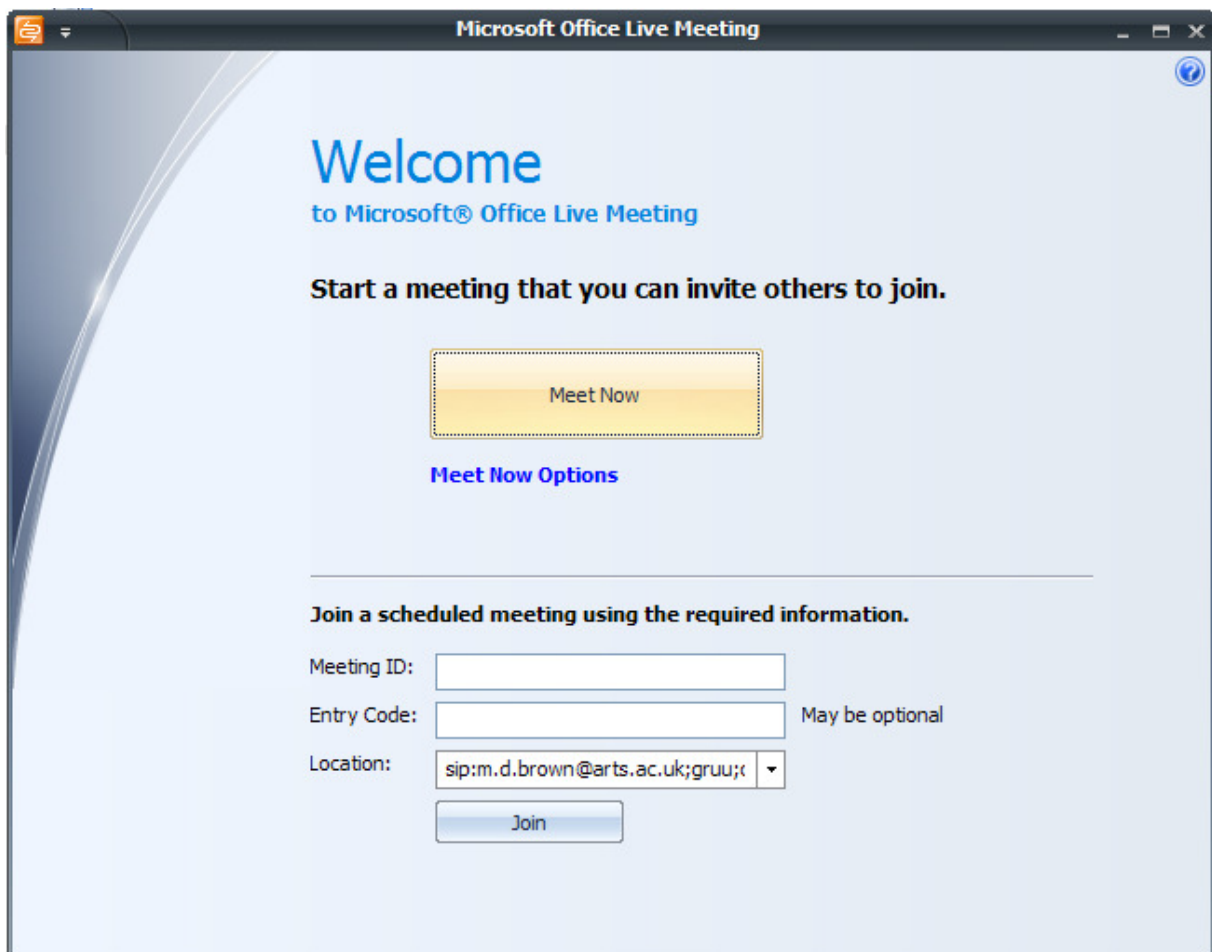
- To mute the speakers or microphone, in the menu bar, click the **Mute Microphone** button or the **Mute Speakers** button.

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.
- To show your video, in the menu bar, click the webcam icon.

Using the Microsoft Office Live Meeting Client

You can open the Microsoft Office Live Meeting client by clicking **Start → All Programs → Microsoft Office Live Meeting 2007 → Microsoft Office Live Meeting 2007**.

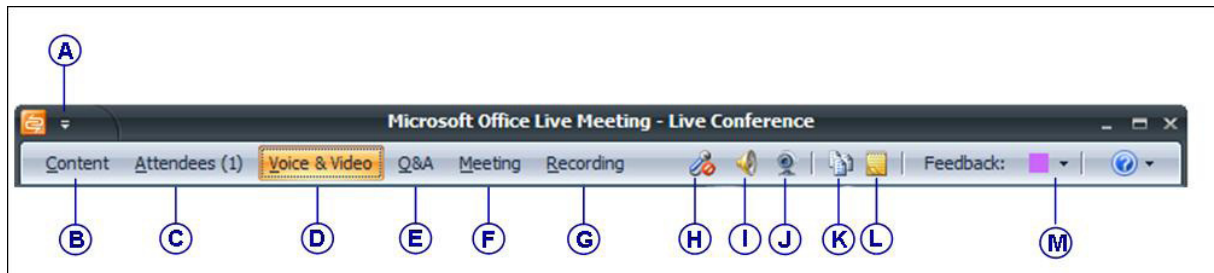


The topmost element in the Office Live Meeting client window is the Menu Bar. You can personalize the main page as all the menu items in the meeting client are moveable panes. You can click a menu item, and then drag the title bar anywhere on your screen. For example, to

open the **Attendees** pane, click **Attendees**, and then drag the title bar to the middle of the Live Meeting client window.

The image 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** Web Camera icon. Click to start or stop 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.

Presenting Content during the Meeting

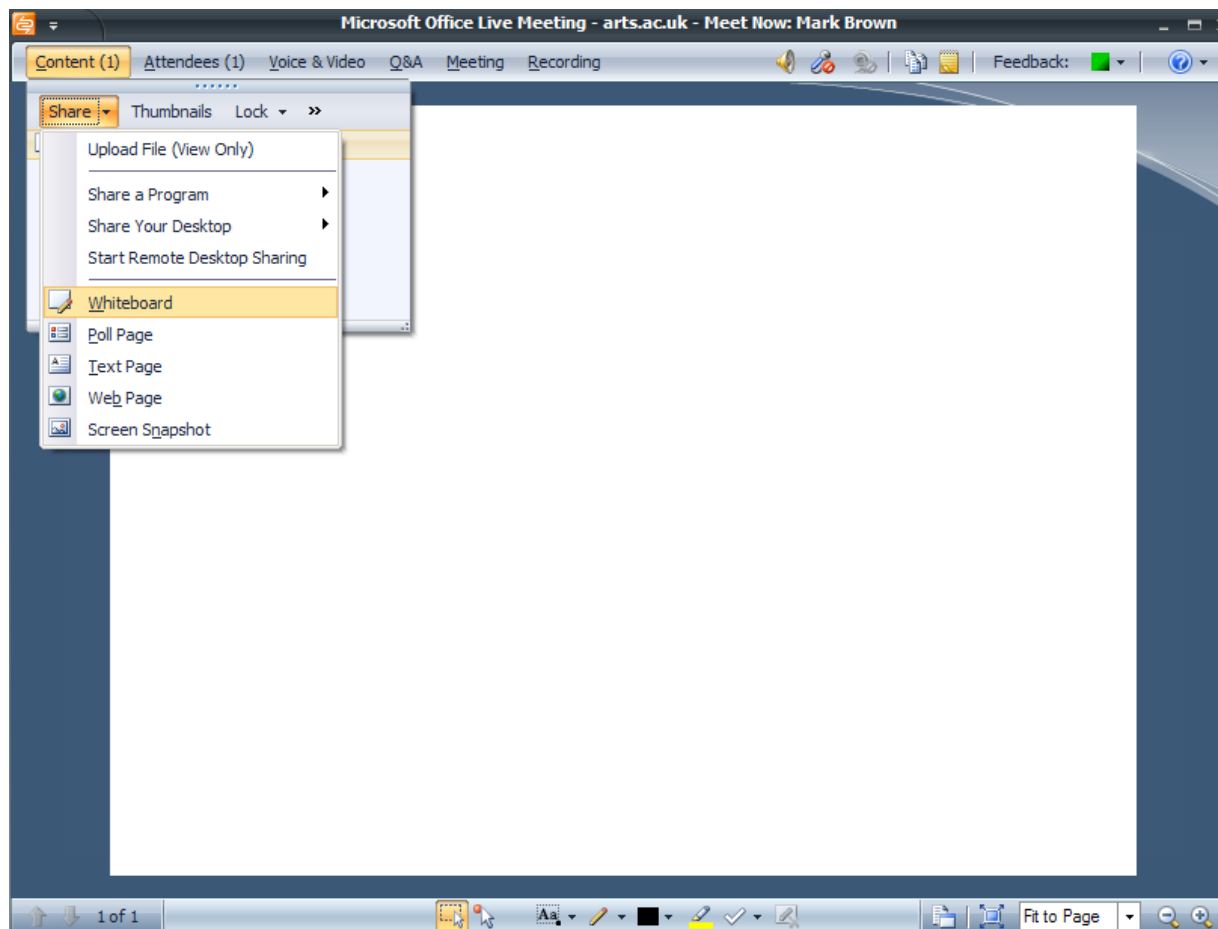
During meetings, presenters can show a prepared presentation, or they can create new presentation pages from within the Microsoft Office Live Meeting client. You can upload Microsoft Office PowerPoint presentation graphics program documents (.ppt). You can also upload Microsoft Office documents, including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

To display a presentation or a document to attendees

1. Click **Content**, **Share**, **Upload File (View Only)**.
2. Navigate to the file you want to add.
3. Click **Open**. The **Upload File (View Only)** dialog box appears. Click **Continue**.
4. Microsoft Office Live Meeting converts the file to the Live Meeting format and adds it to the Content list.
5. After you add a file to the Content list, you can display it in the meeting by clicking **Content**, and then clicking the file name. To navigate through the file, use the arrows at the bottom of the window. You can also use *CTRL + up arrow* and *CTRL + down arrow* to navigate through the file.

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 select 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

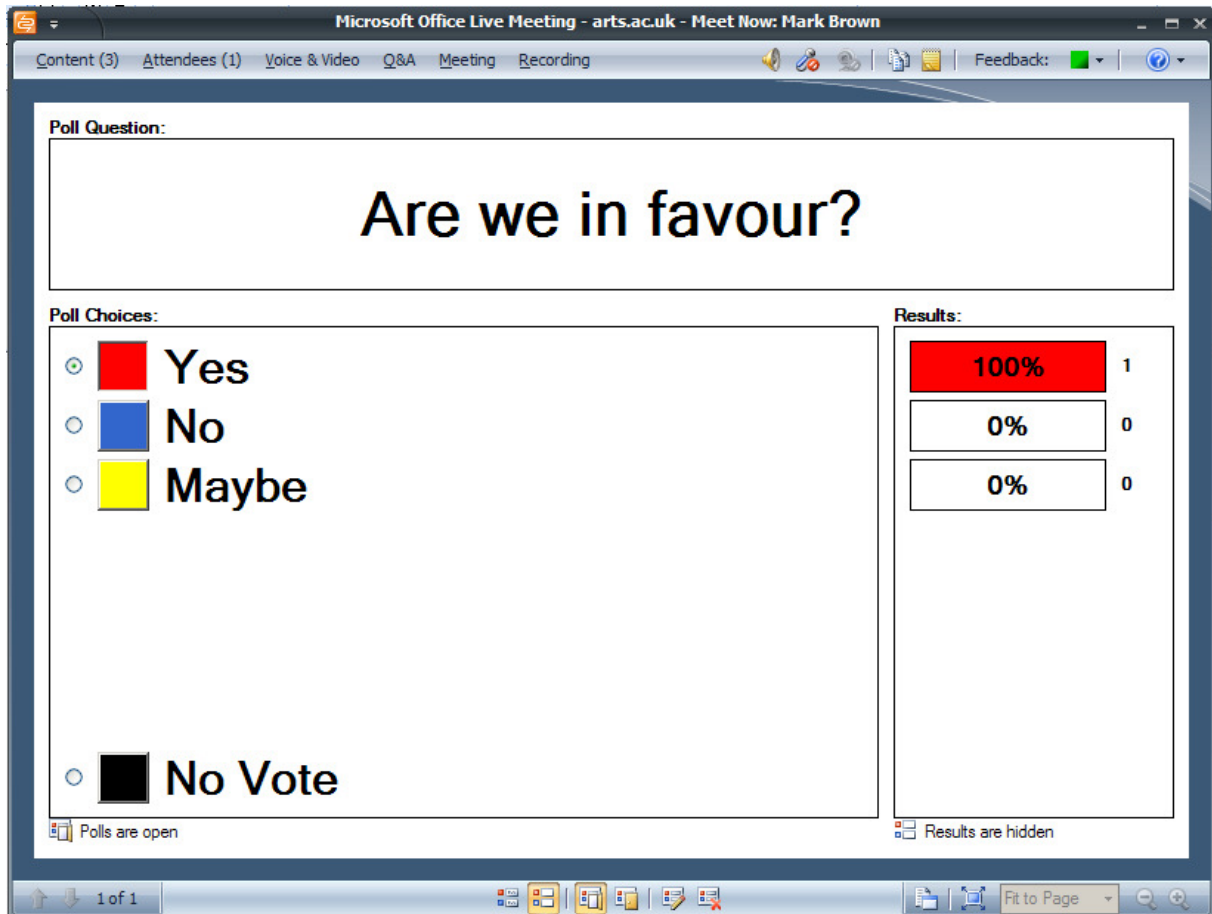
1. Click on **Content, Share, Whiteboard**.
2. When the **Whiteboard** opens, click the drawing and text tools at the bottom of the window to create content.

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**.

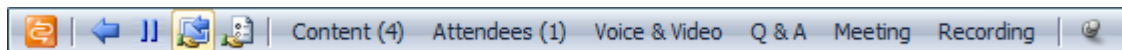
To share a snapshot of a portion of your screen

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.

This section talks about sharing your desktop. During sessions, a support person can request desktop sharing and then take control of a participant's desktop

To share your Desktop

1. Click **Content**, **Share**, **Share Your Desktop**, **All**.
2. Click the Give Control icon (below) to give the support person permissions to your desktop.



3. To end control, click the **Arrow icon**.

Distributing Handouts

As the presenter, you can upload handouts to the meeting for participants to download. You can upload the handouts either before the meeting (recommended) or during the meeting.

To upload handouts to the meeting

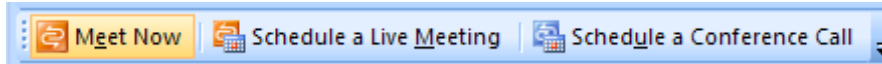
1. In the menu bar, click the **Handouts** button.
2. Click **Upload**.
3. Navigate to the file on your computer, and then click **Open**.
4. Repeat the above steps for each file you want to add. When you are finished, close the **Handouts** dialog box.

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**.

Using Microsoft Office Live Outlook Conferencing Add-in

You can access Live Meeting via Outlook and the Conferencing Add-in which will appear on your Outlook Toolbar.



Scheduling a Meeting in Advance

You can schedule meetings using the Conferencing Add-in for Microsoft Office Outlook messaging and collaboration client.

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

1. In your Outlook calendar, click **Schedule a Live Meeting**.
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. Click **Audio**.
5. Enable participants to connect using a computer with a headset or microphone and speakers, click **Connect to the meeting using computer audio**.

Using Live Meeting from Office Communicator

During a Microsoft Office Communicator conference, participants may decide that in addition to audio and video conferencing, they also want to view the same file or share an application so that they can work collaboratively in real time. By “escalating” the Communicator conference to Live Meeting, Communicator participants can use Live Meeting’s file and application sharing features without having to leave the conference and create a new Live Meeting session.

Any participant in a Communicator conference can escalate the conference to Live Meeting. When a participant escalates the conference, a new Live Meeting session starts and all participants automatically join the new Live Meeting session.

To escalate a Communicator conference to Live Meeting

1. From an existing Communicator instant messaging session or conference, in the upper right of the conversation window, click the **View more options** drop-down arrow.
2. Click **Share Information Using Live Meeting**.

