INTERCALL®

MICROSOFT® OFFICE LIVE MEETING SCHEDULING MEETINGS 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 SCHEDULE A LIVE MEETING CONFERENCE

You can use Live Meeting to schedule meetings and invite participants, just as you would for a meeting in a physical conference room.

SCHEDULING A MEETING USING OUTLOOK

The easiest way to schedule a Live Meeting web conference is by using Microsoft Office Outlook. To use Outlook to schedule meetings in Live Meeting, you must install the Live Meeting Add-In for Microsoft Office. With the add-in, you can use Outlook's calendar features to schedule meetings so that you can determine if users in your address book are free or busy for a meeting time. You can also look up email addresses in your address book when sending invitations.

To schedule a meeting using Outlook:

1. On the Live Meeting toolbar in Outlook, click **Schedule Live Meeting**. A Live Meeting meeting invitation template appears.

2. Select the meeting's start time in the **Start time** box and the end time in the **End time** box.

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3. In the **To** field, enter the participants you want to invite, either by clicking **To** to look up each participant in your address book or by typing each participant's full email address (for example, someone@example.com), separated by semicolons.

4. In the **Subject** box, type a subject for the meeting.

5. If you'd like, in the message area above the dotted line, type a message to the people you are inviting. This message will be added at the beginning of the standard Live Meeting invitation text.

6. Click **Send**.

Allow several minutes for the meeting invitations to arrive in the inbox of each invitee. 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 directly add to their calendars.

**To accept the invitation and join the meeting:**

1. When the scheduled meeting invitation arrives, click **Accept** to accept the invitation so it is stored in your calendar.

2. When it is time to join the meeting, open the meeting entry in your Outlook calendar then click **Join Meeting**.

SCHEDULING A MEETING USING THE LIVE MEETING MEETING MANAGER

If you do not use the Live Meeting Add-In for Microsoft Office, you can schedule meetings by using the Live Meeting Meeting Manager.

To schedule a meeting using the Live Meeting Meeting Manager

1. On the **My Home** page, in the **Meet** menu, click **Schedule Meeting**.
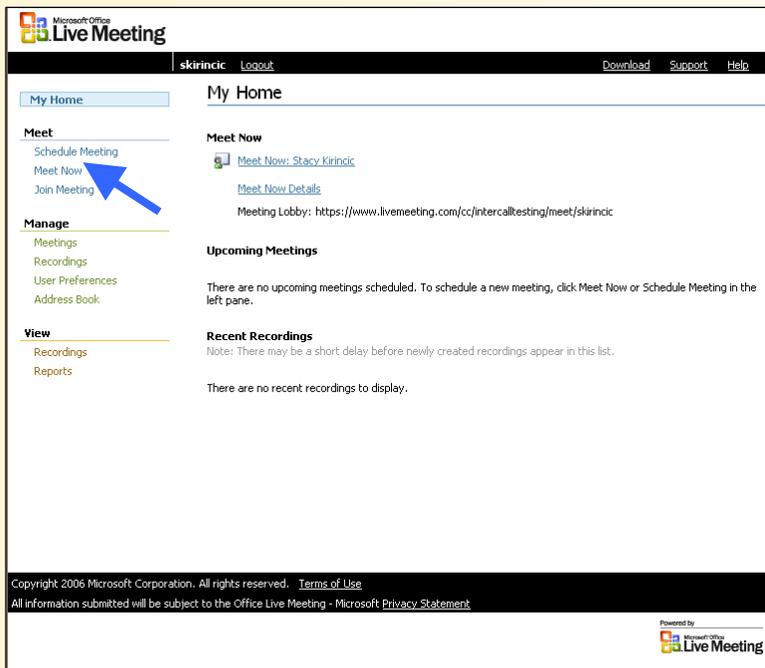
The Schedule Meeting page appears.

Schedule Meeting

Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.

Important Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.

Attendees: [   ]

Presenters: [   ]

Subject:* [   ]

Location: [   ]

Start:* [11/21/2005] [1 ▾] : [00 ▾] [PM ▾]

End:* [11/21/2005] [2 ▾] : [00 ▾] [PM ▾]

Enter dates in MM/DD/YYYY format.

Time Zone:* [(GMT-08:00) Pacific Time (US & Canada); Tijuana ▾]

Occurrence:* [One time meeting ▾]

[**Meeting Options**]

Message: [   ]

○ Send Invitations using your Email client   ⦿ Send Invitations using Live Meeting

[**Send Invitations**]   [**Save**]   [**Cancel**]

2. 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 participant's full email address (for example, someone@example.com) in the **Attendees** or **Presenters** box.

3. Select the start and end dates and times and the time zone for the meeting.

4. In the **Occurrence** box, click **One time meeting** (occurs once only), **Recurring meeting** (occurs on a regular schedule with a specified end date), or **Ongoing meeting** (no end date enforced).

5. To override the default scheduled meeting options for this meeting only, click **Meeting Options**, and then make the necessary changes.

6. In the **Message** text box, type the custom message that you want to appear in the invitation.

7. Select the radio button next to the option by which you'd like the invitation delivered: via your email client or via Live Meeting.

8. Click **Send Invitations** to send the invitations to the invitees.

NOTE: If you select to have the invitations delivered via your email client, after you click "send invitations" you will be presented with a screen showing the text you will need to copy and paste into the email invitations.

Allow several minutes for the meeting invitations to arrive in the Inbox of each invitee. 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.

SCHEDULING AND JOINING A TEST MEETING

To become more familiar with the Live Meeting scheduling process, as well as to test the default options you have set for scheduled meetings, you can schedule a test meeting with yourself. This test procedure can help you understand Live Meeting scheduling behavior before you invite a large group of people to your first scheduled meeting.

To schedule a test meeting using Outlook:

1. Start Outlook.

2. On the Live Meeting toolbar, click **Schedule Live Meeting**.

3. Schedule the meeting for the current time by using the **Start time** and **End time** list boxes.

4. In the **To** field, type your full email address (for example, someone@example.com). This will instruct Live Meeting to send you an invitation for the meeting.

5. Optionally, in the **Subject** box, type a subject for the meeting (for example, "Test Meeting").

6. Optionally, in the message area above the dotted line, type a message so that you can see how it will appear in the invitation (for example, "Test Message"). This message will be added at the beginning of the standard Live Meeting invitation text.

7. Click **Send**.

NOTE: The meeting invitation may take several minutes to arrive in your Inbox.

When the meeting invitation arrives, open the invitation and make sure that it contains the expected information. If you are using audio conferencing for your meetings, make sure that your invitation has the correct Dial-In Numbers and Conference Code. If any information is wrong or missing, you can update your default settings by clicking **Schedule Live Meeting** in Outlook, then clicking **Meeting Options.** To save your changes, click **Save As Default** then schedule a new test meeting to check your default settings.

To join the test meeting:

1. Open the email invitation for the meeting.

2. In the meeting invitation, click the **Join Meeting** link.

3. On the **Join Meeting** page, enter your name then click **Join Meeting**.

4. Live Meeting starts the Live Meeting Console and your scheduled meeting is displayed.

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