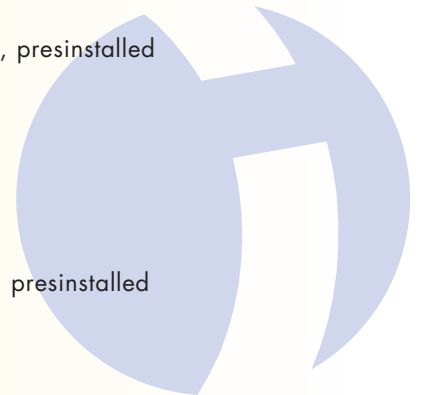


ADMINISTRATION GUIDE

▶ HOW TO GET STARTED WITH LIVE MEETING ADMINISTRATION

This section provides a list of essential resources for administering your Live Meeting service.

- The following resources can help you deploy and administer Live Meeting throughout your organization:
- System requirements for Windows-based Live Meeting console:
 - Microsoft Windows Server™ 2003, Windows® XP SP1a or later, or Windows 2000 SP4
 - 166 MHz or higher Pentium-compatible CPU
 - Microsoft Internet Explorer 6.0 SP1 or later or Netscape 7.1 or later
 - 64 MB RAM
 - 56 Kbps modem (DSL, cable, or better recommended)
 - 800 _ 600 screen resolution for meeting attendees
 - 1024 _ 768 screen resolution for presenters
- The Web-based Live Meeting console requires one of the following combinations of operating system, browser, and JVM (Java virtual machine):
 - Mac OS X 10.2x or higher with Safari 1.2 browser and MRJ (Macintosh Runtime for Java) 1.4.1 or higher
 - Sun Solaris 8 with Netscape 7.2 and Sun JVM 1.4.2
 - Sun Solaris 8 with Mozilla 1.4 and Sun JVM 1.4.2
 - Windows 98 SE with Netscape 7.2 and Sun JVM 1.4.2
 - Windows 98 SE with Internet Explorer 6.0 SP1 and Sun JVM 1.4.2
 - Windows 98 SE with Internet Explorer 6.0 and Microsoft JVM (5.0.0.3810), presinstalled configurations
 - Windows 2000 with Netscape 7.2 and JVM 1.4.2
 - Windows 2000 with Internet Explorer 6.0 SP1 and Sun JVM 1.4.2
 - Windows 2000 with Internet Explorer 6.0 and Microsoft JVM (5.0.0.3810), presinstalled configurations
 - Windows XP with Netscape 7.2 and Sun JVM 1.4.2
 - Windows XP with Internet Explorer 6.0 SP1 and Sun JVM 1.4.2





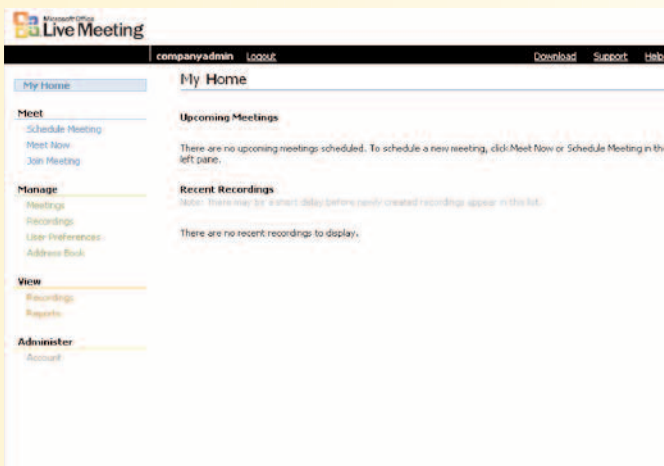
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- Windows XP with Internet Explorer 6.0 and Microsoft JVM (5.0.0.3810), preinstalled configurations
- Windows Server 2003 with Internet Explorer 6.0 SP1
- For instructions on how to deploy the Live Meeting 2005 Windows-based meeting console for your organization, go to [Live Meeting Administrator Resources](#) and get the **Live Meeting 2005 Deployment Guide**.
- The following how-to articles can help you with common administrative tasks:
 - Log on to the Live Meeting conference center with your Administrator user name and password. See [How to Access Live Meeting Administration Features](#).
 - Set default preferences for memberships. See [How to Set Account Preferences](#).
 - Set roles and policies. See [How to Manage Roles and How to Manage Policies](#).
 - Create new memberships and manage existing ones. See [How to Create and Manage Memberships](#).

▶ HOW TO ACCESS LIVE MEETING ADMINISTRATION FEATURES

To access administration features

1. In your Internet browser, enter the URL of your Live Meeting conference center.
2. On the **Join Meeting** page, click **Log In**.
3. On the **Live Meeting Login** page, enter your user name in the **User login ID** box, enter your password in the **Password** box, and then click **Login**.
4. If you are logged on with the Administrator role, you will see the **Administer** menu on the left side of the **My Home** page with the **Account** option under it.
5. Click **Account** to go to the **Account Administration Home** page.





▶ HOW TO CREATE AND MANAGE GROUPS

You can create groups that contain multiple members so that all the members in the group can easily be invited to meetings. For example, if you create a group called "Sales," which contains all Live Meeting members who work in your sales department, any organizer can invite all members of the department by sending an invitation to the Sales group.

Groups are a Live Meeting entity only. Creating a group in Live Meeting does not affect similar groups you create using other programs, such as your e-mail program.

A member can belong to any number of groups. You can make group assignments when you create or edit a membership. For more information, see [How To Create and Manage Memberships](#).



NOTE: To create and manage groups, you must be logged on to the Live Meeting conference center with a membership that is assigned the Administrator role. If your membership is not assigned the Administrator role, see your Live Meeting administrator.

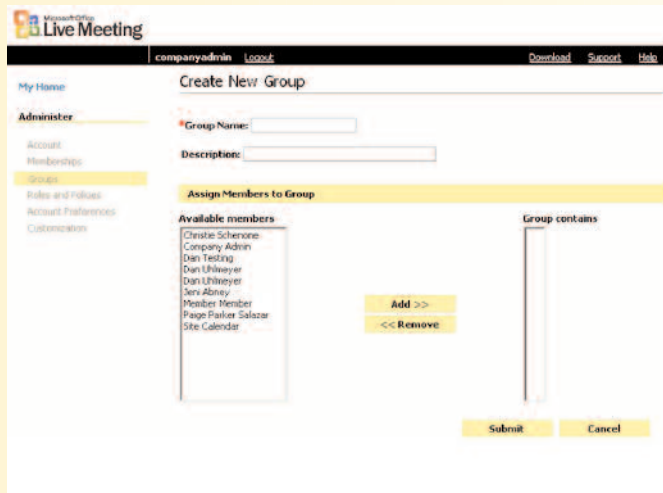
To display the groups list

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Groups**.

To create a group

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Groups**.
3. On the **Administer Groups** page, click **Create New Group**.
4. In the **Group Name** box, type the name of the new group.
5. Optionally, in the **Description** text box, type a description of the group.
6. In the **Available members** list, click the members you want to add to the group, and then click **Add**. To add multiple members, hold down Ctrl while you click the member names one at a time.
7. Click **Submit**.

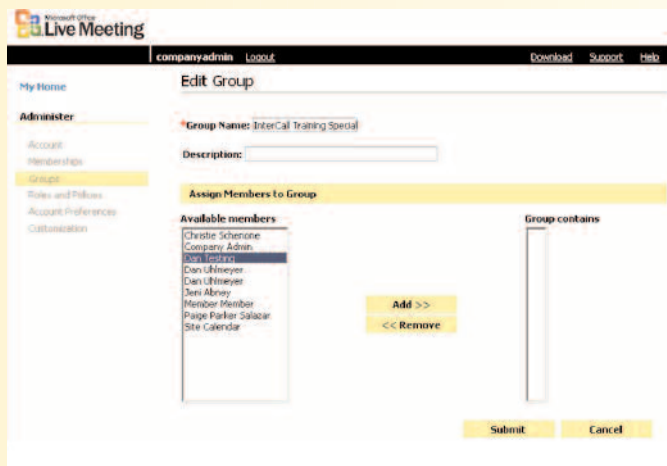




To edit a group

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Groups**.
3. On the **Administer Groups** page, click the group name you want to edit.
4. In the **Group Name** text box, type any change to the group name.
5. Optionally, in the **Description** text box, edit the description of the group.
6. In the **Available members** list, click the members you want to add to the group, and then click **Add**. To add multiple members, hold down Ctrl while you click the member names one at a time.
7. In the **Group contains** list, click the members you want to remove from the group, and then click **Remove**. To remove multiple members, hold down Ctrl while you click the member names one at a time.
8. Click **Submit**.





To delete a group

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Groups**.
3. On the **Administer Groups** page, in the row containing group name you want to delete, select the **Delete** check box. Repeat this step for each group you want to delete.
4. At the top or bottom of the **Delete** column, click **Delete**. In the confirmation message box, click **OK**.



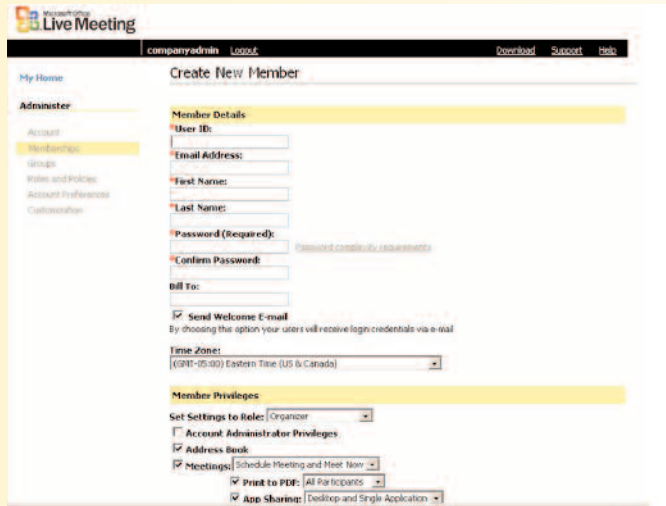
▶ HOW TO CREATE AND MANAGE MEMBERSHIPS

Managing memberships is a key part of administering Live Meeting. You must create a membership for each person in your organization who will log on to the Live Meeting conference center. Memberships are not required to attend and present at meetings.

You can add members to groups to make it easier for organizers to send bulk invitations. For more information, see [How To Create and Manage Groups](#).

You assign roles to members in Conference PlaceSM. Assigned roles control members' access to Conference PlaceSM resources. When you create or edit a membership, settings you make for the individual member override the default settings for the member's role. For more information about roles, see [How To Manage Roles](#).

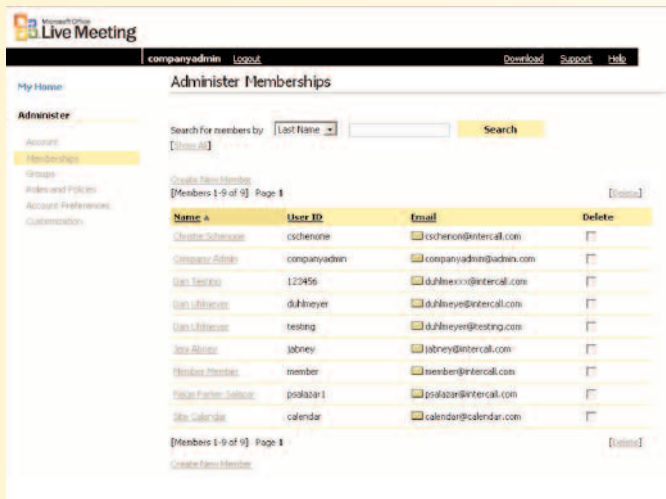




NOTE: To create and manage memberships, you must be logged on to the Live Meeting conference center with a membership that is assigned the Administrator role. If your membership is not assigned the Administrator role, see your Live Meeting administrator.

To display the Memberships list

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.
3. On the **Administer Memberships** page, click **Show All**. If you manage more than 1,000 memberships, Live Meeting displays only the first 1,000. You can search for specific members, whether they are displayed or not.



To search for a member

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.

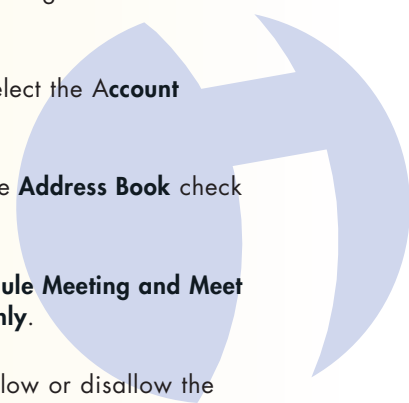




3. On the **Administer Memberships** page, in the **Search for members by** list, click the field you want to use to search for a member.
4. In the **Search** box, type the text you want to find, and then click **Search**.

To create a membership

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.
3. On the **Administer Memberships** page, click **Create New Member**.
4. In the **Member Details** section of the **Create New Member** page, in the appropriate boxes, type the user name, full e-mail address (such as someone@intercall.com), given name, and surname of the member you want to create.
5. In the **Password** box, type the password for the member account. In the **Confirm Password** box, retype the password.
6. Optionally, in the **Bill To** text box, type the administrative code that your organization will use to bill the member's use of the Live Meeting service.
7. To send a system-generated welcome e-mail message to the member that contains the user name and password that the member will use to log on to Live Meeting, select the **Send Welcome E-mail** check box.
8. In the **Time Zone** list, click the time zone where the member is located.
9. In the **Set Settings to Role** list, click the Conference PlaceSM role you want to assign to the new member.
10. To allow members to make administrative changes to their own account, select the **Account Administrator Privileges** check box.
11. To allow the new member to view the Live Meeting address book, select the **Address Book** check box.
12. To allow the member to schedule meetings, in the **Meetings** list, click **Schedule Meeting and Meet Now**. To prevent the member from scheduling meetings, click **Meet Now Only**.
13. If you allow the member to schedule meetings, select the check boxes to allow or disallow the ability to use the following Live Meeting features in meetings they schedule:





- **Print to PDF.** If you enable this option, use the Print to PDF list to specify whether all participants or only presenters can print slides and other documents associated with the meeting as Adobe Acrobat files (.pdf).
- **Application Sharing.** If you enable this option, use the Application Sharing list to specify whether the member can share the desktop and a single application or only share a single application.
- **Custom Frame.** If you enable this option, use the Custom Frame list to specify whether a custom pane is available to the member for use in meetings.
- **Recordings.** If you enable this option, use the list to specify whether the member can manage existing recordings and create new recordings or only manage existing recordings.

14. To add the member to a group, click the group to which you want to add the member in the **Available Groups** list, and then click **Add**.

15. Click **Submit**.

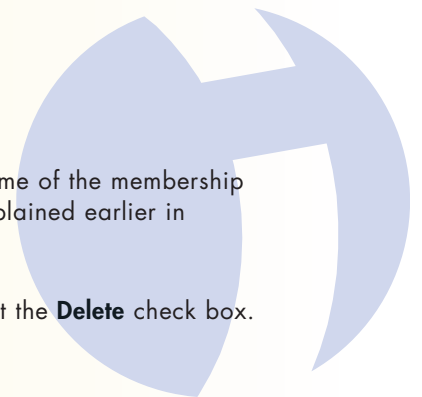


To edit a membership

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.
3. On the **Administer Memberships** page, click **Show All**, and then click the name of the membership you want to edit. Or search for the membership you want to edit as explained earlier in this topic.
4. In the **Member Details** section of the **Edit Member** page, enter any changes you want to apply for this member.
5. When you have finished entering changes, click **Submit**.

To delete a membership

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.
3. On the **Administer Memberships** page, click **Show All**, and then click the name of the membership you want to delete. Or search for the membership you want to delete as explained earlier in this topic.
4. In the row containing the name of the membership you want to delete, select the **Delete** check box. Repeat this step for any other memberships that you want to delete.
5. At the top or bottom of the **Delete** column, click **Delete**.
6. In the confirmation message box, click **OK**.





To assign a member to a group

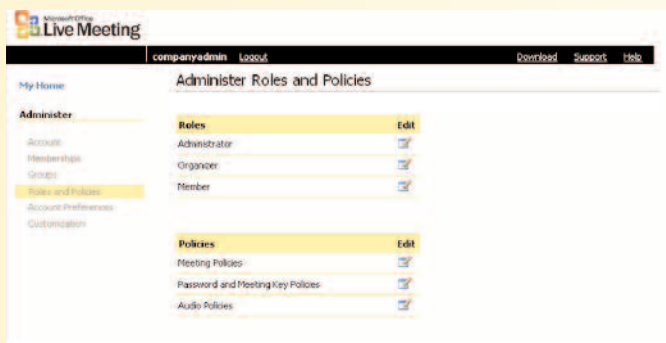
1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Administer Memberships** page, click **Show All**, and then click the name of the member you want to assign to a group. Or search for the membership you want to assign to a group as explained earlier in this topic.
3. On the **Edit Member** page, in the **Member Groups** section, click the group to which you want to add the member in the **Available Groups** list, and then click **Add**.
4. Click **Submit**.

To remove a member from a group

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Memberships**.
3. On the **Administer Memberships** page, click **Show All**, and then click the name of the member you want to remove from a group. Or search for the membership you want to remove from a group as explained earlier in this topic.
4. On the **Edit Member** page, in the **Member Groups** section, click the group from which you want to remove the member in the **User belongs to** list, and then click **Remove**.
5. Click **Submit**.

To change a member's role

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Administer Memberships** page, click **Show All**, and then click the name of the membership whose role you want to change. Or search for the membership whose role you want to change as explained earlier in this topic.
3. On the **Edit Member** page, in the **Member Privileges** section, in the **Set Settings to Role** list, click the Live Meeting role you want to assign to the member.
4. Click **Submit**.





▶ HOW TO CUSTOMIZE INVITATIONS

You can customize invitations to specify a standard message that will appear in all invitations sent in Live Meeting. You can customize the following types of invitations:

- **Meeting invitations.** Any custom message you specify will appear at the end of all meeting invitations in your organization. You can specify different messages for attendee invitations and for presenter invitations.
- **Recording invitations.** Any custom text you specify will appear at the end of all recording invitations in your organization.

Customizing meeting invitations does not affect an organizer's ability to add a different custom message to an invitation. In that case, both messages will appear. You can preview the custom invitation templates to view the layout of these messages.

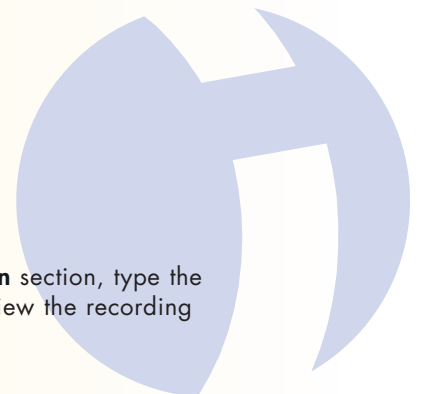
NOTE: To customize invitations, you must be logged on to the Live Meeting conference center with a membership that is assigned the Administrator role. If your membership is not assigned the Administrator role, see your Live Meeting administrator.

To customize meeting invitations

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Customization**.
3. In the **Administer** section of the left pane, click **Meeting Invitations**.
4. On the **Schedule Meeting E-Mail Invitation Templates** page, in the **Attendee Invitation** section, type the message you want to appear at the end of all meeting invitations sent by organizers to attendees. To preview the meeting invitation template with your message added, click **Preview**.
5. In the **Presenter Invitation** section, type the message you want to appear at the end of all meeting invitations sent by organizers to presenters. To preview the meeting invitation template with your message added, click **Preview**.
6. When the message appears the way you want it to, click **Submit**.

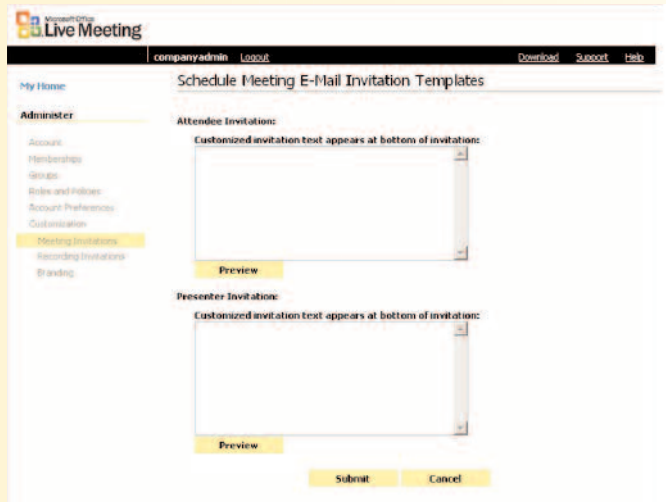
To customize recording invitations

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Customization**.
3. In the **Administer** section of the left pane, click **Recording Invitations**.
4. On the **Recording E-Mail Invitation Template** page, in the **Recording Invitation** section, type the message you want to appear at the end of all recording invitations. To preview the recording invitation template with your message added, click **Preview**.





5. When the message appears the way you want it to, click **Submit**.

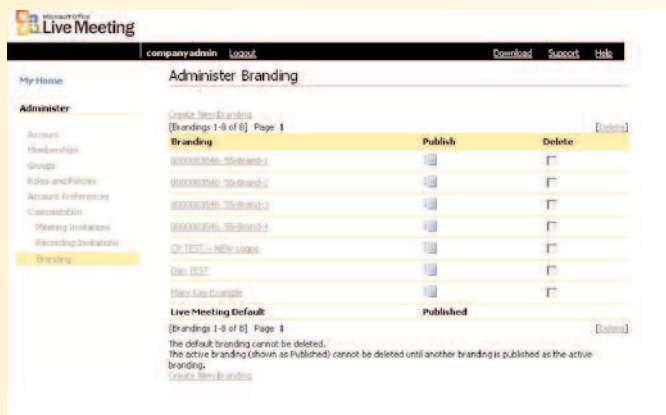


▶ HOW TO CUSTOMIZE HYPERLINKS AND BRANDING

The Live Meeting Web-based user interface and the Live Meeting console include graphical elements that you can change to meet your organization's needs. These elements include hyperlinks, colors, and images.

Some examples of customizing hyperlinks and branding in Live Meeting include the following:

- Hiding certain links to simplify the user's experience of joining a meeting.
- Redirecting the support link to your organization's Live Meeting support Web page.
- Replacing the Live Meeting logo with your organization's logo or other image.
- Changing the colors of the status bar and the footer to match your organization's Web site.





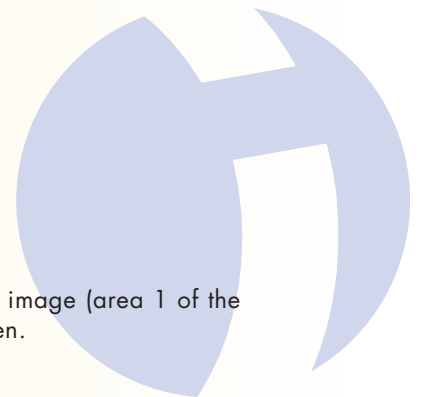
NOTE: To customize hyperlinks and branding, you must be logged on to the Live Meeting conference center with a membership that is assigned the Administrator role. If your membership is not assigned the Administrator role, see your Live Meeting administrator.

To customize links

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Customization**.
3. In the **Administer** section of the left pane, click **Links**.
4. On the **Administer Links** page, in the **Support** section, click one of the following options:
 - To display the default support hyperlink, click **Show Default**.
 - To display a custom link in place of the default link, click **Redirect Link**. In the box that appears, type the URL to which you want to direct users when they click **Support**.
 - To hide the support link, click **Hide Link**.
5. In the **Terms of Service** section, click one of the following options:
 - To display the default **Terms of Service** link, click **Show Default**.
 - To display a custom link in place of the default link, click **Redirect Link**. In the box that appears, type the URL to which you want to direct users when they click **Terms of Service**.
 - To hide the Terms of Service link, click **Hide Link**.
6. For each of the other options on the **Administer Links** page, click one of the following options:
 - To display the link, click **Show Default**.
 - To hide the link, click **Hide Link**.

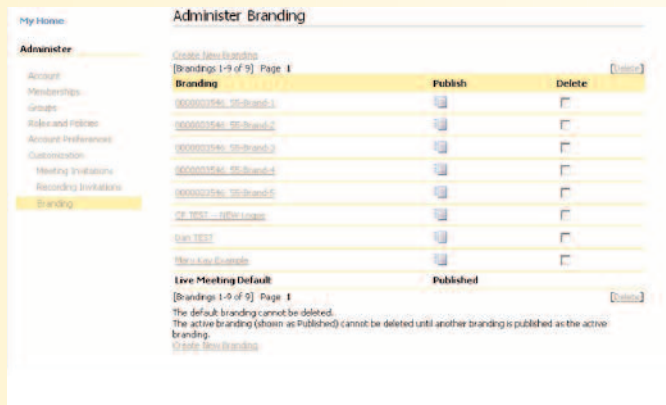
To create branding

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Customization**.
3. In the **Administer** section of the left pane, click **Branding**.
4. On the **Administer Branding** page, click **Create New Branding**.
5. On the **Create Branding** page, in the Step 1 area, to change the left header image (area 1 of the branding legend), click **Browse**, and then follow the instructions on the screen.





6. In the Step 2 area, to change the right header image (area 2 on the branding legend), click **Browse**, and then follow the instructions on the screen.
7. In the Step 3 area, to change the status bar color (area 3 on the branding legend), follow the instructions on the screen to specify a font color and a background color.
8. In the Step 4 area, to change the footer divide bar color (area 4 on the branding legend), follow the instructions on the screen to specify a background color.
9. In the Step 5 area, to change the footer (area 5 on the branding legend), click one of the following options:
 - To omit the footer, click **Don't put anything in the footer**.
 - To add up to four links to the footer, click **Links**, and then type a title and URL for each link that you want to add.
 - To display an image in the footer, click **Use an image in the footer**, click **Browse**, and then follow the instructions on the screen.
10. In the Step 6 area, to change the console image (which appears in the top left corner of the Live Meeting console during a meeting), click **Browse**, and then follow the instructions on the screen.
11. In the Step 7 area, to preview the branding changes, click **Preview**.
12. In the Step 8 area, do one of the following:
 - To publish the branding changes later, click **Publish Later**.
 - To publish the branding changes immediately, click **Publish Now**.
 - To cancel the branding changes, click **Cancel**.





To edit branding

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Customization**.
3. In the **Administer** section of the left pane, click **Branding**.
4. On the **Administer Branding** page, click the name of the branding you want to edit.
5. On the **Edit Branding** page, in the Step 1 area, to change the left header image (area 1 of the branding legend), click **Browse**, and then follow the instructions on the screen.
6. In the Step 2 area, to change the right header image (area 2 on the branding legend), click **Browse**, and then follow the instructions on the screen.
7. In the Step 3 area, to change the status bar color (area 3 on the branding legend), follow the instructions on the screen to specify a font color and background color.
8. In the Step 4 area, follow the instructions on the screen to change the footer divide bar color (area 4 on the branding legend).
9. In the Step 5 area, to change the footer (area 5 on the branding legend), click one of the following options:
 - To omit the footer, click **Don't put anything in the footer**.
 - To add up to four links to the footer, click **Links**, and then type a title and URL for each link that you want to add.
 - To display an image in the footer, click **Use an image in the footer**, click **Browse**, and then follow the instructions on the screen.
10. In the Step 6 area, to change the console image (which appears in the top left corner of the Live Meeting console during a meeting), click **Browse**, and then follow the instructions on the screen.
11. In the Step 7 area, to preview the branding changes, click **Preview**.
12. In the Step 8 area, do one of the following:
 - To publish the branding changes later, click **Publish Later**.
 - To publish the branding changes immediately, click **Publish Now**.
 - To cancel the branding changes, click **Cancel**.

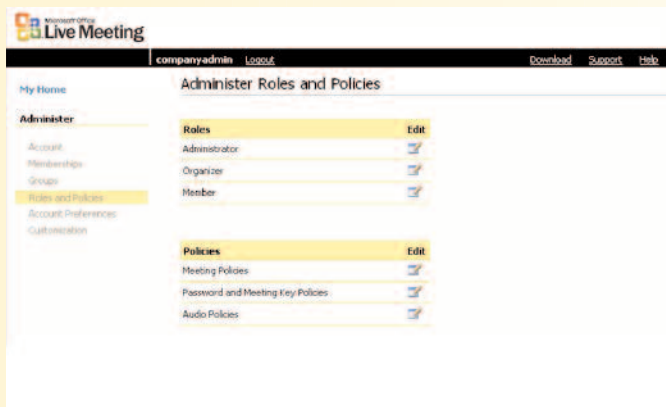




▶ HOW TO MANAGE POLICIES

Policies are a way for you to manage settings that are common to all users of Live Meeting or to all users assigned the same role within Live Meeting. You can edit the following policies:

- **Meeting policies.** These policies control meeting content expiration, enabling and disabling the meeting lobby, and recordings.
- **Password and meeting key policies.** These policies control requirements for the complexity of passwords and meeting keys.
- **Audio policies.** These policies control available conference providers, as well as audio features such as Internet Broadcast Audio and Call Me.





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To help ensure the security of meetings, it is a good idea to require that meeting keys and passwords be complex enough that nobody can easily guess them. You can require organizers to use meeting keys and passwords generated by the Live Meeting Manager, or you can require them to use meeting keys and passwords that meet complexity requirements that you specify. When you set the password and meeting key policies, the Live Meeting Manager will enforce any or all of the following complexity requirements that you specify:

- Meeting keys and passwords must contain at least one numeral.
- Meeting keys and passwords must contain at least one uppercase letter.
- Meeting keys and passwords must contain at least one lowercase letter.
- Meeting keys cannot contain the meeting ID, and passwords cannot contain the user name.
- Meeting keys and passwords must begin and end with a number or letter.
- Meeting keys and passwords must contain at least one character from the following set:

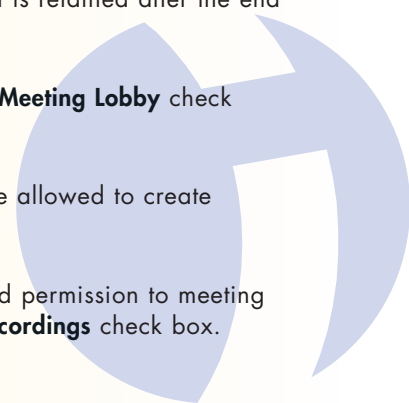
~!@#\$%^&*()_+={}|[]\:";'<>? ,./.

You can override policies for a member by editing the corresponding membership, or for all members assigned to a role by editing the role. For more information, see [How to Create and Manage Memberships and How to Manage Roles](#).

NOTE: To manage policies in Live Meeting, you must be logged on to the Live Meeting conference center with a membership that is assigned the Administrator role. If your membership is not assigned the Administrator role, contact your Live Meeting administrator.

To edit meeting policies

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Meeting Policies**, click the **Edit** icon.
4. To enforce content expiration for all Live Meeting sessions, on the **Edit Meeting Policies** page select the **Enforce content expiration** check box, and then specify how long content is retained after the end of a meeting before it is automatically deleted.
5. To enable the meeting lobby for all Live Meeting sessions, select the **Enable Meeting Lobby** check box.
6. To enable recordings at all Live Meeting sessions for those members who are allowed to create recordings, select the **Enable recordings** check box.
7. To allow organizers at all Live Meeting sessions to grant recording download permission to meeting participants, select the **Allow organizers to grant permission to download recordings** check box.
8. Click **Submit**.



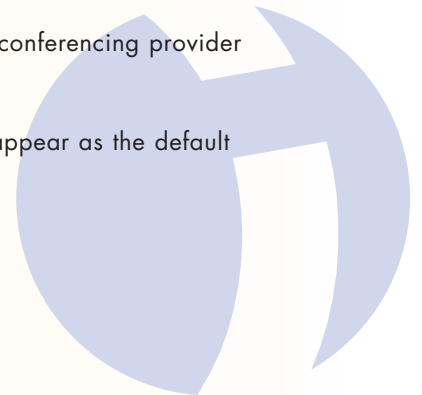


To edit password and meeting key policies

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Password and Meeting Key Policies**, click the **Edit** icon.
4. On the **Edit Password and Meeting Key Policies** page, to require passwords for all Live Meeting sessions to meet complexity requirements, select the **User passwords must meet complexity requirements** check box.
5. To require meeting keys for all Live Meeting sessions to meet complexity requirements, select the **Require meeting keys to be complex** check box.
6. To require system-generated meeting keys for all Live Meeting sessions, select the **Only meeting keys generated by the server are valid** check box.
7. To specify the complexity requirements for passwords, in the **Complexity Requirements** section, type a minimum password length in the **Minimum length** text box, and then select or clear the other options, as appropriate.
8. Click **Submit**.

To edit the Audio policies

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Audio Policies**, click the **Edit** icon.
4. On the **Edit Audio Policies** page, to enable the Internet Broadcast Audio feature for all Live Meeting sessions, select the **Enable Internet Broadcast Audio from this Conference Center** check box.
5. To enable the Call Me feature for all Live Meeting sessions, select the **Enable Call Me** check box.
6. In the **Conference Provider** section, select the check box next to each audio conferencing provider that you want to enable for Live Meeting sessions.
7. Click the **Set to Default** option next to the conference provider you want to appear as the default option when members organize Live Meeting sessions.
8. Click **Submit**.





▶ HOW TO MANAGE ROLES

A role is a set of authorizations to use resources in Live Meeting. By assigning members to roles, you control their access to Live Meeting resources according to what the members in each role need to do their work.

By editing a role, you affect the privileges of all members who are assigned that role. When you edit a role, you can either reflect those changes immediately for all members who are assigned that role, or you can make the changes apply only to members who will be assigned that role in the future.

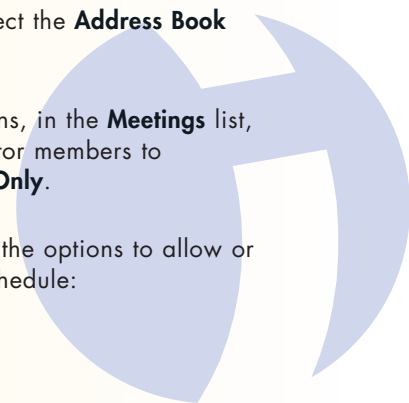
Live Meeting uses three roles:

- **Administrator.** Members who will make administrative changes to Live Meeting, including adding and deleting memberships.
- **Organizer.** Members who will organize Live Meeting sessions.
- **Member.** Members who will not organize Live Meeting sessions, but who will be allowed to log on to Live Meeting and use other features. The member role is useful for users you invite to meetings by using an ACL (access control list).

You can override the role privileges for a member by editing the corresponding membership. For more information, see [How To Create and Manage Memberships](#).

To edit the Administrator role

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Administrator**, click the **Edit** icon.
4. To reset privileges for all Administrator members to the default Live Meeting settings, on the **Edit Role** page, click **Reset**.
5. To allow Administrator members to make administrative changes to their accounts, select the **Account Administrator Privileges** check box.
6. To allow Administrator members to view the Live Meeting address book, select the **Address Book** check box.
7. To allow Administrator members to schedule all types of Live Meeting sessions, in the **Meetings** list, verify that **Schedule Meeting and Meet Now** is selected. To allow Administrator members to conduct Meet Now meetings but not to schedule meetings, click **Meet Now Only**.
8. If you allow Administrator members to schedule Live Meeting sessions, click the options to allow or disallow them to use the following Live Meeting features in meetings they schedule:





- **Print to PDF.** If you enable this option, use the Print to PDF list to specify whether all participants or only presenters can print slides and other documents associated with a meeting as Adobe Acrobat files (.pdf).
- **Application Sharing.** If you enable this option, use the Application Sharing list to specify whether the member can share the desktop and a single application, or only share a single application.
- **Custom Frame.** If you enable this option, a custom pane is available for participants to use in meetings.
- **Recordings.** If you enable this option, use the list to specify whether the member can manage existing recordings and create new recordings or only manage existing recordings.

9. To apply your settings only to new Administrator members, click **Use these settings only for new Administrators**. To apply your settings to all new and existing Administrator members, click **Overwrite settings for All Existing Administrators**.

10. Click **Submit**.

Edit Role

Role Name: Administrator

Reset role to default definition: **Reset**

Account Administrator Privileges

Address Book

Meetings: Schedule Meeting and Meet Now

Print to PDF: All Participants

App Sharing: Single Application Only

Custom Frame

Recordings: Create and Manage Recordings

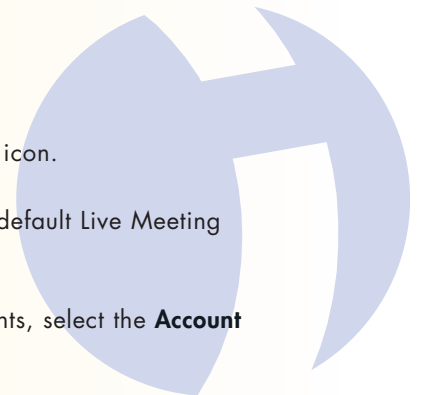
Use these settings only for new Administrators

Overwrite settings for Existing Administrators

Submit **Cancel**

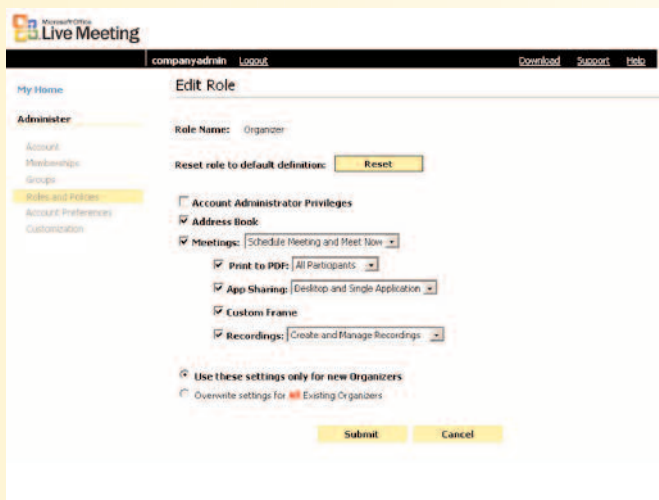
To edit the Organizer role

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Organizer**, click the **Edit** icon.
4. On the **Edit Role** page, to reset privileges for all Organizer members to the default Live Meeting settings, click **Reset**.
5. To allow Organizer members to make administrative changes to their accounts, select the **Account Administrator Privileges** check box.





6. To allow Organizer members to view the Live Meeting address book, select the **Address Book** check box.
7. To allow Organizer members to schedule all types of Live Meeting sessions, in the Meetings list, verify that **Schedule Meeting and Meet Now** is selected. Otherwise, to allow Organizer members to conduct Meet Now meetings, but disallow them from scheduling Live Meeting sessions, click **Meet Now Only**.
8. If you allow Organizer members to schedule Live Meeting sessions, click the options to allow or disallow their ability to use the following Live Meeting features in meetings they schedule:
 - **Print to PDF.** If you enable this option, use the Print to PDF list to specify whether all participants, or only presenters, can print slides and other documents associated with a meeting as Adobe Acrobat files (.pdf).
 - **Application Sharing.** If you enable this option, use the Application Sharing list to specify whether the member can share the desktop and a single application, or a just share a single application.
 - **Custom Frame.** If you enable this option, a custom pane is available for participants to use in meetings.
 - **Recordings.** If you enable this option, use the list to specify whether the member can manage existing recordings and create new recordings or only manage existing recordings.
9. To apply your settings only to new Organizer members, click **Use these settings only for new Organizers**. To apply your settings to all new and existing Organizer members, click **Overwrite settings for All Existing Organizers**.
10. Click **Submit**.

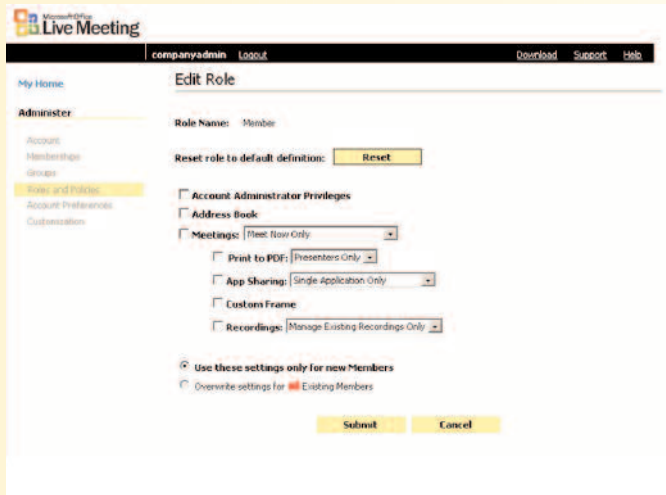




To edit the Member role

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to **Member**, click the **Edit** icon.
4. On the **Edit Role** page, to reset privileges for all Member members to the default Live Meeting settings, click **Reset**.
5. To allow Member members to make administrative changes to their accounts, select the **Account Administrator Privileges** check box.
6. To allow Member members to view the Live Meeting address book, select the **Address Book** check box.
7. To allow Member members to schedule all types of Live Meeting sessions, in the **Meetings** list, verify that the **Schedule Meeting and Meet Now** option is selected. Otherwise, to allow Member members to conduct Meet Now meetings, but disallow them from scheduling Live Meeting sessions, click **Meet Now Only**.
8. If you allow Member members to schedule Live Meeting sessions, click the options to allow or disallow their ability to use the following Live Meeting features in meetings they schedule:
 - **Print to PDF.** If you enable this option, use the Print to PDF list to specify whether all participants, or only presenters, can print slides and other documents associated with a meeting as Adobe Acrobat files (.pdf).
 - **Application Sharing.** If you enable this option, use the Application Sharing list to specify whether the member can share the desktop and a single application, or a just share a single application.
 - **Custom Frame.** If you enable this option, a custom pane is available for participants to use in meetings.
 - **Recordings.** If you enable this option, use the list to specify whether the member can manage existing recordings and create new recordings, or just manage existing recordings.
9. To apply your settings only to new Member members, click the **Use these settings only for new Members** option. To apply your settings to all new and existing Member members, click the **Overwrite settings for All Existing Members** option.
10. Click **Submit**.





To reset a role to the Live Meeting default

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Roles and Policies**.
3. On the **Administer Roles and Policies** page, next to the role name you want to reset, click the **Edit** icon.
4. On the **Edit Role** page, click **Reset**.
5. To reset the role only for new members, click **Use these settings only for new [Role]s**. To reset the role for all new and existing members, click **Overwrite settings for All Existing [Role]s**.
6. Click **Submit**.

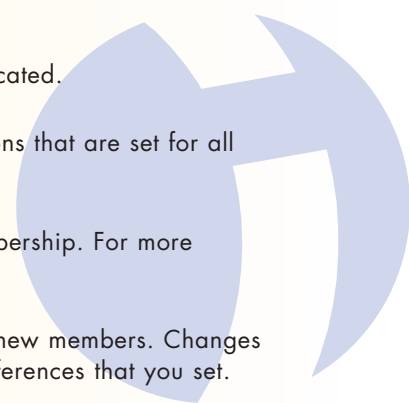
▶ HOW TO SET ACCOUNT PREFERENCES

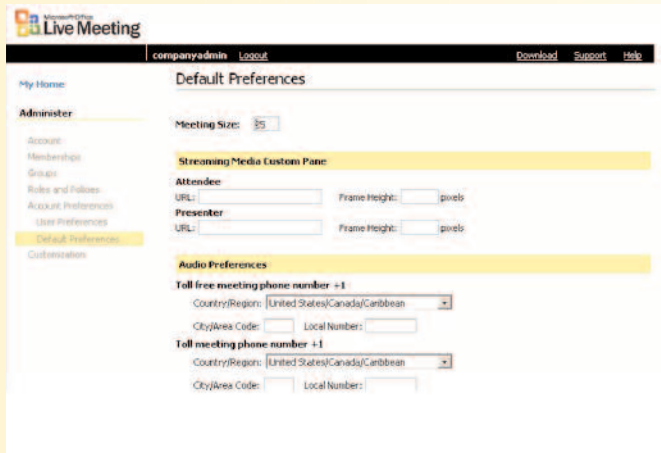
You can use account preferences to set options for all members who use Live Meeting. You can set the following account preferences:

- **User preferences.** These preferences control the time zone in which users are located.
- **Default preferences.** These preferences control the access to some meeting options that are set for all users when they first install the Live Meeting console.

You can override a member's user preferences by editing the corresponding membership. For more information, see [How to Create and Manage Memberships](#).

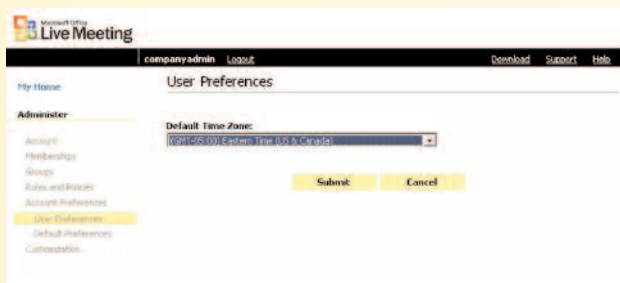
When you set default account preferences, the preferences you set apply only to new members. Changes that members make to their own preferences will override the default account preferences that you set.





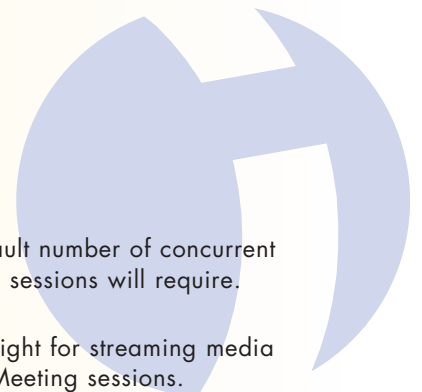
To set user preferences

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Account Preferences**.
3. In the **Administer** section of the left pane, click **User Preferences**.
4. On the **User Preferences** page, click the default time zone for users and for Live Meeting sessions.
5. Click **Submit**.



To set default account preferences

1. On the **My Home** page, in the **Administer** section, click **Account**.
2. On the **Account Administration Home** page, click **Account Preferences**.
3. In the **Administer** section of the left pane, click **Default Preferences**.
4. On the **Default Preferences** page, in the **Meeting Size** text box, type the default number of concurrent network connections to the Live Meeting conference center that Live Meeting sessions will require.
5. In the **Streaming Media Custom Pane** section, type the URL and the frame height for streaming media custom panes that you want to enable for attendees and presenters at Live Meeting sessions.





6. In the **Audio Preferences** section, enter the default toll-free meeting number and default toll meeting number for Live Meeting sessions, including the country where each phone number is located.
7. If you plan to use recordings or Internet audio broadcasts in your Live Meeting environment, enter the required default dialing keys immediately before and after the participant code for automatically dialing your audio conferencing provider.
8. In the **Recording Preferences** section, specify whether, by default, all participants or only administrators and organizers can view recordings.
9. To require that new members provide their e-mail address and company name, select the **Require extended registration** check box.
10. Click **Submit**.

The screenshot shows the Microsoft Office Live Meeting Admin interface. The page title is "Default Preferences". The left sidebar contains navigation links: My Home, Administer, Account, Membership, Groups, Roles and Policies, Account Preferences, User Preferences, Default Preferences (highlighted), and Customization. The main content area is divided into sections: Meeting Size (set to 35), Streaming Media Custom Pane, Attendee (with LURL and Phone Height fields), Presenter (with LURL and Phone Height fields), and Audio Preferences. The Audio Preferences section includes two identical blocks for "Toll free meeting phone number +1" and "Toll meeting phone number +1". Each block has a "Country/Region" dropdown menu (set to "United States/Canada/Caribbean"), "City/Area Code" and "Local Number" input fields, and a "Phone Height" field.

