

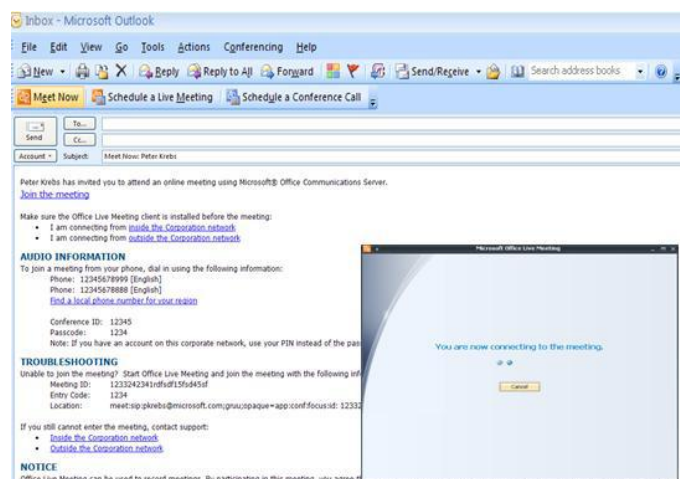
Microsoft Office Live Meeting Client Quick Reference Card

This quick reference card provides the basic steps for using Microsoft® Office Live Meeting with Microsoft® Office Communications Server 2007 R2.

Start a Meet Now meeting

On the Conferencing menu or on the Outlook toolbar, click **Meet Now**.

1. Microsoft Office Live Meeting automatically opens and joins you to the Meet Now meeting. If you do not have the client installed on your computer, you will be prompted to install it.
2. When the meeting client opens, a meeting request will open in Microsoft® Office Outlook®. In the To box, type the name or e-mail addresses of the people you want to invite.
3. To send the invitation, click **Send**.



Schedule a conference call with Dial-in Conferencing

With the recent version of the Conferencing Add-in for Microsoft® Office Outlook®, you can schedule a conference call and join the call by using Dial-in Conferencing. Dial-in Conferencing is a new audio option for audio conferences that are hosted on Office Communications Server 2007 R2. The dial-in option provides a cost-efficient replacement for your company's conferencing provider service. It also allows conference call attendees to join a Communicator conference call or a Live Meeting that uses Dial-in Conferencing for the audio by calling in from a phone or mobile device. The dial-in

option can be used for scheduled Communicator conference calls or Live Meeting. With Dial-in Conferencing, members and non-members of your corporate network can join a conference call without the need for a conferencing provider.

1. On the Conferencing menu, select **Schedule a Conference Call**.
2. On the **Meeting** tab, in the **Subject** line, type your meeting subject. On the To line, enter the e-mail addresses for your invitees, separating each address with a semicolon.
3. To designate leaders, click **Leaders**, select the leaders, click **Add** to move them to the Leaders list, and then click **OK**.
4. To use dial-in conferencing for your audio, click **Audio**, and then click **Use computer audio or dial in from any phone**. Then, select the type of Conference Bridge that you want to use:
 - If you want all your conferences to use the same dial-in information, click **Use my assigned conference ID** for each conference.
 - If you want all your conferences to use unique dial-in information, click **Use a new conference ID** for each conference. Choose **Invite Anyone** to allow anyone to join the meeting.
 - Optionally, select the **Require a passcode** to join the conference check box. With this option, meeting participants that do not have a PIN are required to enter a conference ID and passcode to join the conference call.



- From the list, select the region for the local phone numbers, and then click **OK**.
- When the meeting invitation is as you want it, on the **Standard** toolbar, click **Send**.

Join a Conference Call that Uses Dial-in Conferencing

If you are attending a Microsoft® Office Communicator conference call or a Live Meeting that uses Dial-in Conferencing for the audio, you will need the following access information to dial in from your phone:

- Conference dial-in number
- Conference ID
- Passcode, if one is required

To join as a conference Leader, Presenter, or authenticated caller you will also need:

- Your personal identification number (PIN)

Note: For more information on how to set up your PIN see the Dial-In Conferencing Quick Reference Card.

- Your telephone extension number

Peter Krebs has invited you to a conference call: [Join using Communicator](#)

If you don't have Microsoft® Office Communicator installed: [Join using a Web browser](#)

AUDIO INFORMATION

To join a conference from your phone, dial in using the following information:

Phone: 12345678900 [English, Portuguese, Chinese, French, Spanish]

Phone: 12345678990 [French, English, Spanish]

Phone: 12345678999 [Chinese, Korean, English]

[Find a local phone number for your region](#)

Conference ID: 12345

Passcode: Passcode is not required.

Note: If you have an account on this corporate network, use your PIN to join. [Have you set your PIN?](#)

TROUBLESHOOTING

Unable to join the conference call? Copy and paste this link into your Internet browser:

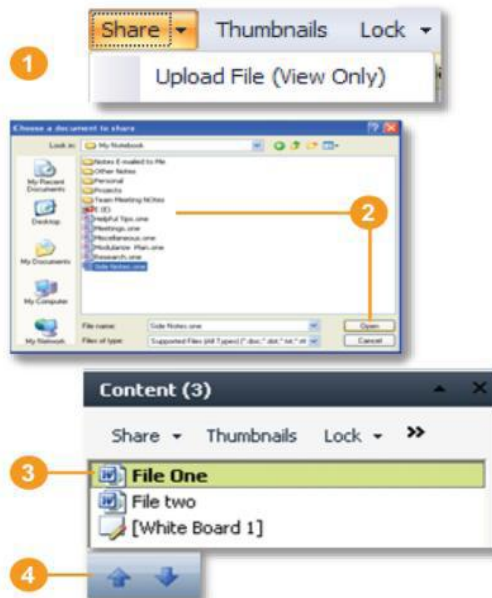
conf:sip:pkrebs@contoso.com?app=app:conf&focusid=3814482809434ED0958CFD66095780F93F&conversation-id=daa84f053ca446699c5afic30360c4r48

If you received an e-mail invitation to a Communicator conference call or a Live Meeting that uses Dial-in Conferencing, the audio information is included in the invitation under **Audio Information**.

Import Content

Meeting presenters can import multiple file types into Live Meeting (for example, Microsoft® Office PowerPoint®, Word, Excel®, and video).

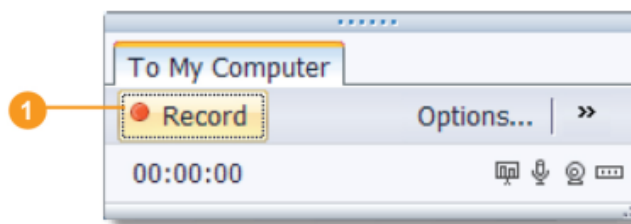
- In the meeting client, click the **Content** pane, click **Share**, and then click **Upload File (View Only)**.
- In the **Choose a document to share** dialog box, select a file to import, and then click **Open** to import the file.
- To present the file, from the **Content** pane, select the file that you want to present.
- To go through the slides, click the **Previous** or **Next** icon located in the lower-left side of the meeting client.



Record Your Meeting

Before recording your meeting, click **Options** to access the **Personal Recording Options** dialog box, and choose where you want to save your recording and what you want to record.

- To record your meeting, in the **Recording** pane, click **Record**.
- To save your recording, click the **Stop** icon, and choose **Save Recording**.
- To check the status of your recording, click **Start**, click **All Programs**, click **Microsoft Office Live Meeting**, and then click **Microsoft Office Live Meeting Recording Manager**.



Show and Share Applications

Live Meeting provides several ways to share applications. When sharing the Desktop or Selected Area, the applications to be shared must be open.

- To share an application in the meeting client, click the **Content** pane, click **Share**, click **Share a Program**, and then select a program to share.
- To give control of the application to a participant, click the **Share Control** icon.
- In the **Give Control** dialog box, select a participant's name, click **OK**, and then, in the **Give Control** dialog box, click **Yes**.
- To take control, the attendee clicks **OK** in the Microsoft Office Live Meeting dialog box.
- Click the **Share Control** icon to continue sharing and take control back from the participant, or choose another participant with whom to share control.
- Click the **End sharing** and return to Live Meeting icon to finish sharing and return to the presenter meeting client.

Tip: To share your entire desktop or a selected area on your computer, in the **Content** pane, click **Share**, click **Share Your Desktop**, and then select **All** to share your entire desktop, or select **Selected Area** to share a selected area on your computer.

Ask and Answer Questions

The presenter can enable questions and answers by clicking the **More** icon in the **Attendees** pane, clicking **Permissions**, and then in the **Attendee Permission** dialog box, selecting **Ask questions**. Attendees can ask only one question at a time. When the presenter has answered your question, you can then type another question. You can also edit the question that you asked by clicking **Edit**. Or, you can delete your question by clicking the **Retract Your Question** icon.

To ask a question

1. In the meeting client, click the **Q&A** menu.
2. Type your question in the **Q&A** text box.
3. Click **Ask**.

To answer questions

1. Click the **Q&A** menu, and then click the **Manage** tab.
2. On the **Manage** tab, a list of all questions received from attendees is displayed. Click the question that you want to answer.
3. In the **Answer** text box, type your response, and then click **Reply to All** or **Reply Privately**. Or you can **Chat** or **Give the Floor** to the person who asked the question.

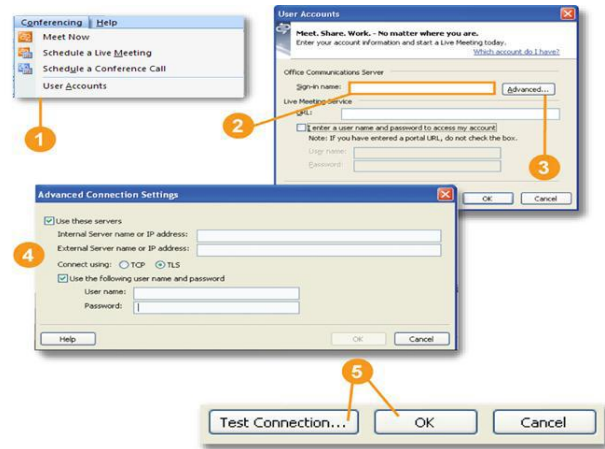
Audio Settings

By default when you install the recent version of the Conferencing Add-in for Microsoft® Office Outlook®, Dial-in Conferencing becomes your default audio option. To view or change your audio options, open the **Live Meeting Audio Options** dialog box by clicking **Audio** in the **Conferencing Request** window. In the **Live Meeting Audio Options** dialog box, select one of the following options:

- **Connect to the meeting using computer audio** – Enables participants to connect to computer audio using a headset or microphone and speakers.
- **Connect to the meeting using computer audio or telephone** – (Default) Enables participants to connect using a computer with a headset or microphone and speakers, OR dial in using the conference calling numbers. Specify a primary calling region.
- **Dial in to the meeting using a telephone conference service** – Enables participants to use a teleconference service provider. Specify the provider name, phone numbers, and applicable codes.

Configure the Conferencing Add-in for Outlook

1. In your calendar, click **Conferencing**, and then click **User Accounts**.
2. In the **User Accounts** dialog box, under **Office Communications Server**, in the **Sign-in name** text box, type your sign-in name.



Note: Steps 3 and 4 are optional.

3. To set Advanced Connection Settings, click **Advanced**.
4. In the **Advanced Connection Settings** dialog box, select **Use these servers**. In the **Internal Server name or IP address** or the **External Server name or IP address** text box, type the server name or the IP address of the Office Communications Server you will connect to, and then click **OK**.
5. To verify your logon information, click **Test Connection**. In the confirmation dialog box, click **OK**.

Note: If you do not know your sign-in information, contact your Live Meeting administrator.

Schedule a meeting

1. In your calendar, click **Schedule a Live Meeting**.
2. On the **Meeting** tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, enter the name or e-mail addresses for your invitees, separating each address with a semicolon.
3. To designate presenters on the **Conferencing Request**, click **Presenters**. In the **Attendees and Presenters** list, click a name, and then click **Add**. Click **OK**.
4. To choose the type of audio for you meeting, click **Audio**. (See "Audio Settings" on this card.)

