

Encounter Collaborative

Single source solution provider for all your conferencing needs

Live Meeting Quick Start User Guide

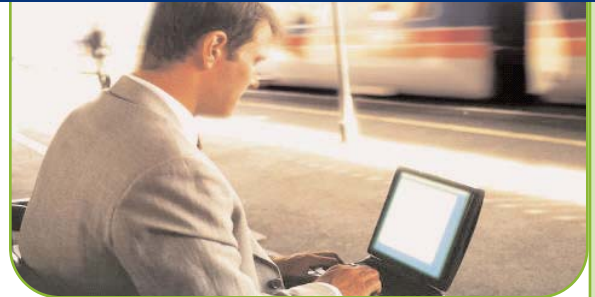


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How to Schedule a Meeting

To schedule a meeting with the Live Meeting Manager

1. Log on to Live Meeting Manager using your Live Meeting user login and password. This information, along with the URL for your Live Meeting conference center, is available from your Live Meeting account administrator.
2. On the **My Home** page, in the **Meet** area, click **Schedule Meeting**.
3. Click **Attendees** to select the attendees you want to invite from the Live Meeting address book, and then click **Presenters** to select the presenters you want to invite. For participants who do not appear in the address book, you can type each user's full e-mail address (for example, someone@example.com) in the **Attendees** or **Presenters** box.
4. Type the meeting title in the **Subject** box.
5. Select the start and end dates and times.
6. Click **Time Zone** to set the time zone.
7. In the **Occurrence** box, click **One Time** (occurs once only), **Recurring** (occurs on a regular schedule with a specified end date), or **Ongoing** (no end date enforced).
8. To override the default scheduled meeting options for this meeting only, click **Meeting Options**, and then make the necessary changes. For more information, see [How to Set Meeting Options](#).
9. In the **Message** text box, type the custom message that you want to appear in the invitation.
10. Click **Send Invitations** to send the invitations to the invitees.

Live Meeting sends a separate meeting invitation to each of the presenters and attendees you invited. The invitation contains your personal message if you provided one, the standard Live Meeting greeting text set by your Live Meeting account administrator, and the meeting details that each participant will need in order to join the meeting. Invitees also receive a calendar item that they can add to their calendars.

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How to Join a Meeting from an Email Invitation

When you receive an e-mail invitation to a meeting, the invitation contains the information that you need to get access to the meeting and to connect to the audio portion of the meeting. The invitation may be for a future (scheduled) meeting, or it may be for an informal Meet Now meeting, where someone has just sent you an invitation to meet in a virtual workspace.

To join a meeting from an e-mail invitation

1. In the e-mail invitation, click the **Join Meeting** link to go to the Live Meeting **Join Meeting** page.
2. At the **Join Meeting** page, you may be required to enter the following information:
 - : In the **Your Name** box, type the name you want to display in the Live Meeting console for other participants to identify you during the meeting.
 - : In the **Meeting ID** box, type the ID of the meeting that you are joining. If the meeting organizer requires a meeting key, type it in the **Meeting Key** box. The meeting ID and the meeting key, if required, are contained in the e-mail invitation that you received for the meeting.
3. Click **Join Meeting**.

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Installing the Live Meeting Console

You use the Live Meeting console to view and participate in meetings.

When you attempt to join a meeting and you either have not installed the Live Meeting console or your console is out of date, you will see the Meeting Installer page. The Meeting Installer page contains links to console installation options. If you are using a computer running Microsoft Windows, click **Install the Windows-based Live Meeting Console**. This is a one-time installation that will set up the full-featured Live Meeting Windows-based console on your computer.

To install the Live Meeting Console

1. In the e-mail invitation that you receive to join a Live Meeting session, click **Join Meeting**.
2. On the **Meeting Installer** page, click **Install the Windows-based Live Meeting Console**.
3. In the **File Download** dialog box, click **Run**. If you are running Windows XP SP2, you may notice that nothing happens. If this is the case, on the **Meeting Installer** page, look for a pop-up message. Click the pop-up message, and then click **Download File**.
4. If you are running Windows XP SP2, click **Run** again at the Internet Explorer **Security Warning** dialog box to start the Live Meeting setup program. When installation is complete, Live Meeting will start the console and add you to the meeting.

To join a Live Meeting with ActiveX settings locked down

The Live Meeting console does not require that your browser be enabled to install and run ActiveX controls. If your Web browser is configured to prevent you from downloading signed ActiveX controls or from initializing and scripting ActiveX controls marked as safe, you will see an interim **Meeting Entry** page. To join the meeting, click the **Join Live Meeting** link.

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How to 'Meet Now'

Meet Now meetings are a useful alternative to traditional scheduled Live Meeting sessions. With Meet Now, you create a "virtual office" to which you can invite meeting participants at a moment's notice, for example, to present information, to collaborate on documents, or to share an application from your computer.

Before you start using Meet Now, make sure that your Live Meeting account and your Meet Now options are set up. For more information about setting up Live Meeting, see [How To Set Up Live Meeting](#). For more information about Meet Now options, see [How to Set Meeting Options](#).

Start a Meet Now meeting from the Live Meeting Manager

1. In your Internet Browser, enter the URL of your Live Meeting conference center. If you do not know the URL of your conference center, contact your Live Meeting account administrator.
2. On the **Login to Live Meeting Manager** page, enter your user login in the User Login box, and then enter your password in the Password box. If you do not know your user login or your password, contact your Live Meeting account administrator.
3. Click **Login** or press the Enter key.
4. On the **My Home** page, under **Meet**, click **Meet Now**.
5. When the meeting console is displayed, you can invite participants to the meeting. On the **Attendees** menu in the Live Meeting console, click **Send E-Mail Invite**.
6. In the **Attendees** box, enter the e-mail addresses of the meeting participants who you want to attend the meeting as attendees. In the **Presenters** box, enter the e-mail addresses of the participants who you want to invite as presenters.
7. In the message body, type any additional information that you want to send about the meeting. Live Meeting automatically appends the meeting URL and phone conferencing information to the invitation.
8. Click **Send Message** to send the invitation.
9. Live Meeting displays the Live Meeting Console. You are now ready to conduct the meeting.

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How to Import a Document into Live Meeting

Importing documents is a useful way to share information and collaborate with others during a Meet Now meeting. You can import any document that was created using a Microsoft Office application or any other application that supports printing.

To import a document into the Live Meeting console

1. On the Live Meeting **Share** menu, choose one of the following:
 - : **Share Document to Edit**
 - : **Share Document to View**

Then, browse and select the document you want to share, and then click **Open**.

2. If the document requires conversion to Microsoft Office Document Image (MODI) format, Live Meeting displays a message describing this step. Click **Continue**, and then wait for the document to be imported to the Live Meeting console.
3. To display the document, in the Resources pane on the left-hand side of the console, click the document that you want to share. If the document contains multiple parts (for example, several slides in a presentation), each part is displayed in the Thumbnails pane.

Now that the document is loaded and phone conferencing is set up, you are ready to meet with meeting participants. For more information about conducting a meeting, see [How To Conduct a Meeting](#).

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Send Invitations from the Live Meeting Console

After you have started a Meet Now meeting, you can use the Live Meeting console to invite others to join you.

To send a meeting invitation from within the Live Meeting console

1. From the Attendees menu in the Live Meeting console, click **Send E-Mail Invite**.
2. In the **Attendees** and **Presenters** text boxes, enter the full e-mail addresses of the attendees and presenters you want to invite (for example, someone@example.com).
3. Enter a subject for your meeting.
4. If you want, in the **Message** text box, type a message about the meeting. This message is included with the invitation.
5. Click **Send Message**, and then click **OK**.

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Configure the Live Meeting Console

The Live Meeting console is made up of multiple panes. You can view or hide panes for any meeting. Many panes have buttons that you use to perform tasks. For example, the **Now Presenting** pane provides a check box to lock control for content display.

As the organizer of a meeting, you can control which panes you want to enable or disable for other participants at your meeting. For more information, see [How to Set Meeting Options](#).

To hide and show panes in the Live Meeting console

: On the **View** menu, point to **Panes**, and then click the pane that you want to show or hide. A check mark indicates that a pane is currently shown.

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Interact with Attendees and Manage Participation

The Attendees pane lists participants' names, their "mood," whether chat with them is blocked, and whether they are a presenter or attendee. You can search for a participant, or you can sort the list that appears.

To see who is attending your meeting

1. If the Attendees pane does not already appear in your Live Meeting console, on the **View** menu, click **Panes**, and then click **Attendees**.
2. To sort the list of participants, select an option in the **Arrange by** list. For example, to sort alphabetically by participant name, click **Name** in the **Arrange by** list.
3. To find an attendee, in the **Search list for person** box, type the first few letters or the name of the person you want to locate. As you type, the Attendees pane updates the list to match your criteria. The more characters of the person's name that you enter, the more precise the match.

To make an attendee a presenter

1. In the **Attendees** pane, click the name of the attendee you want to make a presenter.
2. Click the right arrow next to the attendee's mood color.
3. In the attendee's information box, click the right arrow, and then click **Make a Presenter**.

To invite more people to your meeting

1. In the **Attendees** pane, click **Send E-mail Invite**.
2. In the **Attendees** field of the **Send E-mail Invite** dialog box, type the full e-mail addresses of all those invited as attendees, separated by semicolons. In the **Presenters** box, type the full e-mail addresses of all those invited as presenters, separated by semicolons.
3. Type a message, if you wish, and then click **Send Message**.

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Manage and Respond to Questions

Use the Question Manager to view questions from participants and to provide your responses. Attendees can send questions to any presenter, and the presenter can respond either privately or with an answer that appears to all attendees.

Note: The Questions and Answers pane is available only if the presenter allows attendees to ask questions.

To enable questions for a meeting

1. In the **Attendees** menu, click **Attendee Permissions**.
2. In the **Attendee Permissions** dialog box, select the **Ask questions** check box. The Questions and Answers pane will appear in the Live Meeting console.

To display or hide the Questions and Answers pane

- : In the View menu, point to Panes, and then click Questions and Answers. If a check mark appears beside the menu item, the pane is shown. If not, the pane is hidden.

To display the Question Manager

- : In the Questions and Answers pane, click Question Manager. The Question Manager appears, listing all questions received from attendees.

To respond to a question, a presenter can do the following:

- : Answer the question either by sending a text response to all of the attendees or by sending a private text message to an individual attendee.
- : Initiate a 1-on-1 chat with the questioner to discuss the issue.
- : Not respond at the current time.
- : Dismiss the question.
- : Allow the questioner to address the entire audience by taking the floor.

Note: If multiple presenters are working together to monitor questions, each presenter's actions in the Question Manager are automatically reflected in the all presenters' Question Managers. For example, if one presenter dismisses a question, it is also removed from the other presenters' Question Managers.

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To respond to a question from an attendee

1. If the **Question Manager** is not visible, display it as explained earlier in this topic. You can sort the list of questions by whether the question is marked, whether the person asking the question has the floor, alphabetically by either the asker's name or the text of the question, or by the time the question was posted. To do so, click the appropriate column heading. Click the column heading again to toggle between an ascending and descending sort.
2. In the **Question Manager**, click the question that you want to answer, and then do one of the following:
 - : To give the asker the floor, click **Give the Floor**.
 - : To chat one-on-one with the asker, click **Chat 1:1**.
 - : To answer the question publicly, in the **Your Answer** box, enter your response, and then click **Post to All**.
 - : To answer the question privately, in the **Your Answer** box, enter your response, and then click **Post Privately**.

Note: As a **Presenter**, you can always see who asked each question. When you choose the **Post to All** option, the question appears anonymously to all participants.

To ask a question

1. In the **Questions and Answers** pane, type your question in the one-line box at the bottom of the pane, and then click **Ask**.
2. After asking a question, you can also do the following:
 - : Edit the question. Click **Edit**, make your changes, and then click **Ask**.
 - : Delete the question. Click **Delete**.

To view and save a question log for your meeting

1. In **Question Manager**, click **View Log**. All of the question and answer activity from your meeting will be displayed in a separate browser window.
2. To save the question log, use your browser to save the HTML page containing the log, or open a text editor, paste the contents of the log to a new file, and then save the file.

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How to Chat with Attendees

Chats are a useful way for presenters to communicate with attendees or presenters during a meeting, such as when a presenter suggests a break-out session to discuss a specific issue with another attendee.

In some circumstances, you might want to allow attendees to text chat with one another. Participants can conduct separate conversations away from the larger group. When chatting is enabled, each participant can have multiple one-on-one chat sessions open simultaneously. Any participant can block individual participants from chatting with them by right-clicking the name of the participant in the Attendees pane and then clicking **Block Chat**.

As a presenter, you can always chat with meeting participants. You can also control whether participants can chat among themselves.

To control attendees chatting with each other

1. On the **Attendees** menu, click **Attendee Permissions**.
2. In the **Attendee Permissions** dialog box, if the **Interact** check box is cleared, select it. If the box has a check mark or a green rectangle, select **Chat with other attendees**.
3. If you selected the **Interact** check box, verify that the settings for the other interaction options are as you want them, and change them as necessary.
4. Close the **Attendee Permissions** dialog box.

To chat with another attendee

1. In the **Attendees** pane, click the name of the person with whom you want to chat.
2. Click the right arrow located to the right of the person's mood color.
3. In the person's information box, click the right arrow, and then click **Chat**. A Chat window appears on both your computer and the person's computer with whom you choose to chat. The person's name appears in the title.
4. Type your comment or question in the field at the bottom of the window, and then click **Send**. The chat between you and the other attendee appears in the field at the top of the window. Your chat is private and cannot be seen by other attendees.
5. When you finish chatting, close **Chat**.

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Managing Uninvited Attendees

The meeting lobby is a place where people without an invitation can attempt to join a meeting. It is similar to reservationless audio conferencing, in which attendees can attempt to join a meeting at anytime regardless of invitation status. Attendees who join a meeting by using the meeting lobby use a different URL than the one that is included in Live Meeting invitations.

Organizers can use the meeting lobby to schedule meetings without sending invitations to attendees. Meetings are simply set and joined by attendees who enter the Meeting Lobby and wait for the meeting owner to grant them access. As an organizer, you can request that Live Meeting send you an e-mail notification when the first attendee arrives in your meeting lobby and every thirty minutes thereafter for other attendees who arrive in the meeting lobby. You can then selectively grant or deny access to each attendee in the Meeting Lobby. If you do not respond within thirty minutes, the attendee is denied access. Similarly, Live Meeting can send you an e-mail notification when new attendees join the meeting while a meeting is in progress. You can also "lock the door" to prevent such interruptions.

A common use of the meeting lobby is to provide people with spontaneous access to your Meet Now meeting area at a time that they choose, rather than waiting to receive an invitation from you. For example, you can include the meeting lobby URL for your Meet Now meeting area on your business cards and e-mail signatures. Customers or co-workers who want to request an impromptu meeting with you can visit that URL in their browser, and then wait up to thirty minutes for you to receive an e-mail notification and allow or deny them access to the meeting.

You configure the meeting lobby when you set the meeting options for a Meet Now meeting or a scheduled meeting.

To control meeting access through the meeting lobby

1. In the **Attendees** menu, click **Meeting Lobby**.
2. In the **Meeting Lobby** window, select attendees to whom you want to grant access, and then click **Grant Access**.
3. In the **Meeting Lobby** window, select attendees to whom you want to deny access, and then click **Deny Access**.

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Monitoring Attendees

The Seating Chart pane provides a view of the number of attendees and their ongoing feedback. Each participant in the meeting is represented by a colored rectangle, the color of which indicates the participant's current perception of the meeting. This perception is referred to as the participant's mood.

Depending on the number of attendees, the configuration of the seating chart changes. A large meeting is represented by a row of presenters and many rows of attendees. A smaller meeting is represented by a round table surrounded by several participants surrounding it.

Seating charts can help you gather rapid feedback from your audience as participants change their chart colors to indicate their mood throughout the meeting.

One use of the Seating Chart is to allow participants to respond to information you request during your presentation. For example, you might start your meeting by having everyone change their seat color to "Yellow" if they can hear your voice and are ready to begin. This gives you a visual representation that your audience can hear you and is paying attention. It also gets them using the Live Meeting user interface, which keeps them engaged.

You can use the colors of the attendee icons to:

- : Check on the pace of your presentation
- : Get a quick "snapshot" of your audience
- : Let attendees tell you they have a question or concern
- : Indicate when an attendee temporarily steps away from the meeting

By default, the colors in the seating chart include the following descriptions:

- : Green: Proceed (this color is shown by default for all attendees)
- : Red: Slow down
- : Blue: Speed up
- : Yellow: Need help
- : Purple: Question

To view the seating chart for your meeting

- : In the **View** menu, point to **Panes**, and then click **Seating Chart**.

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Using Annotations

You can allow attendees and other presenters to attach annotations to resources during your meeting. If you imported the resource, all annotations stay in Live Meeting, and they do not affect the original document or presentation.

To allow attendees to interact and edit documents within a presentation

1. From the **Attendees** menu, select **Attendee Permissions**.
2. Under **Allow Attendees to**, select **Annotate/Edit current page/slide**.
3. Close the **Attendee Permissions** window.

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Setting Meeting Options

To set Meet Now options

1. In your Internet browser, enter the URL of the Live Meeting conference center. Enter your user login and password to log on to Live Meeting.
2. On the **My Home** page, click **Meet Now Details**, and then click **Meet Now Options**.
3. To set a specific option, click the appropriate link at the top of the **Meet Now Options** page. For details about specific options, see Meeting Options later in this article.
4. When you have finished setting options, click **OK**. The options that you set will apply to all future Meet Now meetings.

To set options for a scheduled meeting

1. In your Internet browser, enter the URL of the Live Meeting conference center. Enter your user login and password to log on to Live Meeting.
2. To begin setting **Meeting Options**, do one of the following:
 - : If you are setting options for a new meeting, in the **My Home** page, under **Meet**, click **Schedule Meeting**.
 - : If you are setting options for an existing meeting, in the **My Home** page, click the meeting for which you want to set options.
3. Click **Meeting Options**.
4. To set a specific option, click the appropriate link at the top of the **Meeting Options** page. For details about specific options, see Meeting Options later in this article.
5. When you have finished setting options, if you want to set these options as the default settings for all future scheduled meetings, click **Set As Default**.
6. Click **OK**.

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Setting the Meeting Details

Meeting details control information that Live Meeting uses to generate meeting invitations, to configure the meeting space, and to help you with bookkeeping if your organization uses billing codes to monitor Live Meeting costs. Setting meeting details can be important if:

- : You are configuring Live Meeting for the first time after it was installed.
- : You want to change the length of your Meet Now sessions.
- : You want to expand a meeting to include more people, and you need more simultaneous connections to the Live Meeting service.

To set meeting details

In the **Meeting Details** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : (Scheduled Meetings only) In the **Meeting ID** text box, type the ID for the meeting.
- : (Scheduled Meetings only) In the **Type** section, click **Web Meeting Place** for collaborative meetings or for smaller groups so that participants can share control of the meeting, or click **Auditorium Place** for formal presentations or meetings with larger audiences, where the presenter is in control, presents the slides, monitors the audience, and obtains feedback.
- : In the **Language** list, click the language in which you want the Live Meeting console to appear. The language option also specifies the language of meeting invitations, as well as the language used for descriptive data for Live Meeting recordings.
- : (Optional) In the **Bill to Code** text box, enter the billing code associated with your use of the Live Meeting service within your organization.
- : In the **Meeting Size** box, enter the maximum number of people that you expect to attend a meeting.
- : (Meet Now only) In the **Meeting Duration** list, select the maximum length of the meeting.

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Setting Meeting Entry Control Options

You can set entry controls to:

- : Control who attends a meeting.
- : Make a meeting available for a large general audience.
- : Distinguish between participants who are attendees and those who are presenters.

To set entry control options

In the **Entry Control, Presenters** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : To limit attendance as a presenter to individuals who have a membership in your Live Meeting conference center, click **Access Control List**.
- : To limit attendance as a presenter to individuals who have a meeting key (a password), whether supplied by you or generated by Live Meeting, click **Meeting Key**.

In the **Entry Control, Attendees** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : To limit attendance as an attendee to individuals who have a membership in your Live Meeting conference center, click **Access Control List**.
- : To limit attendance as an attendee to individuals who have a meeting key (a password), whether supplied by you or generated by Live Meeting, click **Meeting Key**.
- : To allow anyone to join a meeting, whether or not they have a meeting key or a membership in your Live Meeting conference center, click **Free Entry**. Keep in mind that anyone may enter as an attendee.

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Setting the Meeting Entry Time

You can prevent attendees from joining a Meet Now meeting before you are ready. Presenters can always join the meeting at any time.

To set meeting entry time options

In the **Meeting Entry Time** section of either the **Meet Now Options** page or the **Meeting Options** page, select the appropriate option:

- : To prevent attendees from joining the meeting until 30 minutes before the scheduled meeting time, click **Attendees - 30 min. early, Presenters - anytime**. To allow attendees to join the meeting whenever they want, click **Anyone - anytime**.

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Extended Registration

You can require participants to supply their e-mail address and company name when they attempt to join a meeting. This requirement is called extended registration.

To set extended registration options

In the **Extended Registration** section of either the **Meet Now Options** page or the **Meeting Options** page, select the appropriate option:

- : To require extended registration, click **Request e-mail address and company name**. To allow participants to join the meeting without supplying their e-mail address and company name, click **Do not request e-mail address and company name**.

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Setting the Meeting Lobby Options

The meeting lobby is an area where uninvited people who would like to join your meeting can request entry. You can set meeting lobby options for your Meet Now meetings or for any scheduled meeting that you organize. You can give users a URL to the meeting lobby when it is not appropriate to send a meeting invitation. For example, you can include the meeting lobby URL on your business cards so that users can always request access to an ongoing Meet Now meeting. Presenters can use the meeting lobby to control who enters the meeting, as well as the time that they enter.

To set meeting lobby options

In the **Meeting Lobby** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : To enable the meeting lobby for your meeting, click **Enable Meeting Lobby for this meeting**. In the **Lobby greeting** box, type a message for visitors to the meeting lobby. When you enable the meeting lobby, you will see a meeting lobby URL on the Meeting Details page for Meet Now meetings. This is the URL that you can send to people to allow them access to your meeting if they do not have an invitation.
- : If you want Live Meeting to send an e-mail notification to you when individuals are waiting in the meeting lobby, click **Enable e-mail notification from lobby attendees**.

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Additional Features

The options listed under **Additional Features** on the **Meet Now Options** page or the **Meeting Options** page are useful for enhancing participants' meeting experience, for limiting what they can do in some circumstances, and for demonstrating features of the Live Meeting console so that attendees become familiar with them.

To set additional features

In the **Additional Features** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : To allow attendees to ask questions of the presenters, select the **Question and Answer Control Panel** check box.
- : To allow presenters to use the Live Meeting console to end the meeting, select the **Show End Session Option in Console** check box.
- : To allow attendees to use the Live Meeting console to send e-mail messages to each other, select the **Send e-mail to each other** check box.
- : To allow attendees to use the Live Meeting console to chat with each other and with presenters, select the **Chat** check box.
- : To allow presenters to share programs with other participants, select the **Application Sharing** check box.
 - o To determine the level of control that presenters have over application sharing, click **Never, When sharing a Single Application only, or When sharing the Desktop, Frame, or Single Application**, as appropriate.
 - o To allow individual participants to request control of a shared program, select the **Allow meeting participants to request control** check box.
 - o To set the color quality of shared applications, which can affect the performance of application sharing over the network, click the appropriate option from the **How many colors to use for sharing** list.
- : To allow participants to print meeting content to an Adobe Acrobat Reader file (.pdf), click **Printing to PDF**. To enable printing for all participants or to limit it to presenters only, click the appropriate option.

Additional Features

- : To make the seating chart visible to all participants, select the **View the seating chart** check box. You must also select this check box to edit the color-coded legend in the seating chart. If you want only to edit the legend, but not make the seating chart visible, clear the check box when you are finished editing the legend.
 - o To edit the color-coded legend in the seating chart, change the text in the **Title** box and the boxes corresponding to the colors you want to change.
 - o To define a color as the default when a participant joins the meeting, click the color.
- : To enable a custom pane in the Live Meeting console that contains streaming media content from a source you specify, select the **Streaming Media Custom Frame** check box.
 - o In the **Attendee URL** box, enter the URL of the source of streaming media content for attendees. In the **Presenter URL** box, enter the URL of the source of streaming media content for presenters.
 - o You can specify the height of the custom pane for attendees and for presenters in the corresponding **Frame Height** boxes.

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Setting Content Expiration

When you set a content expiration time, all content associated with the meeting will be deleted after the time interval you specify. Setting an expiration time can be important when:

- : You do not want confidential content to persist on a server that does not belong to your company.
- : You want to delete information from your computer when it is no longer useful.

To set content expiration options

In the **Content Expiration** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

- : To delete content after a meeting ends, select the **Meeting content will be deleted after the meeting ends based on the duration specified below** check box.
- : To specify the amount of time you want Live Meeting to retain content before deleting it, type a number in the box, and then click a unit of time on the accompanying list.

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How to Record in Live Meeting

You can choose to record a meeting or to allow other presenters to record it, and you can control meeting participants' access to the recording.

To set recording options

In the **Recording** section of either the **Meet Now Options** page or the **Meeting Options** page, set the following options:

1. In the **Enable Recording** section, click one of the following options:
 - : To allow only yourself (as organizer) to record the meeting, click **Disabled in the meeting, but the organizer can still record when logged into Live Meeting**.
 - : To allow presenters to record the meeting, click the **Presenter can record the meeting** option.
2. In the **Recording Access** section, click one of the following options:
 - : To allow only yourself and your Live Meeting account administrator access to recordings, click **Only the administrator and organizer can view recordings**.
 - : To allow all attendees and presenters at the meeting to view recordings, click **All meeting participants can view recordings using their meeting entry information**.

Live Meeting User Guide

Setting User Preferences in Live Meeting Manager

You can use Live Meeting Manager to control your personal information, connection speed, and access to recording. If you install the Live Meeting Add-In Pack, you can also control add-in setup and you can access user preferences in the Start menu on your Microsoft Windows computer.

To set your user preferences in Live Meeting Manager

1. On the **My Home** page, under **Manage**, click **User Preferences**.
2. On the **User Preferences** page, enter the following information:
 - : In the **Personal Information** section, type your first name, last name, and full e-mail address (for example, someone@example.com).
 - : In the **Password** section, you can change your password. To do so, type your old password in the **Old password** box. Type your new password in the **New password** box, and then type the new password once again in the **Confirm new password** box.
 - : In the **Display Options** section, indicate the number of meetings or recordings you want Live Meeting Manager to display on a single page, and select your local time zone.
 - : In the **Recording Access** section, if you want to require the e-mail address and company name of participants who want to access your recordings, select the **Require extended registration by asking for email and company name** check box. To allow anybody to download meeting recordings, or to allow only meeting organizers to download recordings, click the appropriate option.
3. Click **OK** to save your user preferences. Live Meeting will use these preferences for future meetings.

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Setting User Preferences in the Live Meeting Console

To set your user preferences in the Live Meeting Console

1. In the **Tools** menu, click **User Preferences**.
2. In the **User Preferences** dialog box, on the **Personal Information** tab, select the check boxes next to the contact information you want to display in the **Attendees** pane of the meetings you attend. Then, for each field, type your contact information in the corresponding box.
3. On the **Connection Speed** tab, click the option that matches your network connection speed on the computer you will use for attending Live Meeting sessions or click the option that lets Live Meeting automatically detect your connection speed.
4. On the **Recording Access** tab, click the option that matches who you want to allow to download recordings of meetings that you organize and manage with Live Meeting. If you want to require the e-mail address and company name of participants who want to access your recordings, select the **Require extended registration by asking for email and company name** check box.
5. Click **OK** to save your user preferences. Live Meeting will use these preferences for future meetings.

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Set Recording and Audio Options for Meetings

Before you record a meeting, ensure that the Recording and Audio options are configured the way you want for both Meet Now meetings and scheduled meetings.

To set recording options for Meet Now meetings

1. In your Internet browser, enter the URL of your Live Meeting conference center.
2. On the **My Home** page of Live Meeting Manager, enter your user login in the **User login** box and your password in the **Password** box, and then click **Login**.
3. Click **Meet Now Details**, and then click **Meet Now Options**.
4. At the top of the **Meet Now Options** page, click **Recording**.
5. By default, only the meeting organizer can record a meeting. If you want to allow presenters to record your meeting, select **Presenters can record the meeting**.
6. Under **Recording Access**, select how you want to control access to viewing recordings. By default, only the administrator and organizer can view recordings.

To set audio options for Meet Now meetings

For the Live Meeting recording feature, you must specify additional dialing keys in addition to the participant code and the leader code. The Live Meeting recorder dials into the conference call as a silent attendee. You use additional dialing keys to input the character string needed to allow the Live Meeting to input your participant code for you. You can instruct Live Meeting to pause before dialing the participant code. By adding commas to indicate pauses, you can give the phone conferencing service prompt time to complete before Live Meeting dials the participant code. After Live Meeting enters the participant code, it enters any other character strings that you have specified.

: In the first **Actual dialing keys** box, type commas to indicate how long Live Meeting should wait before proceeding with the participant code, and then in the box to the right of **<participant code>**, enter any other characters that are required by the conference call service after the participant code is entered.

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Set Recording and Audio Options for Meetings

To set recording options for scheduled meetings

1. At the **My Home** page of the Live Meeting Manager, enter your user login in the **User login** box and your password in the **Password** box, and then click **Login**.
2. Under **Meet**, click **Schedule Meeting**.
3. On the **Schedule Meeting** page, click **Meeting Options**.
4. At the top of the **Meeting Options** page, click **Recording**.
5. By default, only meeting organizers can record a meeting. If you want to allow presenters to record the meeting, select **Presenters can record the meeting**.
6. Under **Recording Access**, select how you want to control access to viewing recordings. By default, only the administrator and organizer can view recordings.

To set audio options for scheduled meetings

For the Live Meeting recording feature, you must specify additional dialing keys in addition to the participant code and the leader code. The Live Meeting recorder dials into the conference call as a silent attendee. You use additional dialing keys to input the character string needed to allow the Live Meeting to input your participant code for you. You can instruct Live Meeting to pause before dialing the participant code. By adding commas to indicate pauses, you can give the phone conferencing service prompt time to complete before Live Meeting dials the participant code. After Live Meeting enters the participant code, it enters any other character strings that you have specified.

: In the first **Actual dialing keys** box, type commas to indicate how long Live Meeting should wait before proceeding with the participant code, and then in the box to the right of **<participant code>**, enter any other characters that are required by the conference call service after the participant code is entered.

Live Meeting User Guide

How to Record a Meeting

By default, only the meeting organizer can record a meeting, but the organizer can give permission to presenters to record the meeting as described earlier in this article.

Note: *These instructions assume that you have joined the meeting as either the organizer or as a presenter with permission to record, that you have set audio and recording options as described earlier in this article, and that you have imported the resources you need for the meeting.*

To record a meeting

1. When the Live Meeting console starts, the **Audio and Recording Setup** dialog box appears. The Phone Conferencing information will be displayed in this dialog box. Call the Phone Conferencing Service using the telephone number supplied in the box. Be sure to supply your conference leader code.
2. Before recording the meeting, import the resources you want for the meeting. For example, you can click the **Import a document** button on the Live Meeting toolbar. You may also want to wait for the meeting participants to arrive before you start recording the meeting.
3. If you want to test the audio connection before recording, in the **Audio and Recording Setup** dialog box, click the double arrow to expand the recording section of the dialog box, and then click **Test/Listen to Connection**.
4. When you are ready to start recording, click **Start Recording** in the **Audio and Recording Setup** dialog box. If the dialog box is not visible, click **Start Recording** on the Live Meeting console toolbar.
5. To pause a recording, click the **Pause** button. To resume recording after a pause, click the **Pause** button again.
6. When you are finished recording, click the **Stop Recording** button. To save the recording, click **Save Recording**. The recording is saved to your conference center.

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Access and Play a Recording

After recording the meeting, allow up to 24 hours for the recording to be available. After the meeting recording is complete, you, as the meeting organizer, must access the recording and provide access for others.

To access and play a recording

1. Log on to Live Meeting Manager.
2. At the **My Home** page, under **View**, click **Recordings**.
3. In the **Recordings** list, click the **View** icon to the left of the recording name in the list.
4. (Optional) To install the Replay Wrapper, a special skin for Windows Media Player that adds indexing ability to playback of your recordings, click **Install Replay Wrapper** and follow the instructions on the screen.
5. In the **View Recording in Replay format** section, click the **View** icon.

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Send an Invitation to a View Recording

When you set recording options before a meeting, you can either limit access to a recording to the organizer and the Live Meeting administrator, or you can give access to all meeting participants. If you limit access to the organizer and the administrator, you can still provide access to individuals. To do so, you send those individuals an invitation to view the recording.

To send an invitation to a recorded meeting

1. On the **My Home** page, under **View**, click **Recordings**.
2. In the **Recordings** list, click the title of the meeting recording for which you want to send invitations.
3. Optionally, you can change the recording access control and the download options.
4. In the **Invitees** box, type the full e-mail addresses (for example, someone@example.com), separated by semicolons, of the people you want to invite to view the recording.
5. Type an optional message, and then click **Send Invitations**. Invitees will receive an e-mail message with a link to the recording.

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How to End a Meeting

As an organizer, you can exit a meeting in one of two ways:

- : Leave the meeting, but allow other participants to continue.
- : Leave the meeting, and end the meeting for all participants.

To leave a meeting you have organized but allow others to continue

- : On the File menu, click Exit.

To leave a meeting and end the meeting for all participants

- : On the File menu, click Exit and End Session.