



INTERCALL®

# MICROSOFT® OFFICE LIVE MEETING MEETING OPTIONS GUIDE

In partnership with Microsoft, InterCall® provides Live Meeting web conferencing services. This guide makes several references to the service name, platform and features.

## ▶ HOW TO SET MEETING OPTIONS

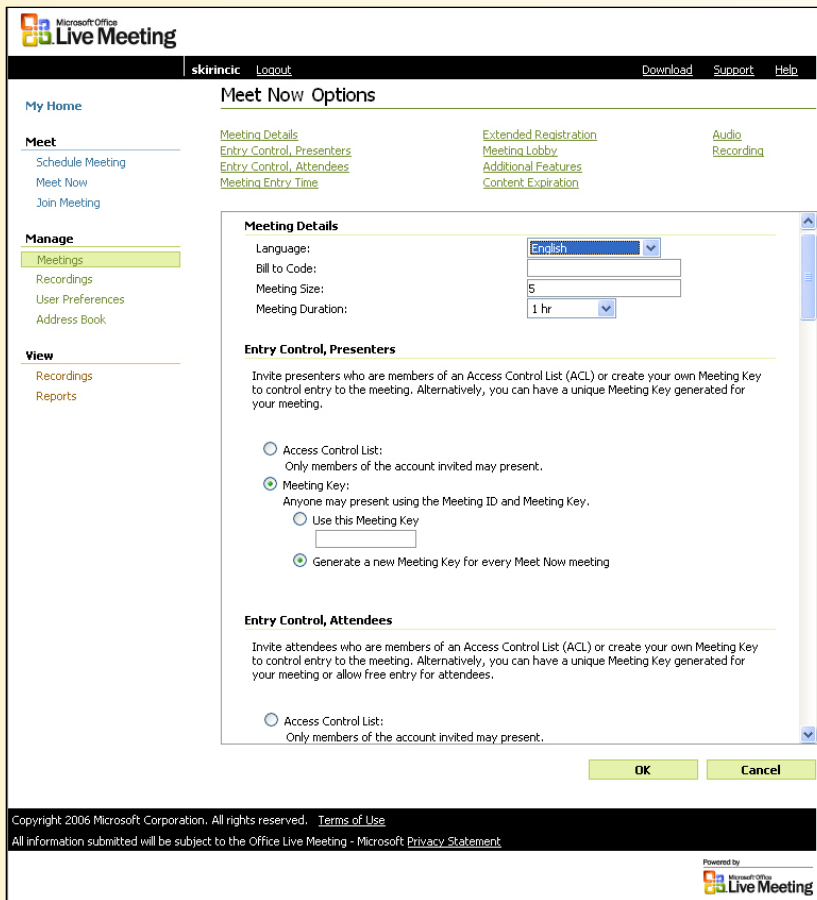
You can customize the Live Meeting experience by setting options for individual meetings. For example, you can control how meeting participants will enter a meeting, or you can enable or disable features such as chatting or recording.

### SETTING MEETING OPTIONS

You set options separately for Meet Now meetings and for scheduled meetings.

#### To set Meet Now options:

1. On the My Home page, click **Meet Now Details**, and then click **Meet Now Options**.

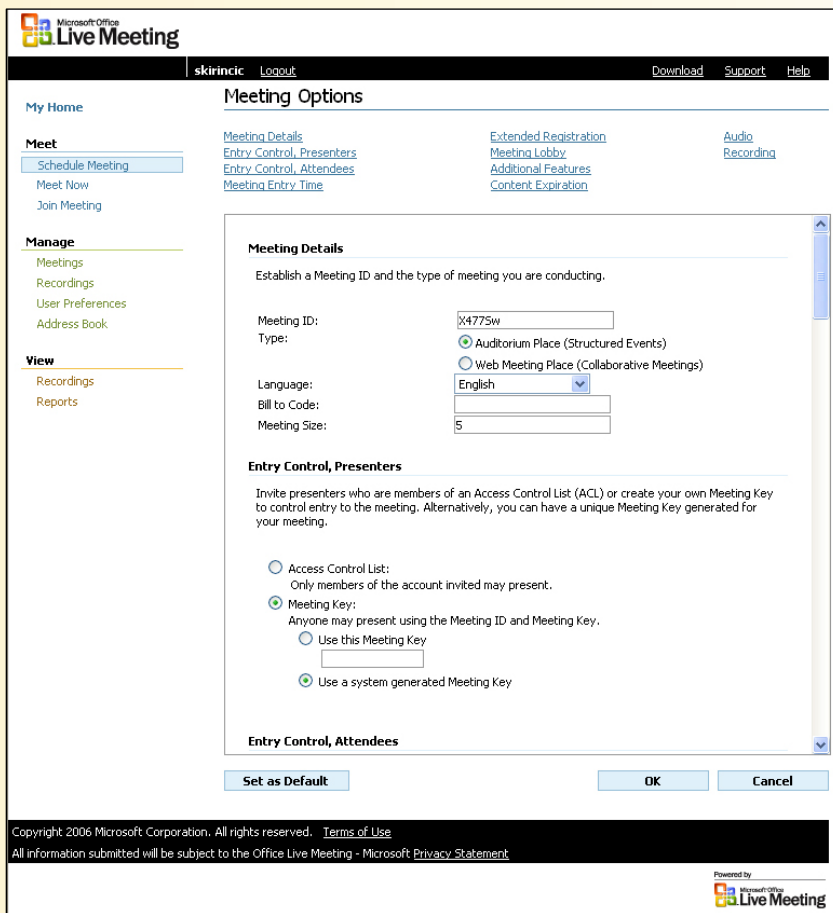




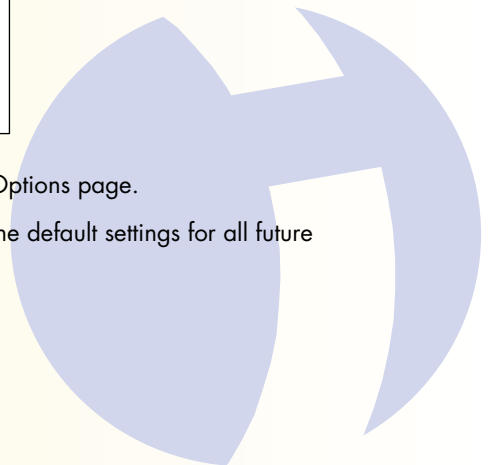
2. To set a specific option, click the appropriate link at the top of the Meet Now Options page.
3. When you have finished setting options, click **OK**. The options that you set will apply to all future Meet Now meetings.

### To set options for a scheduled meeting:

1. To begin setting **Meeting Options**, do one of the following:
  - a. If you are setting options for a new meeting, in the **My Home** page, under **Meet**, click **Schedule Meeting**.
  - b. If you are setting options for an existing meeting, in the **My Home** page, click the meeting for which you want to set options.
2. Click **Meeting Options**.



3. To set a specific option, click the appropriate link at the top of the Meeting Options page.
4. 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**.
5. Click **OK**.





## MEETING DETAILS

Use this meeting option if:

- You are configuring Live Meeting for the first time.
- 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. Available languages include English, German, Spanish, French, Japanese, Korean, Chinese (Simplified) and Chinese (Traditional)
- *Optional:* In the **Bill to Code** text box, type the project accounting code or billing code to which the meeting should be charged.
- In the **Meeting Size** box, enter the maximum number of people that you expect to attend a meeting.  
*NOTE: Meeting size is capped.*
- (Meet Now only) In the **Meeting Duration** list, select the maximum length of the meeting.

## ENTRY CONTROL OPTIONS

You can set entry controls to:

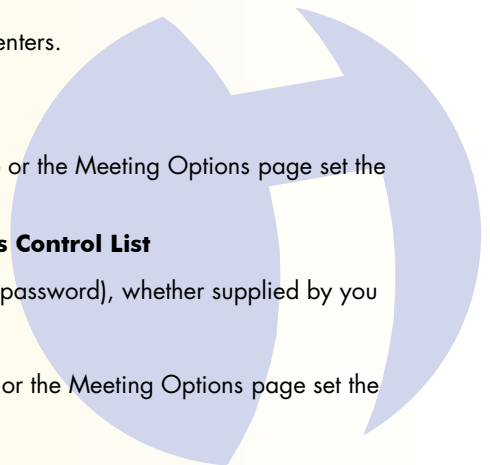
- Control who attends a meeting.
- Make a meeting available for a large general audience.
- Distinguish between participants who are attendees and those who are presenters.

### 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 option:

- To allow only members of the account to present at the meeting, 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 allow only members of the account to attend the meeting, 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 either a presenter or an attendee.

## 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**

## 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 email address and company name**.

## MEETING LOBBY

The meeting lobby is an area where uninvited people who would like an invitation to 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 a meeting, such as a Meet Now meeting, 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 enter 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**.

## ADDITIONAL FEATURES

The options listed under **Additional Features** 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:

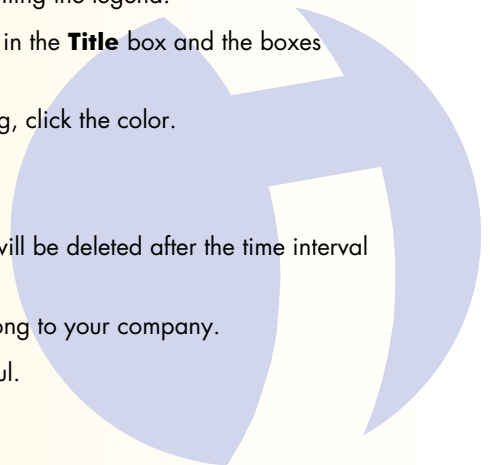
In the **Additional Features** section of either the Meet Now Options page or the Meeting Options page, set the following options:

- To allow attendees to ask questions of the presenters, select the **Question and Answer Control Panel** check box.
- To allow attendees 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.
  - 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.
  - To allow individual participants to request control of a program, select the **Allow meeting participants to request control** check box.
  - 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 file (.pdf), click **Printing to PDF**. To enable printing for all participants or to limit it to presenters only, click the appropriate option.
- 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.
  - 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.
  - To define a color as the default when a participant joins the meeting, click the color.

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

## AUDIO

You set Audio options when you are first configuring an audio conferencing service for use with Live Meeting or you are temporarily changing your audio preferences for a meeting (for example, calling participants directly rather than using audio conferencing).

## To set audio options:

In the **Audio** section of either the Meet Now Options page or the Meeting Options page, following these steps:

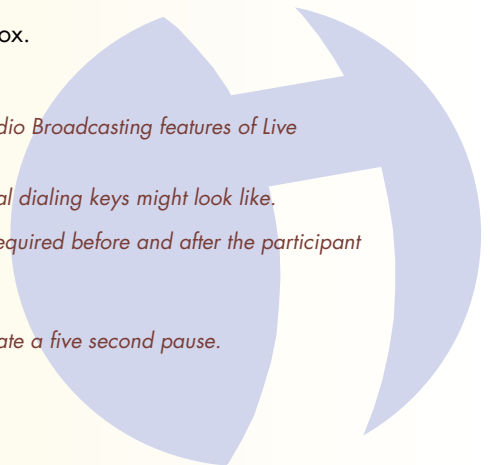
1. In the **This meeting uses** list, select **Live Meeting with audio conferencing.**
2. In the **Conferencing provider** list, select **InterCall.**

*NOTE: If InterCall is not listed as an option in the Conferencing provider list please contact your site administrator.*

3. Select the phone conferencing options you want to enable:
  - a. **Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in** (for Reservationless-Plus<sup>SM</sup> audio only). When this option is enabled, meeting participants can click **Join Conference** in the Live Meeting console to have the conferencing service dial out to them rather than dialing into the conference call.
  - b. **Display the toll free phone number to meeting participants in the Live Meeting Console** Select this option to display the toll-free Dial-In Number you are using in the **Audio** dialog box or in the **Meeting Information** dialog box for all attendees to see.
  - c. **Display the toll phone number to meeting participants in the Live Meeting Console** Select this option to display the toll Dial-In Number you are using in the **Audio** dialog box or **Meeting Information** dialog box for all attendees to see.
4. Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
5. Enter your Reservationless-Plus Conference Code in the **Participant code** box.
6. Enter your Reservationless-Plus Leader PIN in the **Leader code** box.

*NOTE: There may be additional keys used by the Meeting Recording and Internet Audio Broadcasting features of Live Meeting/Live Meeting.*

- *Sample dialing keys: This line shows an example of what the additional dialing keys might look like.*
- *Actual dialing keys: In these fields, enter the additional dialing keys required before and after the participant code.*
- *Valid characters: 0123456789\*# ,*  
*Each comma is a one second pause – for example: ",,,,,," would indicate a five second pause.*





## RECORDING

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:

- 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 Presenters can record the meeting.
- In the **Recording Access** section, click one of the following options:
  - To allow only yourself and your Live Meeting administrator access to recordings, click **Only the administrator and organizer can view recordings**.
  - To allow all attendees and presenters at the meeting to manage recordings, click **All meeting participants can view recordings using their meeting entry information**.

