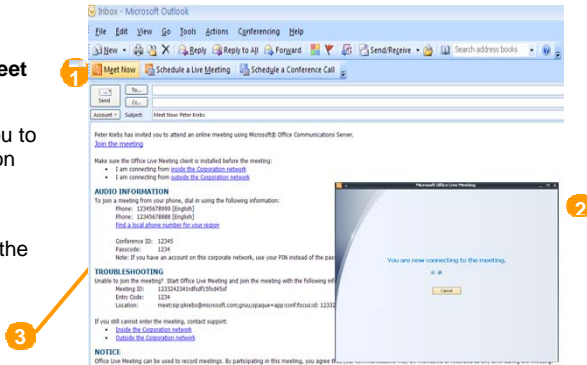


Quick Reference Card for Live Meeting with OCS 2007

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

Start a Meet Now meeting

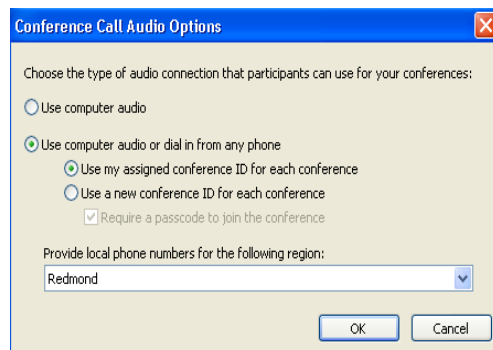
- 1 On the **Conferencing** menu or on the Outlook toolbar, click **Meet Now**.
- 2 Microsoft Office Live Meeting automatically opens and joins you to the **Meet Now** meeting. If you do not have the client installed on your computer, you will be prompted to install it.
- 3 When the meeting client opens, a meeting request will open in Outlook. In the **To** box, type the name or e-mail addresses of the people you want to invite.
- 4 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.

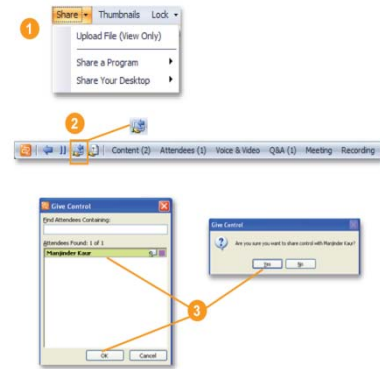
- 1 On the **Conferencing** menu, select **Schedule a Conference Call**.
- 2 On the **Meeting** tab, in the **Subject** line, type your meeting subject. On the **To** line, enter the e-mail addresses for your invitees, separating each address with a semicolon.
- 3 To designate leaders, click **Leaders**, 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.
- 5 From the list, select the region for the local phone numbers, and then click **OK**.
- 6 When the meeting invitation is as you want it, on the Standard toolbar, click **Send**.



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.

- 1 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.
- 2 To give control of the application to a participant, click the **Share Control** icon.
- 3 In the **Give Control** dialog box, select a participant's name, click **OK**, and then, in the **Give Control** dialog box, click **Yes**.
- 4 To take control, the attendee clicks **OK** in the **Microsoft Office Live Meeting** dialog box.
- 5 Click the **Share Control** icon to continue sharing and take control back from the participant, or choose another participant with whom to share control.
- 6 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 from **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.

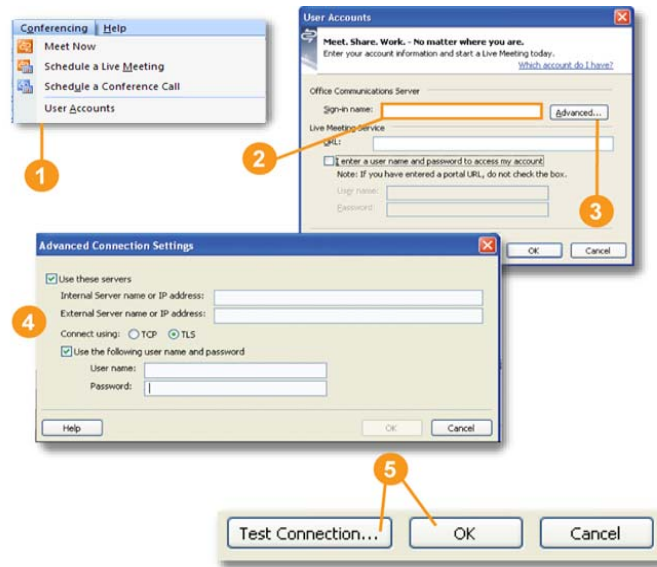
Configure the conferencing add-in for Outlook

- 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.

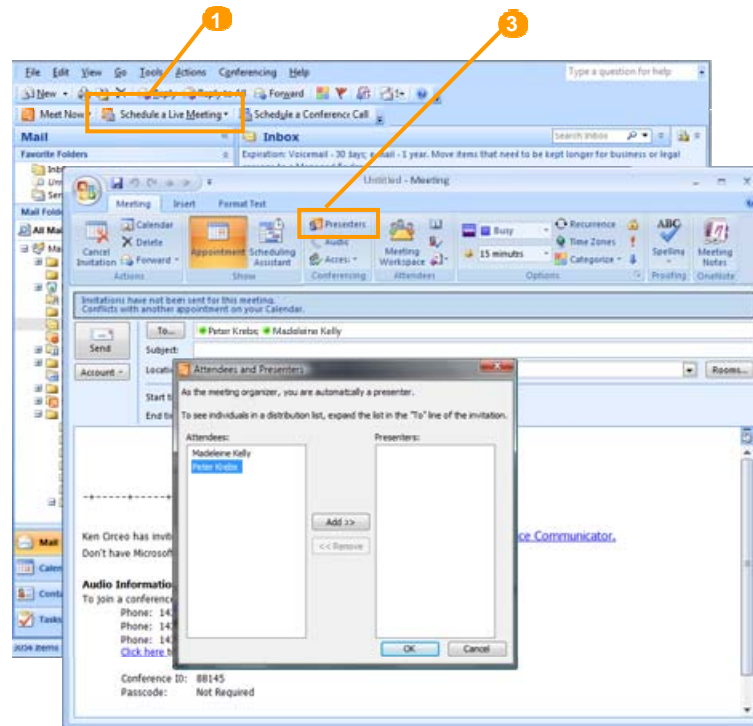
- 3 To set **Advanced Connection Settings**, click **Advanced**.
- 4 In the **Advanced Connection Settings** dialog box, select **Use these servers**. In the **Internal Server name or IP address** or the **External Server name or IP address** text box, type the server name or the IP address of the Office 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.)



Join a Conference Call that Uses Dial-in Conferencing

If you are attending a 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.

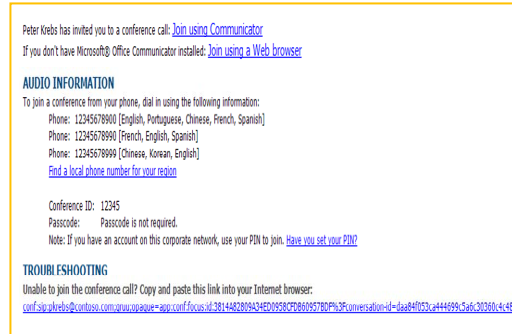
To join as a conference Leader, Presenter, or authenticated caller you will also need:

- 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

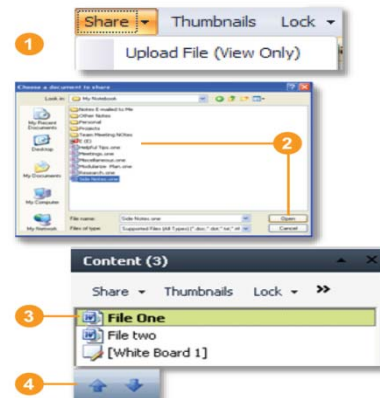
If you received an e-mail invitation to a Communicator conference call or a Live Meeting that uses Dial-in Conferencing, the audio information is included in the invitation under **Audio Information**.



Import Content

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

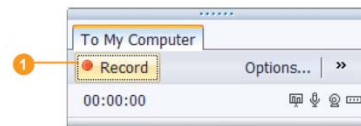
- 1 In the meeting client, click the **Content** pane, click **Share**, and then click **Upload File (View Only)**.
- 2 In the **Choose a document to share** dialog box, select a file to import, and then click **Open** to import the file.
- 3 To present the file, from the **Content** pane, select the file that you want to present.
- 4 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, in the click **Options** to access **Personal Recording Options** dialog box, choose where you want to save your recording and what you want to record.

- 1 To record your meeting, in the **Recording** pane, click **Record**.
- 2 To save your recording, click the **Stop** icon, and choose **Save Recording**.
- 3 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**.



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