

What if you could conduct a meeting with people across the country without ever leaving your desk?

Imagine if you could launch a new product around the globe in one day? Train new hires or hold an all hands meeting simultaneously in every one of your offices? You can do all this and more, in groups of two or 1,250 with Microsoft® Office Live Meeting.

Live Meeting is a hosted web conferencing service that allows you to communicate and collaborate with anyone, anywhere with just a PC, an internet connection, and a telephone. Live Meeting offers the flexibility to choose the level of service matched to your needs. Choose from either the Standard Edition or Professional Edition.

Standard Edition

A powerful web conferencing service that offers outstanding functionality and a clear upgrade path.

- + **Presentation tools**
A powerful set of real-time interactive presentation and collaboration tools provide the ability to create and manage content and create a rich interactive environment.
- + **Attendance Reporting**
Access complete reports to show you attendance and information for each session you've scheduled, as well as individual responses to polls taken.
- + **Application and Desktop Sharing**
Show any application or document on your computer (or the entire desktop) to remote users. Give demonstrations of software products and applications quickly and conveniently.
- + **Scheduled and Ad-Hoc Meetings**
Schedule meetings in advance or conduct ad-hoc meetings on the fly, and send email invitations to your remote participants with the meeting details and audio information required to attend.

Professional Edition

A robust web conferencing service that provides advanced functionality to enhance the experience and flexibility of online meetings. Includes all the features of the Presenter Edition plus:

- + **Application and Desktop Sharing Remote Control**
In addition to showing any application (or the entire desktop) to your audience, pass control to any of the remote participants.



- + Printing and Handouts
With the click of a button, attendees can be given permission to download or print a PDF version of your presentation materials.
- + Live Meeting Replay
Capture everything in your meeting. Audio is also recorded and synchronized with the visuals, then published as a streaming media file for on-demand playback .

Component	Requirement
Windows-based Meeting Console	Microsoft® Windows® 2000 SP4, XP SP2 and SP 1a, Windows Server 2003 Microsoft Internet Explorer 6.0 SP1 or Netscape 7.2
Web-based Meeting Console	PC Users <ul style="list-style-type: none"> • Microsoft® Windows® 98SE, Windows 2000, XP SP2 and SP 1a, Windows Server 2003 • Microsoft Internet Explorer v6.0 with Microsoft JVM (5.0.0.3810), Microsoft Internet Explorer v6.0 SP1 with Sun JVM 1.4.2, or Netscape 7.2 with Sun JVM 1.4.2 Mac Users <ul style="list-style-type: none"> • Mac OSX 3 • Safari 1.2 with JVM 1.4.2 Solaris Users <ul style="list-style-type: none"> • Solaris 9 • Netscape 7.0 with Sun JVM 1.4.2, or Mozilla 1.4 with Sun JVM 1.4.2
Bandwidth, and display requirements	56 Kbps or better Presenter: 1024 x 768 pixels or higher required Attendee: 800 x 600 pixels or higher required (1024 x 768 or higher recommended)
Recording playback	Microsoft Windows Media Player v9 or higher 128 Kbps or faster