

# Microsoft Live Meeting Client Quick Reference Card

## Configure the Conferencing Add-in for Outlook

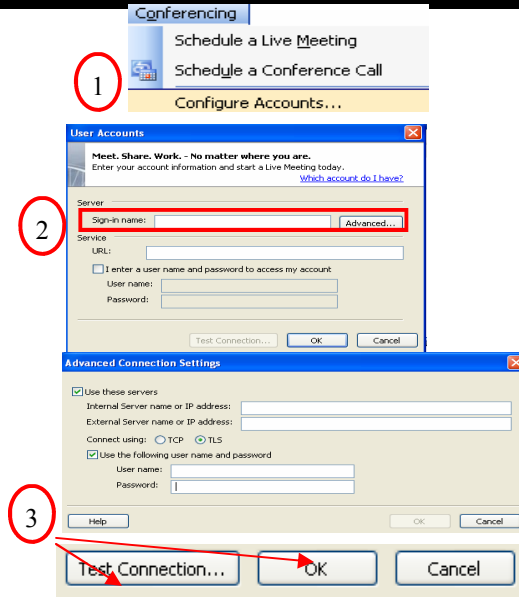
To schedule meetings, install the Conferencing Add-in for Outlook, and then configure it as follows

1. In Outlook, click **Conferencing**, and then click **Configure Accounts**.

2. In the **User Accounts** dialog box, under **Server**, in the **Sign-in name** text box, type your sign-in name.

**Note:** Your sign-in name will be your Username, with @ad.adelaide.edu.au appended to the end.

3. To verify your login information, click **Test Connection**. In the confirmation dialog box, click **OK**.



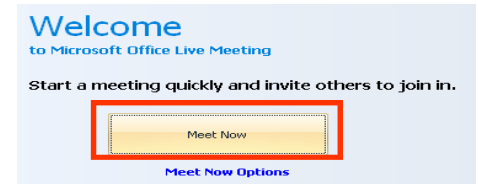
## Start an Ad-hoc Meeting Now

To start an ad-hoc Meet Now meeting

1. Click **Start**.

2. Click **All Programs**, and then click **Microsoft Office Live Meeting 2007**.

3. On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now** to start your ad-hoc meeting.



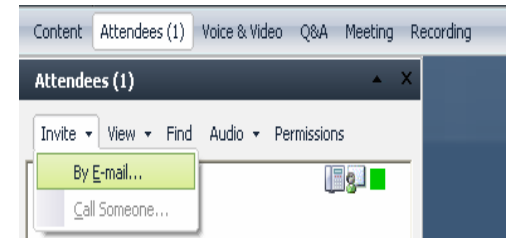
To invite participants to your Meet Now meeting from the Microsoft Office Live Meeting client

1. To open the **Attendee** pane, click the **Attendees** menu.

2. In the **Attendees** pane, point to **Invite**, and then click **By E-mail**.

3. In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.

4. To send the invitation, click **Send**.



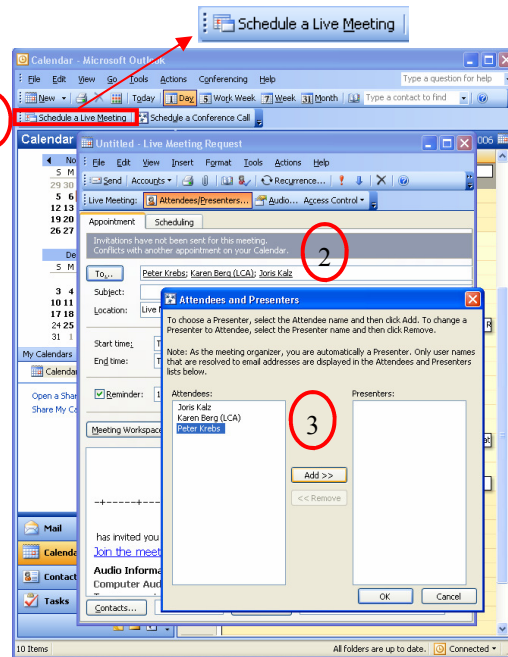
## Schedule a Meeting

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

1. In Outlook, 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 on the **Live Meeting Request** form, click **Attendees/ Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.



## Join a Meeting, Connect to Computer Audio and Video

To join a meeting

1. From Outlook, open the meeting invitation, and then click the **Join the Meeting** link to join the meeting. If the **Join the Meeting** link is unavailable, follow the instructions in the meeting invitation.

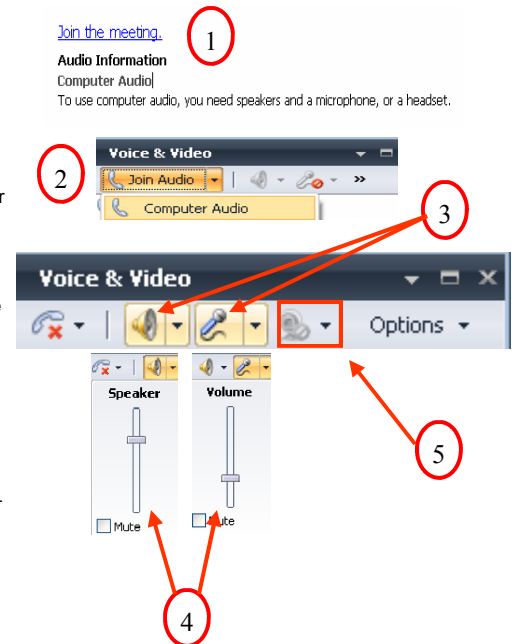
2. When you are connected to the meeting, computer audio is on by default. If it is not, in the **Voice & Video** pane, click **Join Audio**, and then click **Computer Audio**.

3. To mute the speakers or microphone, in the **Voice & Video** pane, click the **Mute Microphone** or **Mute Speakers** icon.

4. To modify the speaker or microphone volume, in the **Voice & Video** pane, click the **Microphone** or **Speaker** drop-down and move the volume slider up or down.

5. To show your video, in the upper right of the meeting client, click the **Web camera** icon.

**Tip:** Run the **Audio/Video Device Setup** wizard to help set-up your audio and video devices. To run the wizard, you must first disconnect from all voice and video conversations. To launch the **Audio/Video Device Setup** wizard, in the **Voice & Video** pane, click **Options**, and then click **Audio/Video Tuning Wizard**.



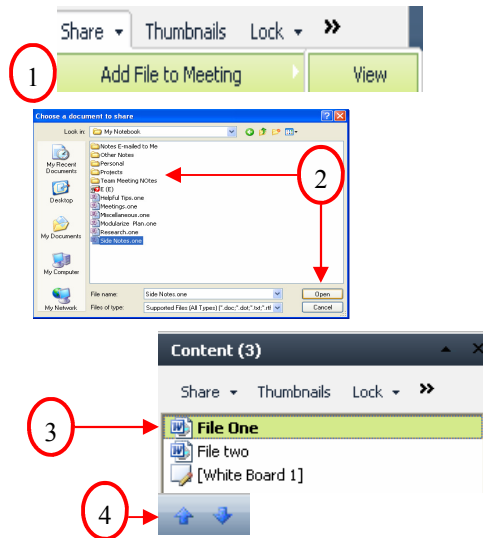
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## Import Content

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

### To import content into the meeting as a presenter

1. In the meeting client, click the **Content** pane, click **Share**, click **Add File to Meeting**, click **View**, and then select a file to import.
2. In the **Choose a document to share** dialog box, select a file to import, then click **Open** to import the file.
3. To present the file, from the **Content** pane select the file you want to present.
4. To go through the slides, click the **Previous** or **Next** icon located in the lower left of the meeting client.



## Ask and Answer Questions

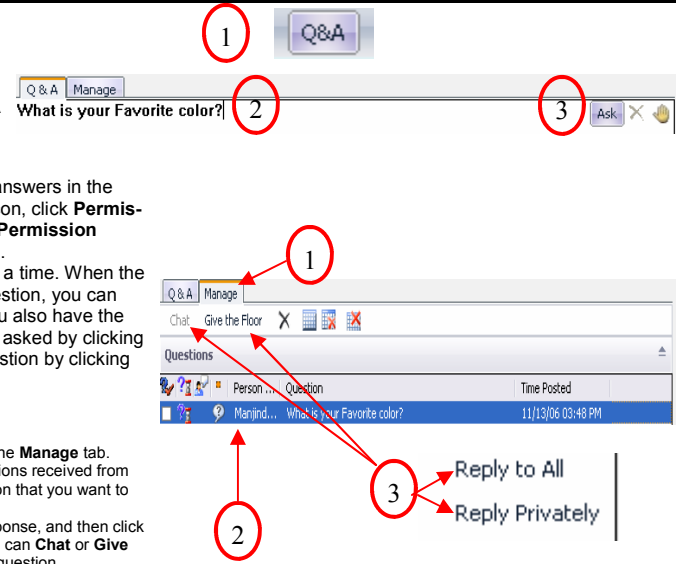
### To ask a question

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

**Tips:** To enable questions and answers in the Attendees pane, click the **More** icon, click **Permissions**, and then in the **Attendee Permission** dialog box, select **Ask questions**. You can only ask one question at a time. When the presenter has answered your question, you can then type in another question. You also have the option of editing the question you asked by clicking **Edit**. Or, you can delete your question by clicking the **Retract Your Question** icon.

### 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.



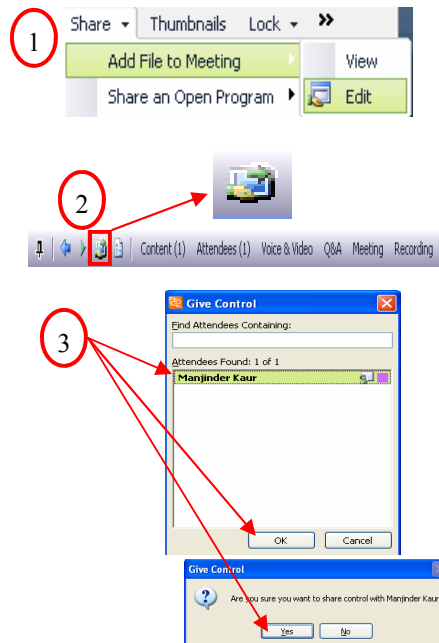
## Show and Share Applications

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 and exchange control of an application with a meeting participant

1. To share an application in the meeting client, click the **Content** pane, click **Share**, click **Share a Program**, then select the 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 meeting console** icon to finish sharing and return to the presenter meeting client.

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

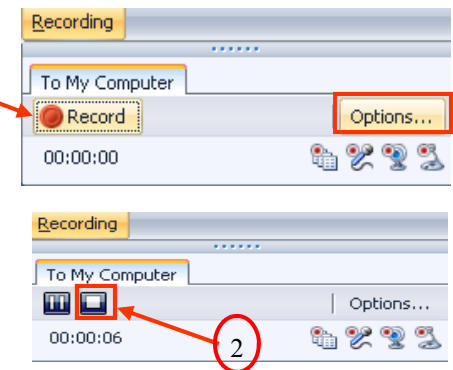


## Record your Meeting

### To record a meeting

Before recording your meeting, click **Options** to access the **Personal Recording Options** dialog box, choose where you want to save your recording and what you would like 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 the **Start** menu on your computer, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and choose **Microsoft Office Live Meeting Recording Manager**.



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