

Microsoft® Office Live Meeting User Guide

This guide contains the basics for starting and moderating a Live Meeting web conference. It is intended to ensure you have everything you need to conduct your first Live Meeting.

If you need additional assistance getting started, or if you do not have an account, please contact ConferencePlus™ at **1 877 748 7283**.

3 Ways to Launch Your Web Conference

- + **Presenter Invitation.** A link to your Live Meeting conference is included on your presenter invitation. Simply click on this link and it will open your browser and launch the ConferencePlus Meeting Center page. In the Meeting Center, just accept the terms and conditions and click on “Start”. Your Live Meeting will launch and you are ready to go!
- + **MyAccount Dashboard.** If you have access to MyAccount Dashboard you can launch your stand alone Live Meeting conferences, or those that are associated with a ConferenceAnytime™ subscription or a ConferencePasscode™ call. Simply login to your MyAccount Dashboard at <http://www.conferenceplus-saw.com> and click on the “Start Web” icon associated with the desired conference and your Live Meeting conference will be launched.
- + **Meeting Center.** You may launch your Live Meeting conference from the ConferencePlus Meeting Center.
 - Go to <http://www.conferenceplus-saw.com>
 - In the *Meeting Center* box, click on Moderator/Host. You will be taken to a Moderator Sign-In page.
 - Enter your Dial-In Number (be sure to use the xxx-xxx-xxxx format), Passcode and Moderator Code and click on the “Sign In” button. This will take you to the *Start a Conference* page.
 - In the *Start WebPlus* box, accept the terms and conditions and click on “Start”. Your Live Meeting conference will be launched.

Presenter Controls

After you have successfully logged in you can begin your web conference. At the top of the conference window is a toolbar with options to conduct and manage your web conference. The options are below with a listing of what is available in the drop down menu.

File. Print to PDF, Exit and End Session, Exit

Edit. Undo, Cut, Copy, Paste, Delete, Select All, Move Up, Move Down

View. Full Screen Mode, Fit to Window, Zoom, Zoom In, Zoom Out, Hide Thumbnails, Hide Panes, Restore Default Layout, Panels, Toolbars, Next Pane, Meeting Information, Previous, Next, Last Viewed, First, Last, Go To, Automatic Cycling

Share. Share Document to View, Share Document to Edit, Share Application, Whiteboard, Web, Text, Poll, Snapshot, Into Thumbnails

Tools. Review Resource, Rename Resource, Manage Resources, Create a Blank Resource, Annotations, Polling, Recording, Start Remote Desktop Sharing, Request Control, Question Manager, User Preference

Attendees. Attendee Permissions, Make Presenter, Make the Active Presenter, Remove this person from the Meeting, Send E-mail Invite, Chat, Block Chat, Unblock Chat, Send Email, Arrange By, Change my Mood, Lock Meeting, Meeting Lobby

Audio. Mute my Phone, Unmute my Phone, Mute Selected Person's Phone, Unmute Selected Person's Phone, Mute Everyone except Me, Unmute Everyone, Join Conference Call, Hang up Conference Call, Enable Conference Call Controls, Join Conference Settings, Call Someone, Listen to Internet Audio Broadcast, Stop Listening to Internet Audio Broadcast, Start Internet Audio Broadcast, Stop Internet Audio Broadcast, Internet Audio Broadcast Settings

Help. Microsoft Office Live Meeting Help, Getting Started, Live Meeting Add-Ins, Contact Us, About Microsoft Office Live Meeting

Panel Options

Audio Information. Floating panel that identifies the audio conference dial in information when initially logging into the meeting.

Resources. Select preloaded presentations or open applications on your desktop to share.

Now Presenting. Identifies who is the active presenter.

Attendees. Identifies who is in the meeting. Find a participant by name and e-mail invitations to attendees or presenters. Chat with an attendee or presenter.

To Import a Presentation

Before you begin your meeting, import the presentations that you want to use.

- + On the *Share* menu, click *Share Document to View*, or click the *Import a Document* button on the toolbar.
- + Locate the PPT file (PowerPoint presentation) that you want to import, and then click *Open*. If you import a PPT file, the process automatically converts it for use with Microsoft Office Live Meeting, creating a PWP file. A message appears telling you when the presentation is imported. If you are the only presenter in the meeting, the imported presentation is automatically loaded into the meeting. If another presenter is in the meeting, the presentation is not loaded, so as not to disrupt a presentation in progress, but is available when you choose a presentation.
- + Click *Done*.

Choosing a Presentation

Note: Before you can choose a presentation, you must import it to the meeting. All imported presentations appear in the Resources panel.

- + In the *Resources* panel, click presentation you want to use in the console. A thumbnail strip will appear with all slides and the first slide will display in the console.
- + In the list of presentations, click the one that you want to use in the Console, and then click the *Load* button. The presentation slides appear in the Presentation panel.

Selecting and Showing Slides

You can select and shows slides by using the following methods.

Thumbnail Panel. After choosing a presentation and loading it into the console click the slide that you want to show.

Toolbar. On the toolbar, click the *Previous* and *Next* arrows to show different slides.

Sharing

In addition to sharing a whiteboard, web, text, poll or snapshot slides, you can use the sharing frame to only share the contents that appear within the Sharing frame, you can share one application, or share your entire desktop.

- + Use the Sharing frame to project a continual view of everything that appears on your computer within the Sharing frame to the participants.
- + Share an application to show the use of an application on your computer.
- + Share your desktop to show everything that you see on your computer, including multiple applications and Windows controls.

If you choose to share in any of these ways, you can also give sharing control to a participant. If you let a participant take sharing control of your desktop, he or she shares the use of items on your desktop, including your operating system.

Note: The ability to share control to a participant is dependent on the privilege assigned when the conference was scheduled. If the privilege to give control is not allowed, then the *Share Control* button is not available.

When you work with Sharing slides, you use the Sharing window to indicate if you want to share the contents within the Sharing frame, share an application, or share the desktop. You also use this window to select color options for sharing.

Note: If you will be sharing high resolution graphics, you will need to change the color options. To do this, click on *Options* in the *Sharing Setup* window and select *High Color (16 bit)* or *True Color (24 bit)*.

Sharing Within the Sharing Frame

When you use the Sharing frame, you show everything that appears within the Sharing frame to the participants. If you give sharing control to a participant, he or she can use the applications that appear within the Sharing frame.

Tip: You might want to suggest to participants that they hide all of the Microsoft Office Live Meeting panels while you are sharing. This creates a larger slide display area for participants to see the information that you project. To hide panels, click *Hide Panels* on the *View* menu or press *Ctrl+H*. To later show all panels, click *Show Panels* on the *View* menu.

Using the Sharing Frame

- + In the Presentation pane, click the slide that you want to insert the new slide after.
- + On the *Share* menu, click *Share Document to View*, *Share Document to Edit*, or *Share Application*. Or click the *Application* button on the *Share* toolbar.
- + In the Sharing Setup window click *The Sharing Frame*, and then click *OK*. The Sharing frame appears.
- + (Optional) Minimize or move the console so it is out of the way of the Sharing frame. This helps prevent you from accidentally projecting a view of the console that could confuse your audience.

- + Drag the frame so that it overlays the information that you want to share, and then size the frame by dragging a corner of it, so that the contents are enclosed within the frame borders. For example, if you want to show the contents of a spreadsheet, navigate to the spreadsheet and size the frame to overlay the information that you want to show to participants.
- + To start showing the contents to participants, click the *Start* button on the frame. The participants see everything within the frame, including if you move your cursor or add new information. To pause the sharing, click the *Pause* button on the frame. Click the *Start* button on the frame to resume sharing.
- + To let a participant take control of the sharing, click the *Share Control* button, select the person's name from the list that appears, and then click *Select*. To retake control, click on the *Share Control* button again. The arrow will move from pointing to the left to pointing to the right. This indicates that control has moved back to you.
- + To stop sharing, click the *End Application Sharing and Return to Console* button on the left toolbar. (The button looks like an arrow pointing to the left.)

Sharing an Application

When you share an application with the audience, they can see all of your movements and actions within that application. If you give a participant sharing control of the application, he or she can use the application.

- + On the *Share* menu, click *Share Document to View*, *Share Document to Edit*, or *Share Application*. Or click the *Application* button on the *Share* toolbar.
- + Select the application from the list in the window. If the application doesn't appear in the list, navigate to it on your computer and open it - then return to the Sharing Setup window and select the application. (You might need to close the Sharing Setup window.) Click *OK* and your participants will see the application.
- + The participants see everything that occurs within the application, but they do not see any other items or application on your computer. To pause the sharing, click the *Pause* button. Click the *Start* button to resume sharing.
- + To let a participant take control of the sharing, click the *Share Control* button, select the person's name from the list that appears, and then click *Select*. To retake control, click on the *Share Control* button again. The arrow will move from pointing to the left to pointing to the right. This indicates that control has moved back to you.
- + To stop sharing, click the *End Application Sharing and Return to Console* button on the left toolbar. (The button looks like an arrow pointing to the left.)

Sharing Your Desktop

When you share your desktop, participants can see everything that you see on your computer. If you give sharing control to a participant, he or she can control all of the applications on your computer, including operating system tools, such as Windows Explorer.

To Share Your Desktop

- + On the *Share* menu, click *Share Document to View*, *Share Document to Edit*, or *Share Application*. Or click the *Application* button on the *Share* toolbar.
- + Select *Desktop*, and then click *OK*.

- + The participants see everything that you see on your computer, including the movement of your mouse. To pause the sharing, click the *Pause* button. Click the *Start* button to resume sharing.
- + To let a participant take control of the sharing, click the *Share Control* button, select the person's name from the list that appears, and then click *Select*. To retake control, click on the *Share Control* button again. The arrow will move from pointing to the left to pointing to the right. This indicates that control has moved back to you.
- + To stop sharing, click the *End Application Sharing and Return to Console* button on the left toolbar. (The button looks like an arrow pointing to the left.)

This guide should provide you with all the basics for getting started with Live Meeting. If you have any questions, or would like to arrange for training, please contact ConferencePlus at **1 877 748 7283**.

simplify

ConferencePlus believes that conferencing should not only change the way you do business – it should improve your business processes by increasing productivity and simplifying your business day. We are dedicated to making you and your organization look good by providing audio, web and videoconferencing services that help you maximize every meeting opportunity – anywhere, at any time. Our goal is to ensure that each event is a productive, positive, “no surprises” experience.