

Live Meeting 2007 Basic Help Guide



Version 1.2

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Getting Started

How to Install Live Meeting 2007

There are a couple ways in which to acquire Live Meeting 2007's Windows based client. There is a web access client, but it does not support most of the features intrinsic to web conferencing. To get the necessary software without prompting from a presenter, go to: <http://office.microsoft.com/en-us/help/download-the-microsoft-office-live-meeting-2007-client-HA010173383.aspx> and click **DOWNLOAD LIVE MEETING 2007**.

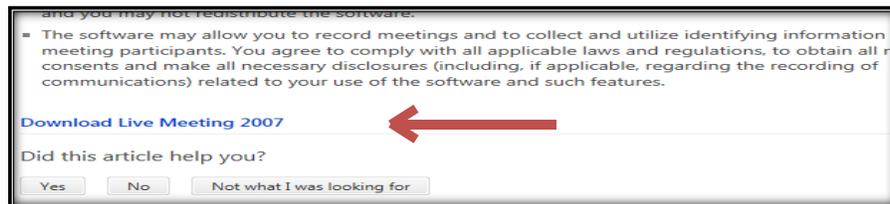


Figure 1.1: Bottom of webpage

For those with Internet Explorer versions above 7, click **Run** at the bottom of the screen. A box will pop up and begin installing Live Meeting 2007.

Skip to Step Two of the e-mail instructions that follow.

E-mail Instructions STEP 1:

To install Live Meeting 2007 via the e-mail notification about a Live Meeting received, click one of the links in the e-mail.

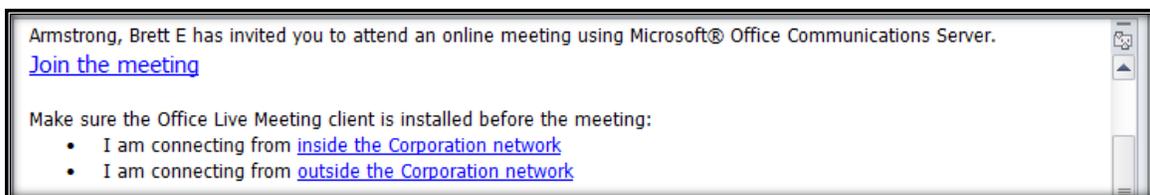


Figure 1.2: Live Meeting Install Links in E-Mail

If you did not receive an e-mail notification, you may still download Live Meeting 2007 at <http://office.microsoft.com/en-u/help/download-the-microsoft-office-live-meeting-2007-client-HA010173389.aspx>.

In the e-mail or on the webpage:

Click on **DOWNLOAD LIVE MEETING 2007**.

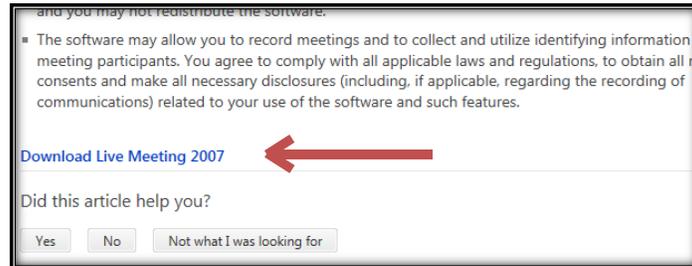


Figure 1.3: Live Meeting Download Page

Allow the download to initiate by clicking **Run**, if security settings on your Internet browser necessitate this act. Otherwise, a download will begin and by following a few prompts it will install.

E-Mail Setup STEP 2:

Once finished downloading, the software can be accessed from the **Start/Windows Menu->All Programs**.

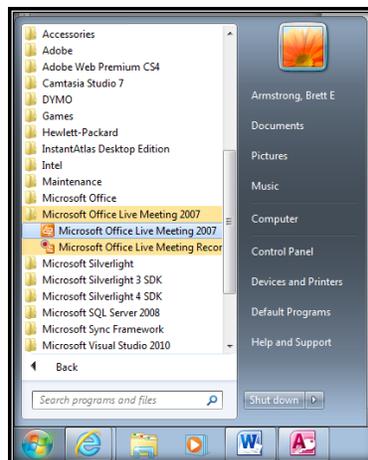


Figure 1.4: All Programs Menu

You now have Microsoft Live Meeting 2007 installed.

How to Join a Live Meeting

To access the Live Meeting you received the invitation for, open your e-mail application and view the e-mail associated with the meeting. When you are ready to join the meeting, click the link that says **Join the meeting** and Live Meeting 2007 will open. Should you choose to start Live Meeting 2007 from your **All Programs Menu** you will need the following information from the e-mail: Meeting ID, Entry Code, and Location. All of these are found under the **TROUBLESHOOTING** section of the e-mail.

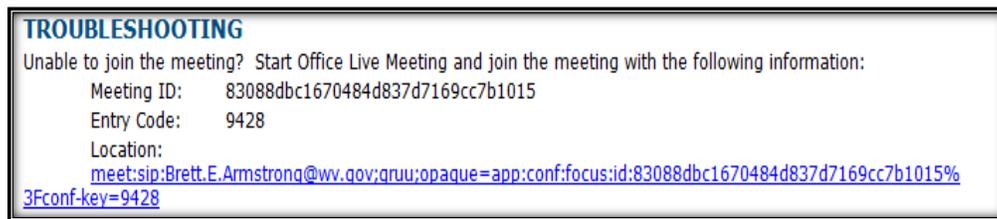


Figure 1.5: Conference Login Information

When you click on the Live Meeting icon or select it from the All Programs menu a box will appear.



Figure 1.6: Live Meeting Login Screen

Fill in the fields at the bottom with the e-mail information and click **Join**.

Once Live Meeting loads, you are ready to attend the webinar.

Mac Users Help

For those who have Macs, this thread should help guide you through the installation and use of Live Meeting 2007: <http://support.microsoft.com/kb/884961>.

Other Issues

If you run into difficulties installing Live Meeting 2007, e-mail brett.e.armstrong@wv.gov for support. Take a screenshot of your issue (hit the **Print Screen** key on the keyboard) and paste it into the e-mail or a Word document and send the document.

If you wish to host a webinar in Live Meeting 2007 yourself, you will need to contact WV OT's helpdesk to get a presenter pin and to have an administrator install the program on your computer. Only administrator installations of Live Meeting will allow for attaching documents for presentation purposes.

In the Meeting

Voice and Video

During a Live Meeting the presenter has the option of streaming a live video feed of him or her. If the presenter chooses to enable video, then attendees may view the video.

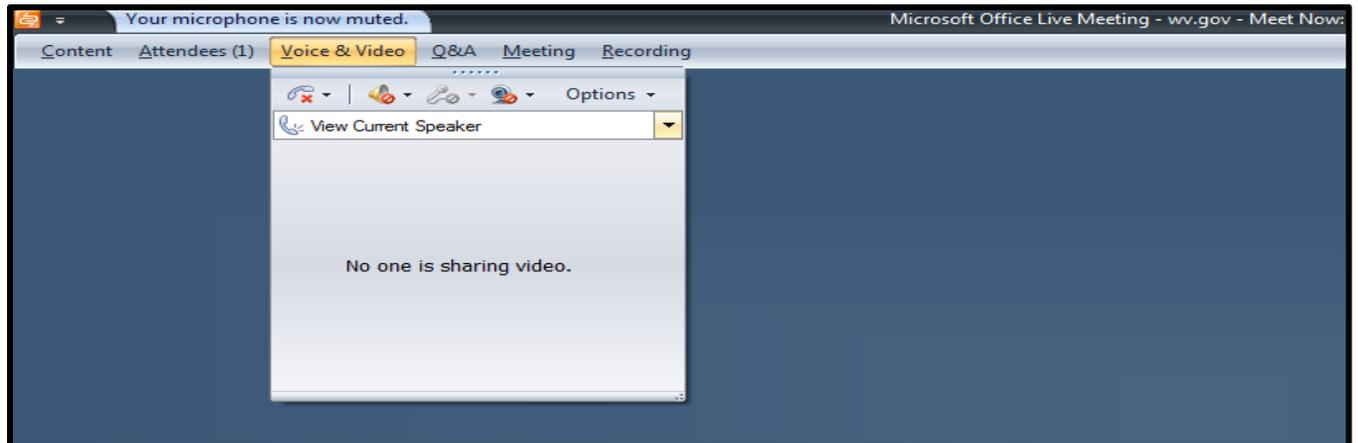


Figure 2.1

In Figure 2.1, the **Voice and Video** tab is selected and its dropdown box is displayed. The options, from left to right, are conference call, speaker volume, microphone volume, video, and **Options**.

You can view call in details by clicking on the call tab in the **Voice and Video** display box. Selecting **View Call-In Details** will display the phone number needed to dial in to the conference call. **NOTE:** Conference calls are not part of large scale webinars, i.e. those with 50 or more people.

The speaker volume tab will allow you to adjust the volume for the conference presentation on your computer. The microphone volume, in turn, adjusts the volume level for your computer's microphone. **NOTE:** Most desktops do not come pre-built with microphones, but most laptops do. The default is mute for microphones, but may be unmuted or muted as desired. External microphones will work as well; they need only be hooked up to the computer and selected from the list of available options via the microphone tab.

Video options are set from its respective tab. This will allow others to view you during the webinar, provided you have a webcam hooked up (or built in) to your computer and video is enabled. Just click **Start My Video** to begin transmitting video of yourself.

The last tab is Options. This tab allows the user to set the **Voice and Video** hardware and levels in more detail. Click **Set Up Audio and Video** after clicking on **Options**. Move through the dialogues adjusting settings and selecting hardware. Once finished click **Finish**.

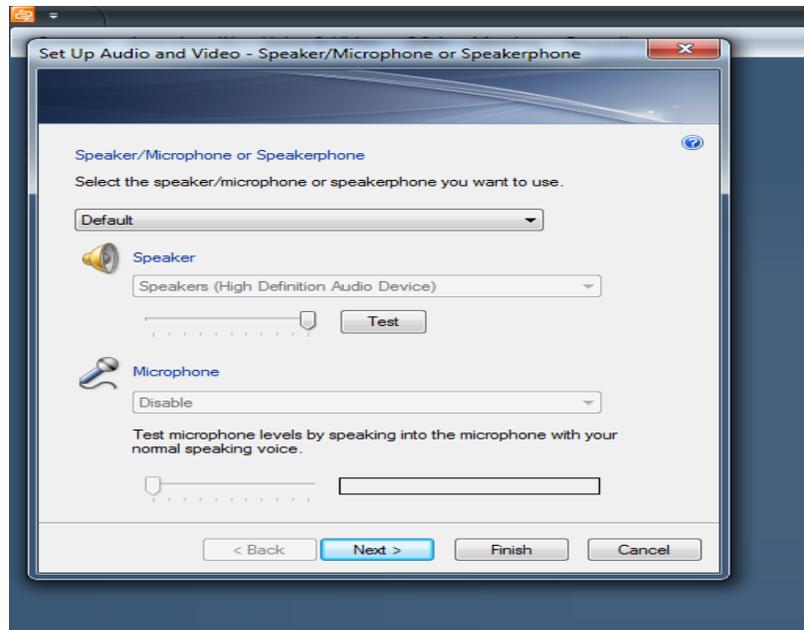


Figure 2.2

NOTE: As you view video of the presenter, if you minimize the video, you must double click the black screen that appears when attempting to maximize the video in order to restore view of the presenter(s).

Voicing Questions and Comments

A very useful attribute of Live Meeting 2007 is the Q&A section. It allows attendees to voice questions during the conference and receive answers in real time. Attendees can “raise their hand”, by clicking on the icon depicting a hand, which alerts the presenter to a question.

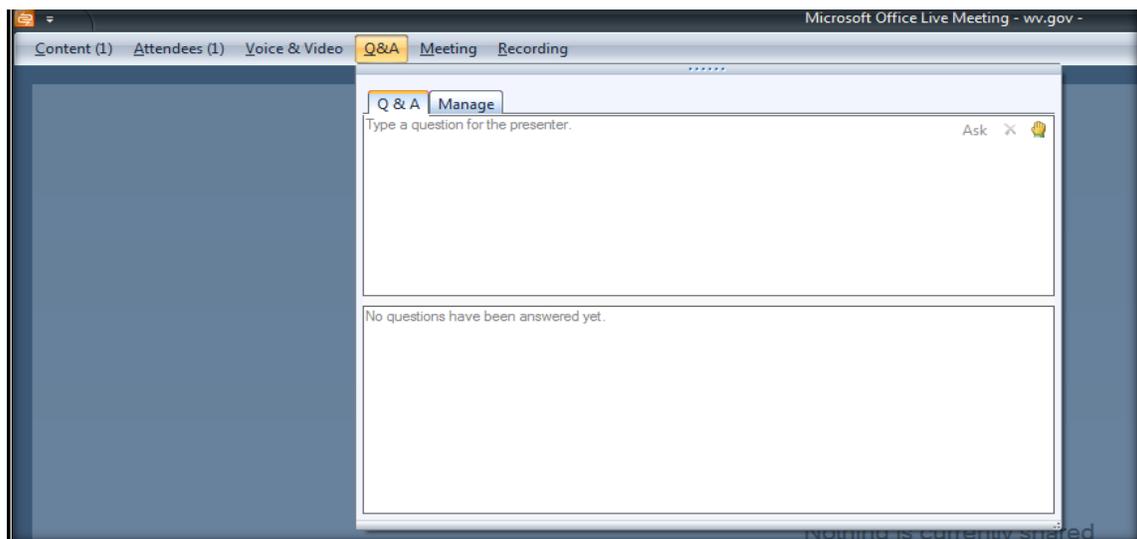


Figure 2.3: Question Asking Content

The question you typed will only be visible to the presenter initially, but per the presenter's choosing, the response can be made available to all participants or kept private.

Most webinars reserve the Q&A session for the end of the presentation, though you may type a question (or questions) and wait to hit ask until the appropriate time.

Notes and Handouts

A beneficial feature of Live Meeting 2007 is the ability to download (or upload depending on presenter settings for the meeting) documents. These can be accessed and downloaded to your computer via the Handouts icon. This is located in the upper right hand of the screen, on the tool strip, beside the yellow notepad. Click on the three white pages icon and it will open a list of all handouts associated with the webinar. These may be selected one at a time or in multiples (via holding the Control button and selecting desired documents with the mouse). Once a document is selected, click **Download**. The document should download and if it does not, e-mail brett.e.armstrong@wv.gov or the presenter for a copy of desired handouts.

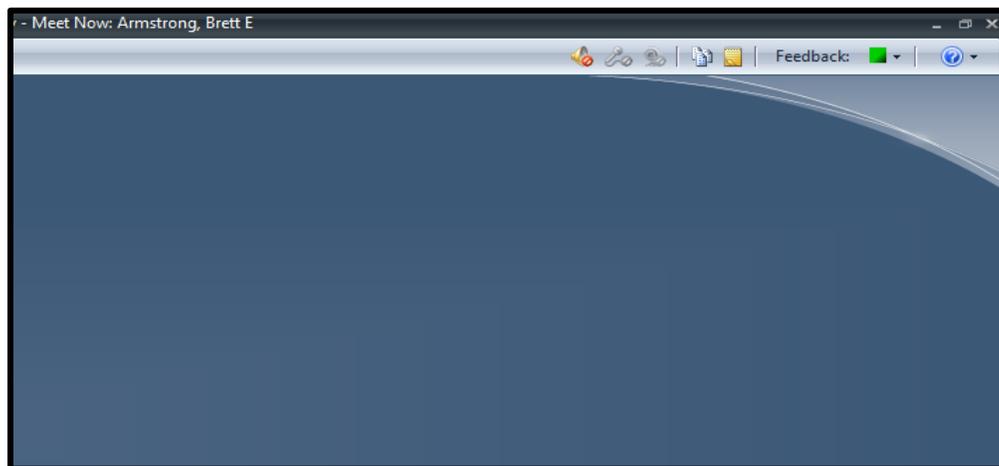


Figure 2.4: Handouts And Notes

Beside the Handouts icon is a yellow note icon, this is where you can access notes from the webinar. During the course of the presentation, the presenter may take notes that can also be downloaded and kept by the user for later review. Click the notepad icon and then click the **Save** icon on the left upper side of the screen.

Support

Help Links

Here are some useful links for finding troubleshooting information and possible live training sessions in Live Meeting. As a warning, because Live Meeting 2007 is an older product from Microsoft, some of the links on their webpage might be broken or redirect to the most recent software available. These links are not included explicitly, but will be on the Live Meeting 2007 main page, which is linked to from this guide.

Main Office Live Meeting 2007 Links Page

<http://office.microsoft.com/en-us/communicator-help/resource-center-for-office-communications-2007-clients-office-live-meeting-2007-HA010248091.aspx?CTT=1#BM4>

Demo of Live Meeting 2007

<http://office.microsoft.com/en-us/live-meeting-help/demo-microsoft-office-live-meeting-HA010240323.aspx?CTT=5&origin=HA010248091>

Conferencing Add-in for Outlook (needed to host Live Meetings)

<http://office.microsoft.com/en-us/help/HA102368901033.aspx>

Good Place to Get Any Microsoft Product Help

<http://www.technet.microsoft.com>

Video Tutorials

Some videos via youtube.com and Microsoft.com.

Microsoft Live Meeting 2007 Demo 1:

<http://www.youtube.com/watch?v=h9MYNKVg0W8>

Microsoft Live Meeting 2007 Demo 2:

<http://www.youtube.com/watch?v=YeyAU8KInjQ&feature=relmfu>

Microsoft Live Meeting 2007 Demo Series:

<http://office.microsoft.com/en-us/help/FX100485311033.aspx>

Scheduling a Live Meeting in Outlook 2010:

<http://www.youtube.com/watch?v=YC8xPMwdjHM&feature=related>