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# User Guide

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Live Meeting

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### **About Apptix**

Apptix (OSE: APP) is the industry-leading provider of hosted email, voice, and collaboration services for small and medium-sized businesses, serving nearly 200,000 Exchange subscribers—and approximately 19,000 organizations—worldwide. Apptix offers hosted Microsoft Exchange, hosted VoIP, hosted Microsoft SharePoint, mobile messaging, and compliance and archiving, both directly and through its MailStreet subsidiary. Apptix provides the reliability and scalability of big business communications solutions at a small business price, freeing IT staff to focus on improving and innovating within their companies. Apptix is a Microsoft Gold Certified Partner for Hosting and Application Services. The company is headquartered in Herndon, Virginia, with additional locations in Florida, Illinois, Texas, and India. Apptix is recognized as one of the *CRN* 2008 Fast Growth 100, Deloitte's 2008 Virginia Technology Fast 50 and *Washington Business Journal* 2008 Fastest Growing Companies. For more information, visit [www.apptix.com](http://www.apptix.com).

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## Introduction

This guide is written for people who use Microsoft® Office Live Meeting on Microsoft Office Communications Server 2007. It tells you how to join meetings quickly, and provides instructions on how to schedule meetings, present meetings, and share presentations and other information. It also introduces you to the new features of the meeting client, including meeting client improvements, and video and voice enhancements.

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## Who Should Use This Guide

This guide is for people who are new to the Live Meeting client for Office Communications Server 2007. This guide gets you started on Microsoft Office Live Meeting 2007. For details and advanced topics, see the online Help, which is accessible from within the Microsoft Office Live Meeting client. If, instead of using Office Communications Server 2007 to host meetings, your organization subscribes to the Microsoft Office Live Meeting service, see the *Getting Started with Microsoft Office Live Meeting* guide.

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## Frequently Asked Questions

If you are new to Live Meeting or you have not used the latest version, you may have the following questions.

### **What is Microsoft Office Live Meeting?**

Microsoft Office Live Meeting is an online meeting space that your organization subscribes to or that your organization hosts on its own internal servers. With Microsoft Office Live Meeting, you can meet with your colleagues online, which allows you to collaborate in real time, even over long distances. The Microsoft Office Live Meeting client software installs on your computer, allowing you to connect to meetings (whether they are hosted on your organization's servers or on the Microsoft Office Live Meeting service).

### **What do I need to do before I start?**

If you simply want to join a meeting that someone else scheduled, you can click the **Join the meeting** link in the e-mail invitation. If you do not have the software installed, you can use the installation link in the e-mail invitation. If you want to schedule meetings or start a **Meet Now** meeting on demand, you first need to configure your account information. See the section later in this guide.

### **Why do I see a section for "Service" in the account configuration dialog box?**

Some organizations host meetings on their internal servers, and others subscribe to the Office Live Meeting service. Your administrator will give you the information you need to configure Live Meeting for your internal servers. You can leave the Service section blank if it does not apply to you.

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## What's New in Microsoft Office Live Meeting?

If you have used Microsoft Office Live Meeting before, you will notice the following new or improved features:

- **Start menu.** On the **Start** menu, you can open the Live Meeting client in pre-meeting mode to initiate a **Meet Now** meeting, change your **Meet Now** meeting options, or join a scheduled meeting.
- **Audio and video options.** Microsoft Office Live Meeting includes enhancements to both computer audio and phone conferencing. You can use Web cameras to show video of one or multiple participants. In meetings that use computer audio, the video actively switches to the current speaker. You can also use the Microsoft RoundTable™ communications and archival system to show a panoramic video of a conference room to remote participants, or you can connect two conference rooms for meetings between workgroups at different locations.
- **Handouts.** As the presenter, you can distribute content that attendees can download either before or during the meeting.
- **Shared Notes.** You can create and save notes that all attendees can see.

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## Attending a Meeting

When you receive an e-mail invitation to Microsoft Office Live Meeting, you can easily join the meeting by clicking the link in the invitation. The e-mail invitation also contains information about installing the meeting client on your computer.

When you are connected to a meeting, you have several ways that you can view the meeting and participate. This section talks about the following tasks:

- Joining a meeting
- Starting voice and video
- Using the Microsoft Office Live Meeting client

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### Joining a Meeting

You can join a meeting directly from the e-mail invitation. The invitation contains a **Join the meeting** link that automatically starts the Microsoft Office Live Meeting client and connects you to the meeting.

#### To join a meeting

- Do one of the following:
  - In your e-mail Inbox, open the meeting invitation.
  - In your calendar, open the meeting item.

In the e-mail invitation or the calendar item, click the **Join the meeting** link, as shown in Figure 1. Microsoft Office Live Meeting automatically opens and joins you to the meeting. If you do not have the client installed on your computer, the invitation will contain instructions on how to install it.



**Figure 1. Link for joining the meeting**

If you are unable to connect to the meeting, open the Microsoft Office Live Meeting client by clicking **Start**, clicking **All Programs**, clicking **Microsoft Office Live Meeting 2007**, and then clicking **Microsoft Office Live Meeting 2007**. Enter the **Meeting ID**, **Entry Code**, and **Location** listed in the e-mail invitation or calendar item.

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### Starting Voice and Video

Depending on how the meeting organizer has set up the meeting, you can communicate with the other attendees either through your computer or through a telephone conference call. You can also connect a Web camera to your computer so that other attendees can see you.

- If the meeting uses **Computer Audio**, you can connect to the meeting and listen to it through your computer.
- If the meeting uses **Telephone Conferencing**, you can have the conferencing service call you or you can use your telephone to dial into the conferencing service.

In the e-mail invitation, read the **Audio Information** section to find out whether the meeting uses computer audio or telephone conferencing. Then take the appropriate action below.

**Tip**

To ensure that your speakers and camera work properly, use **Set Up Audio and Video** after you first connect to the meeting. Press **CTRL + T**. (You can also access the setup options in the **Voice & Video** pane by clicking **Options**, and then clicking **Set Up Audio and Video**.) Follow the instructions in the wizard to specify and test your speakers, microphone, and Web camera.

**To connect to computer audio**

1. Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
2. Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

**To connect to telephone conferencing by having the conferencing service call you****Note**

The first time you join a meeting that uses only telephone conferencing, a dialog box appears allowing you to enter a phone number that the conferencing service should use to call you.

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. If you are not connected to audio, click the Down arrow next to the **Join Audio** button, and then click **Call Me**.
3. If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
4. In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the Leader radio button, type the leader or PIN code, and then click **Join**.

**To connect to telephone conferencing by dialing into the service**

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. Click the down arrow next to **Join Audio**.
3. Click **View Call-In Details**, and then use your telephone to dial the numbers listed.

**To receive video from the meeting**

1. If the main video is not visible, click **Voice & Video** to open the **Voice & Video** pane, click the down arrow next to the Web camera icon, and then click **Show Main Video**.
2. If the meeting uses Microsoft RoundTable for panoramic video, in the **Voice & Video** pane, click the down arrow next to the Web camera icon, and then click **Show Video Panorama**.

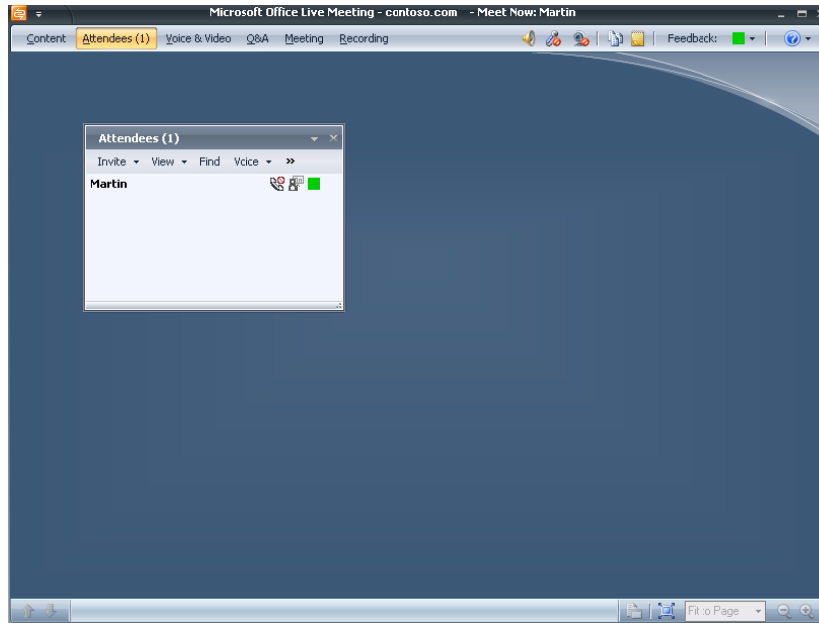
**To send your video**

- If you want to use a Web camera to send your video, follow the instructions provided with your Web camera for connecting it to your computer and installing the drivers. Then click **Voice & Video**. In the **Voice & Video** pane, click the Web camera icon, and then click **Start My Video**.

## Using the Microsoft Office Live Meeting Client

During the meeting, you can adjust the volume of your speakers and microphone. You can also interact with others during the meeting through chat, or you can ask the presenter a question.

The topmost element in the Office Live Meeting client window is the Menu Bar, which contains menu items. The menu items in the meeting client are moveable panes. You can click a menu item, and then drag the title bar anywhere on your screen. For example, to open the **Attendees** pane, click **Attendees**, and then drag the title bar to the middle of the Live Meeting client window, as shown in Figure 2.



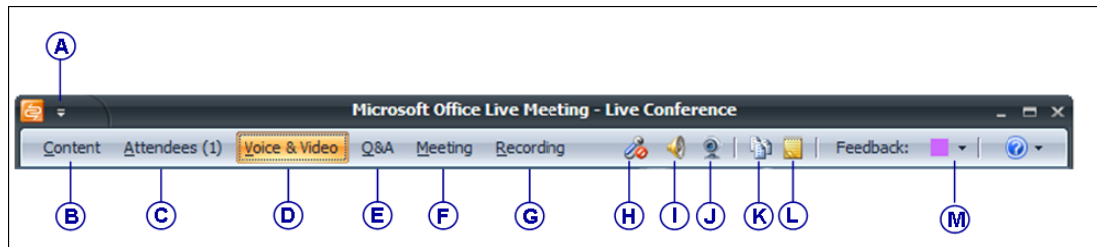
**Figure 2. Microsoft Office Live Meeting client**

Figure 3 shows the Menu Bar menu items and icons.



**Note**

Depending on how the meeting is set up and whether you have permissions to use certain features, some of these menu items may not be available.



- A Menu button.** You can configure your account information and set your contact card options.
- B Content.** Presenters can share documents, applications, or their desktop with attendees.
- C Attendees.** You can view the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
- D Voice & Video.** You can start and stop your audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
- E Q&A.** You can type questions for the presenter and presenters can type answers.
- F Meeting.** Shows meeting details, including meeting ID and entry code.
- G Recording.** Presenters can start, pause, or stop a recording of the meeting, including audio.
- H Microphone mute icon.** Click to mute or unmute your microphone.
- I Speaker mute icon.** Click to mute or unmute your speakers.
- J Web Camera icon.** Click to start or stop your video.
- K Handouts.** You can download handouts that the presenter has added to the meeting.
- L Shared Notes.** You can create and save notes that all attendees can see.
- M Feedback.** You can change your feedback status; for example, to signal to the presenter to slow down.

**Figure 3. Menu Bar Menu items and icons**

**To adjust the volume of your speakers or microphone**

- To mute the speakers or microphone, in the menu bar, click the **Mute Microphone** button or the **Mute Speakers** button.



**Note**

You can also mute the microphone or speakers in the **Voice & Video** pane by clicking the Mute Microphone icon or the Mute Speakers icon in the pane.

- To modify the speaker or microphone volume, in the **Voice & Video** pane, click the down arrow next to the microphone or speaker button and move the volume slider up or down.
- To show your video, in the menu bar, click the webcam icon.

## Presenting in a Meeting

The Microsoft Office Live Meeting client has a streamlined design that puts the focus on the content you are presenting. There are many ways you can present content and several options that allow you to customize the meeting as needed. This section talks about the following tasks:

- Presenting content during the meeting
- Distributing handouts

## Presenting Content During the Meeting

During meetings, presenters can show a prepared presentation, or they can create new presentation pages from within the Microsoft Office Live Meeting client. You can upload Microsoft Office PowerPoint® presentation graphics program documents (.ppt). You can also upload Microsoft Office documents, including Microsoft Office Word (.doc, .docx) and Microsoft Office Excel® (.xls, .xlsx) documents.

### To display a presentation or a document to attendees

1. Click **Content**, click **Share**, and then click **Upload File (View Only)**.
2. Navigate to the file you want to add.
3. Click **Open**. The **Upload File (View Only)** dialog box appears. Click **Continue**.
4. Microsoft Office Live Meeting converts the file to the Live Meeting format and adds it to the Content list.
5. After you add a file to the Content list, you can display it in the meeting by clicking **Content**, and then clicking the file name. To navigate through the file, use the arrows at the bottom of the window, as shown in Figure 4. You can also use CTRL + up arrow and CTRL down arrow to navigate through the file.



Figure 4. Page up and page down arrows

### To insert a page into a presentation that has already been added to the meeting

1. Click **Content**, click the presentation into which you want to add a page, and then click **Thumbnails**.
2. In the **Thumbnails** pane, right-click the thumbnail directly above the point where you want to insert the page, click **Insert New Page**, and then click the type of page you want to add (**Whiteboard**, **Web Page**, **Text Page**, **Poll**, or **Screen Snapshot**.) The page is added below the insertion point you specified in the existing presentation.

### To create a whiteboard

1. Click **Content**, click **Share**, and then click **Whiteboard**.
2. When the **Whiteboard** opens, click the drawing and text tools at the bottom of the window to create content.

### To create a text page

1. Click **Content**, click **Share**, and then click **Text Page**.
2. When the text page opens, type your text.

### To create a poll

1. Click **Content**, click **Share**, and then click **Poll Page**.
2. In the **Create Poll** dialog box, type a question, and then type labels for each choice.
3. Click **OK**.

### To share a Web page

1. Click **Content**, click **Share**, and then click **Web Page**.
2. In the **New Web Page** dialog box, type the URL for the Web page to which you want to point attendees.
3. Click **Verify Web Page**. The Web Page Check dialog box appears. If the Web page displays correctly, click **Create Web Page**.

### To share a snapshot of a portion of your screen

1. Click **Content**, click **Share**, and then click **Screen Snapshot**.
2. Position the frame over the area of your screen that you want to share, and then click the camera icon. You can resize the frame as necessary.

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## Distributing Handouts

As the presenter, you can upload handouts to the meeting for participants to download. You can upload the handouts either before the meeting (recommended) or during the meeting.

### To upload handouts to the meeting

1. In the menu bar, click the **Handouts** button.
2. Click **Upload**.
3. Navigate to the file on your computer, and then click **Open**.
4. Repeat the above steps for each file you want to add. When you are finished, close the **Handouts** dialog box.

### To download handouts

1. Click the **Handouts** icon.
2. Click the file you want to download, and then click **Download**.
3. Navigate to the location on your computer where you want to save the file.
4. Click **OK**.

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## Creating a Meeting

This section talks about the following tasks:

- **Scheduling a meeting in advance**
- **Starting an instant Meet Now meeting**



### Note

To create meetings, you must have a Live Meeting server account and conferencing must be enabled for you. Your administrator will give you the account information you need to configure Live Meeting.

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## Scheduling a Meeting in Advance

You can schedule meetings using the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client.

### To configure the Conferencing Add-in for Outlook

1. Install the Conferencing Add-in for Outlook on your computer according to your administrator's instructions.
2. In your Outlook Calendar, click **Conferencing**, and then click **User Accounts**.
3. In the **User Accounts** dialog box, under **Office Communications Server**, in the **Sign-in name** text box, type your sign-in name.
4. If necessary, click **Advanced**. In the **Advanced Connection Settings** dialog box, click **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 2007 Server to which you will connect.
5. To verify your login information, click **Test Connection**.
6. Click **OK**.

### To schedule a meeting using the Conferencing Add-in for Outlook

1. In your Outlook calendar, click **Schedule a Live Meeting**.
2. On the **Appointment** tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
3. To designate presenters, click **Attendees/Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.
4. Click **Audio**. Do one of the following:
  - Click **Dial in to the meeting using a telephone conference service** and then fill in the audio information. If your organization has configured an Audio Conferencing Provider (ACP) to work with Microsoft Office Communications Server 2007, contact your IT administrator for the provider's Internet address.
  - Or, to enable participants to connect using a computer with a headset or microphone and speakers, click **Connect to the meeting using computer audio**.

## Starting an Instant Meet Now Meeting

You can start a meeting at any time without scheduling it in advance by using the **Meet Now** option. After you start the meeting, you can invite the other attendees.

Your account must be configured before you use the Meet Now feature for the first time. If you have not already configured your account, use the following steps.

### To configure your account

1. Click **Start**.
2. Click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting 2007**.
3. On the **Welcome to Microsoft Office Live Meeting** page, if this is the first time you opened Office Live Meeting, the **User Accounts** dialog box will appear.



#### Note

If the **User Accounts** dialog box does not appear, you can open it by clicking the **Menu** button in the upper left, and then clicking **Open User Accounts**.

4. In the **User Accounts** dialog box, under **Office Communications Server**, in the **Sign-in name** text box, type your sign-in name.
5. If necessary, click **Advanced**. In the **Advanced Connection Settings** dialog box, click **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 2007 Server to which you will connect.
6. To verify your login information, click **Test Connection**.
7. Click **OK**.

### To start an ad-hoc Meet Now meeting

1. Click **Start**.
2. Click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting 2007**.
3. On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now**. The meeting starts.
4. To invite participants to your **Meet Now** meeting, click **Attendees**.
5. In the **Attendees** pane, click **Invite**, and then click **By E-mail**.
6. In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
7. To send the invitation, click **Send**.

## Starting Live Meeting from Office Communicator

During a Microsoft Office Communicator conference, participants may decide that in addition to audio and video conferencing, they also want to view the same file or share an application so that they can work collaboratively in real time. By “escalating” the Communicator conference to Live Meeting, Communicator participants can use Live Meeting’s file and application sharing features without having to leave the conference and create a new Live Meeting session.

Any participant in a Communicator conference can escalate the conference to Live Meeting. When a participant escalates the conference, a new Live Meeting session starts and all participants automatically join the new Live Meeting session.



### Note

To be added to the new Live Meeting session, a participant must have the Live Meeting client installed on his or her computer.

### To escalate a Communicator conference to Live Meeting

1. From an existing Communicator instant messaging session or conference, in the upper right of the conversation window, click the **View more options** drop-down arrow.
2. Click **Share Information Using Live Meeting**.

## Recording a Meeting

If the presenter has given you permission to record the meeting, you can record the data, audio, and video portions of a meeting for later viewing.

### To set your recording options

1. Click **Recording**, and then click **Options**.
2. In the **Personal Recording Options** dialog box, select all of the meeting options you want to record (including **Data**, **Voice**, **Video**, and **Panoramic Video**).
3. If you want to change the location where the recorded meeting is saved, next to the **Save To** text box, click **Change**, and then navigate to the folder where you want to save your recording.

### To record a meeting

1. In the **Recording** pane, click **Record**.
2. If the meeting uses telephone conferencing and you want to record audio, but you have not yet joined the conference call, an **Audio Not Configured** dialog box appears. Select the **Configure audio** button, and then click **OK**. In the **Telephone Audio Recording Configuration** dialog box, in the **Dialing keys** text box, type the appropriate information, and then click **Configure**. When the message **Your meeting is now ready to record audio from (phone number)** message appears, click **Done**.



#### Note

When you use this method to connect to the conference call, there is an approximately one-minute delay before the meeting audio connects to the conference call and the audio begins recording.

3. To save your recording, click the **Stop** icon, select **Save Recording**, and then click **OK**.
4. To check the status of your recording, click **Start**, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.

### To play back a recording

1. Click **Start**, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.
2. If the recording has finished processing, it will be listed under **Recent Recordings**. To play back the recording, double-click the name of the recording.