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MICROSOFT® OFFICE LIVE MEETING ADD-IN PACK USER'S GUIDE

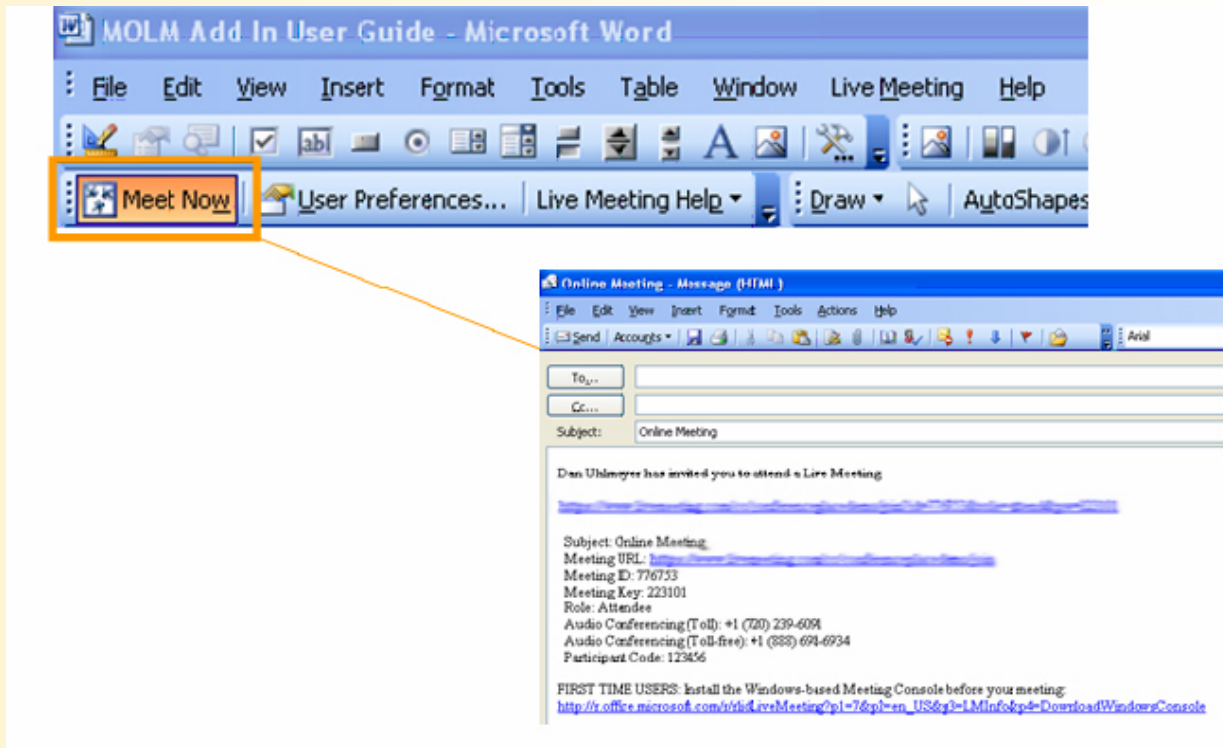
In partnership with Microsoft, InterCall® provides Live Meeting web conferencing services. This guide makes several references to the service name, platform and features.

▶ USING THE ADD-IN TO MEET NOW

Meet Now is a Live Meeting feature that can be accessed from Word, Excel, PowerPoint, Project and Visio when you install the Microsoft Office Live Meeting Add-in Pack. Meet Now is a quick and easy way to have an unscheduled meeting. Using the Meet Now meeting is ideal when you are working with a document and want to meet immediately and without configuring additional meeting options.

To use the Meet Now feature:

1. On the Live Meeting toolbar, click **Meet Now**. The meeting console opens in application sharing mode. Any documents you had open in the program are shared.



2. An Outlook meeting invitation opens so that you can invite your co-presenters or attendees.
3. Click **Send**.

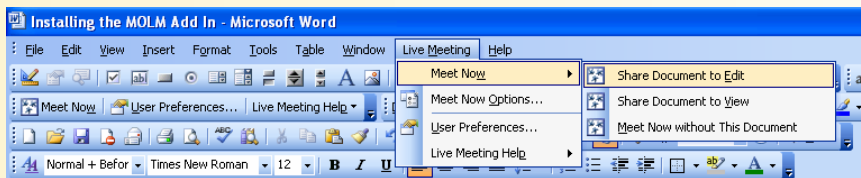


USING MEET NOW TO SHARE A DOCUMENT

The Live Meeting Add-in for Office Collaboration enables you to share documents in Word, Excel, PowerPoint, Project or Visio with minimal setup. While working on a document, take advantage of the Meet Now option in one of these Office applications to get immediate input from others.

To share a document for editing:

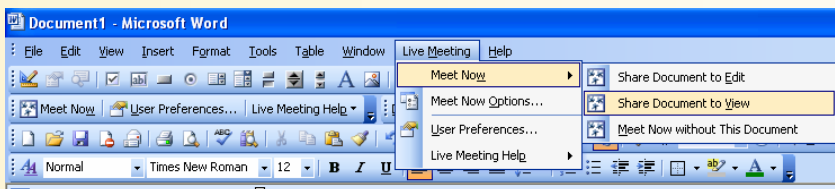
1. Click **Live Meeting** on the menu bar.
2. Select **Meet Now**, and then click **Share Document to Edit**. The Live Meeting console opens. An Outlook meeting invitation also opens so that you can invite your co-presenters or attendees.



3. Once you've sent the Outlook invitation, focus returns to the document in application sharing mode. When your invitees join you in the meeting, they will see the document you have shared and will be allowed to request editing privileges.

To share a document for viewing:

1. Click **Live Meeting** on the menu bar.
2. Select **Meet Now**, and then click **Share Document to View**. The Live Meeting console opens. An Outlook meeting invitation also opens so that you can invite your co-presenters or attendees.

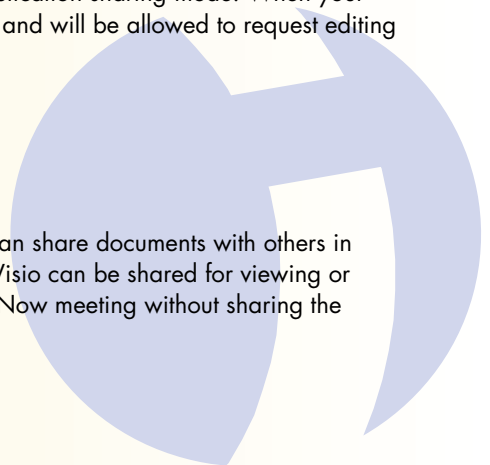


3. Once you've sent the Outlook invitation, focus returns to the document in application sharing mode. When your invitees join you in the meeting, they will see the document you have shared and will be allowed to request editing privileges.

Note: You cannot use Meet Now in Project to share a document for viewing.

USING MEET NOW WITHOUT SHARING A DOCUMENT

The Add-in Pack adds the Meet Now feature to your Office applications so you can share documents with others in unscheduled meetings. Open documents in Word, Excel, PowerPoint, Project or Visio can be shared for viewing or editing. However, you can also take advantage of the easy access to your Meet Now meeting without sharing the document you are working on.





To Meet Now without sharing a document:

1. Click **Live Meeting** on the menu bar.
2. Select **Meet Now**, and then click **Meet Now without This Document**. The Live Meeting console opens. An Outlook meeting invitation also opens so that you can invite your co-presenters or attendees.
3. Once you've sent the Outlook invitation, focus returns to the Live Meeting console and you are ready to begin your meeting.

SETTING MEET NOW OPTIONS FOR OUTLOOK

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. Note In most Live Meeting environments, the Live Meeting administrator configures most or all of the meeting options. Do not override these settings unless you have a clear understanding of how each option should be configured in your environment. For example, if the administrator has configured your audio settings to work with your organization's audio conferencing service, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.

Note: In most Live Meeting environments, the Live Meeting administrator configures most or all of the meeting options. Do not override these settings unless you have a clear understanding of how each option should be configured in your environment. For example, if the administrator has configured your audio settings to work with your organization's audio conferencing service, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.

For step-by-step directions on setting up the Meet Now options using the Add-in, refer to the Live Meeting Add-In for Office Set-Up Guide PDF.

▶ SCHEDULING A MEETING IN OUTLOOK

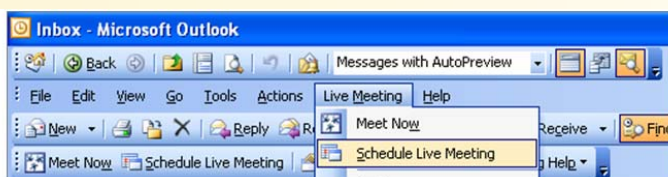
With the Live Meeting Add-in for Outlook, you can schedule a meeting that uses Live Meeting in the same way that you schedule a meeting where the participants gather in a conference room.

You can convert a previously scheduled Outlook appointment to be held in Live Meeting instead. When you do so, you can also add meeting participants; define participants as attendees or presenters, and set meeting options, just as if you had created a Live Meeting invitation in the first place.

For the most part, creating a meeting request for Live Meeting is exactly the same as creating other meeting requests in Outlook. The main differences are that you designate meeting participants as either attendees or presenters and you can set meeting options that are specific to Live Meeting.

To schedule a meeting using Outlook:

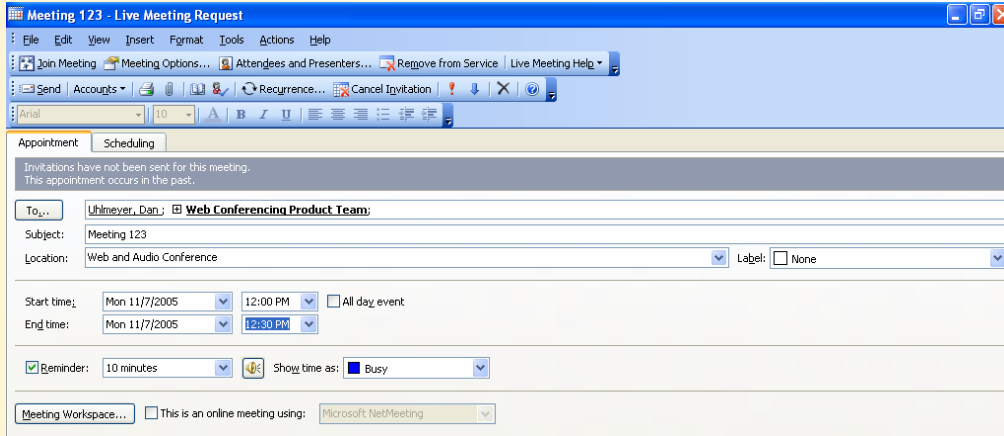
1. On the **Live Meeting** menu, click **Schedule Live Meeting**, or click the **Schedule Live Meeting** button on the Live Meeting toolbar.



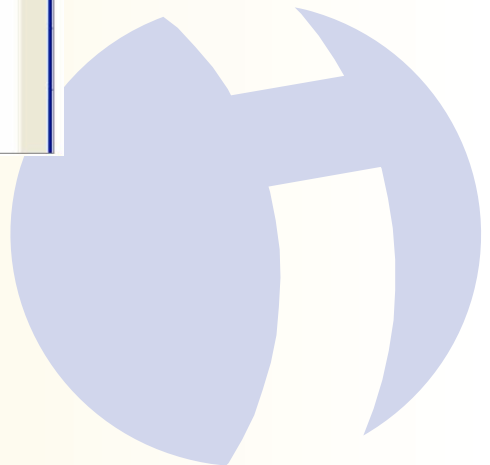
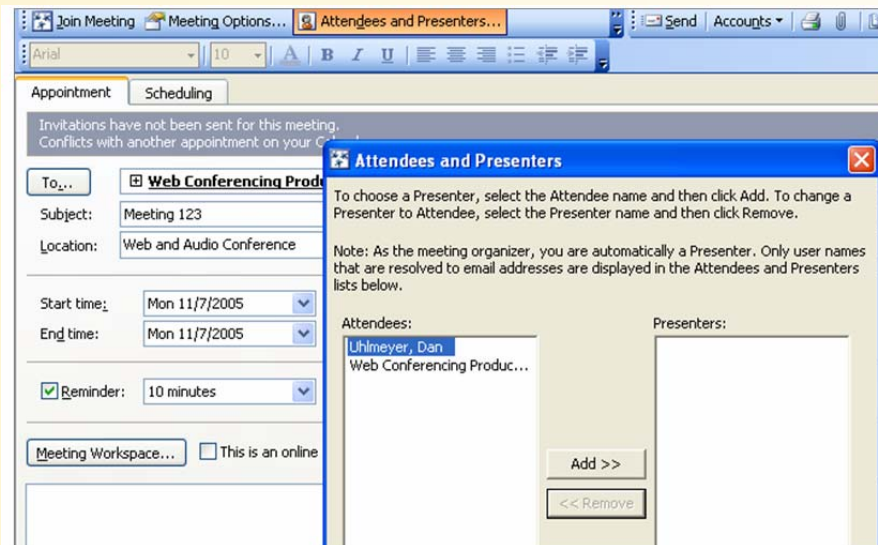


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2. On the **Appointment** tab, on the **Subject** line, type a description of your meeting.
3. To add people to the invitation, do one of the following:
 - a. On the **Appointment** tab, in the **To** box, type the full email addresses of the people you want to invite.
 - b. On the **Appointment** tab, click **To**, and then select the invitees from your address book.

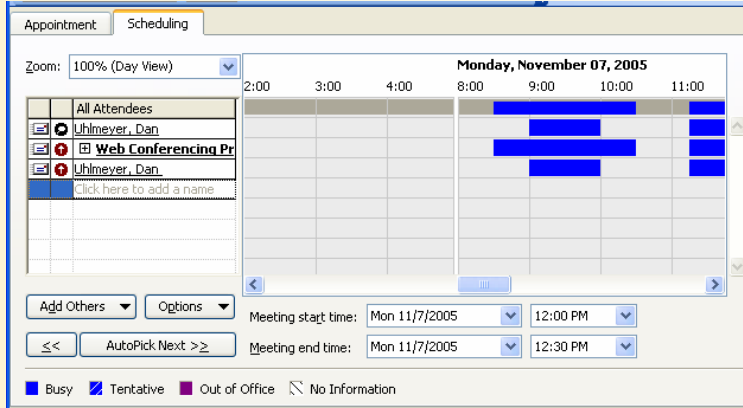


4. To designate which invitees are to be presenters, click **Attendees and Presenters** on the Live Meeting toolbar in the meeting request. In the **Attendees** list, click the appropriate names and e-mail addresses. Click **Add** to move the selected names to the **Presenters** list, and then click **OK**.



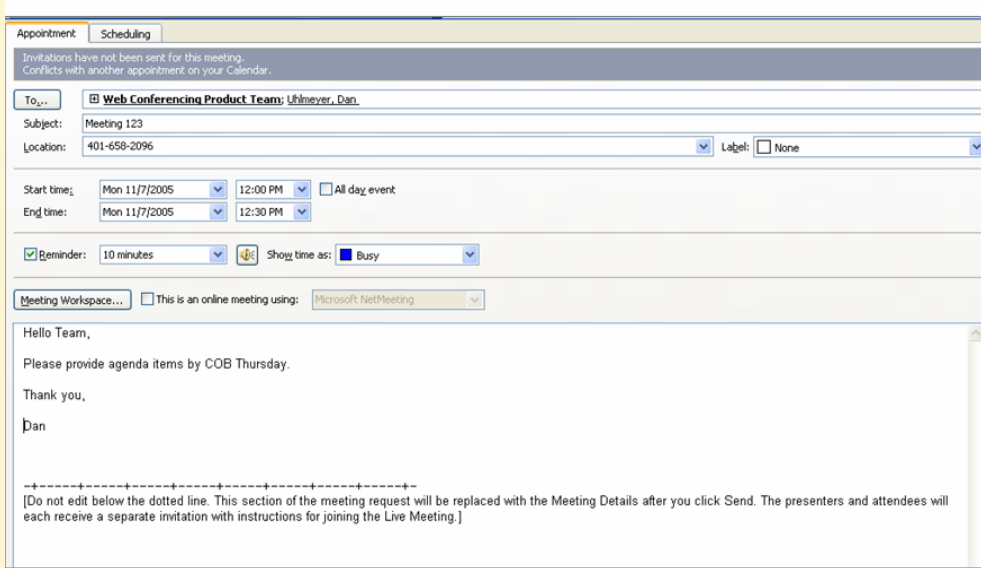


- To check the availability of meeting participants if you have not done so already, on the **Scheduling** tab find a time when all participants are available, and then click that time. Drag the bars that indicate the start and end time for the meeting until they are as you want them.



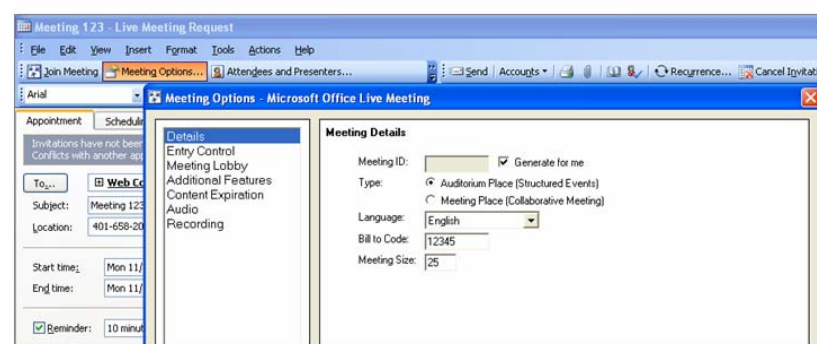
- If you like, you can type a message that all recipients will receive. On the **Appointment** tab, type your message above the dotted line in the box provided. You do not need to provide the meeting URL, meeting ID, or meeting key; that information is supplied automatically.

NOTE: Do not type anything below the dotted line. The text that appears will be replaced with information that participants will need to join your meeting.

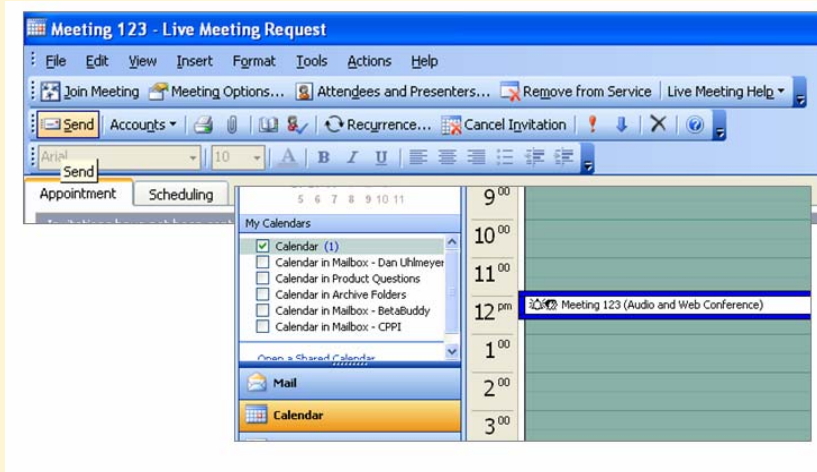




- On the Live Meeting toolbar of the meeting request window, click **Meeting Options** and specify the options that you'd like to use for this meeting.

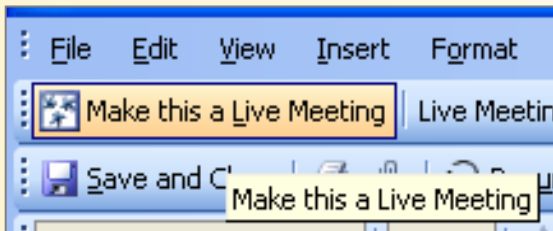


- When the meeting invitation is as you want it, on the Standard toolbar, click **Send**.

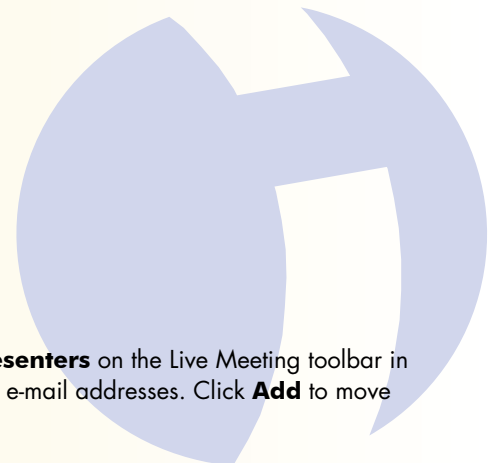


To convert a standard Outlook meeting request to a Live Meeting invitation:

- In the Outlook Calendar, double-click the meeting to open the request form.
- On the Live Meeting toolbar, click **Make this a Live Meeting**.



- To designate which invitees are to be presenters, click **Attendees and Presenters** on the Live Meeting toolbar in the meeting request. In the **Attendees** list, click the appropriate names and e-mail addresses. Click **Add** to move the selected names to the **Presenters** list, and then click **OK**.





- If you like, you can type a message that all recipients will receive. On the **Appointment** tab, type your message above the dotted line in the box provided. You do not need to provide the meeting URL, meeting ID, or meeting key; that information is supplied automatically.

NOTE: Do not type anything below the dotted line. The text that appears will be replaced with information that participants will need to join your meeting.

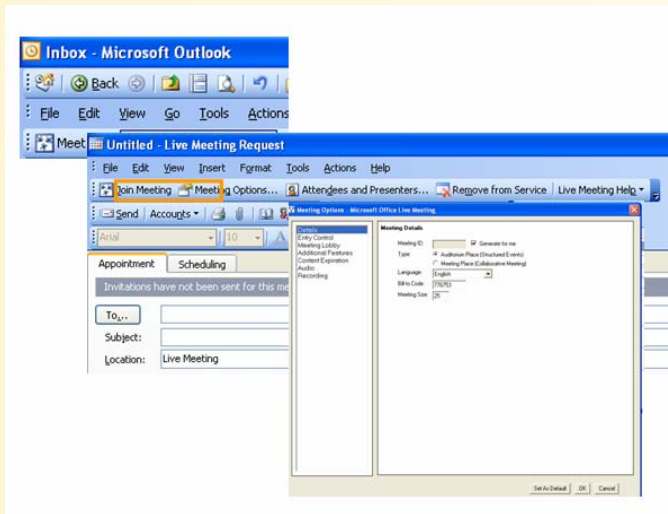
- On the Live Meeting toolbar of the meeting request window, click **Meeting Options**. For details about setting meeting options, see
- When the meeting invitation is as you want it, on the Standard toolbar, click **Send**.

SETTING SCHEDULED MEETING OPTIONS FOR OUTLOOK

Before you start scheduling Live Meeting sessions from within Outlook, you should configure settings that will ensure that the meeting features will suit your needs. You can configure the options for your scheduled meetings by using Meeting Options.

To set meeting options for Scheduled Meetings:

- On the Live Meeting toolbar, click **Meeting Options**.



- In the **Meeting Options** dialog, click the category of options that you want to set, as described in the following table. The rest of this topic explains how to set individual options within these categories.

Option Category	Description
Details	The meeting ID, the type of meeting, the language to be used, the billing code of your department, and the meeting size.
Entry Control	Method for controlling participant access to your meeting limits on when participants can join the meeting, and whether participants must supply an e-mail address and company name.
Meeting Lobby	A waiting area for people without an invitation who want to join your meeting.
Additional Features	Various permissions you can grant to meeting participants and settings to improve the participants' experience.
Content Expiration	A time limit for making meeting content available to participants after the meeting is over.
Audio	Settings that control how meeting audio is made available to participants.
Recording	Access restrictions on any recordings that might be made during the meeting.



- When the meeting options are set the way you want them, if you want to reuse these settings for future meetings by default, click **Set As Default**. To save the settings for this meeting, click **OK**.

Set Scheduled Meeting details

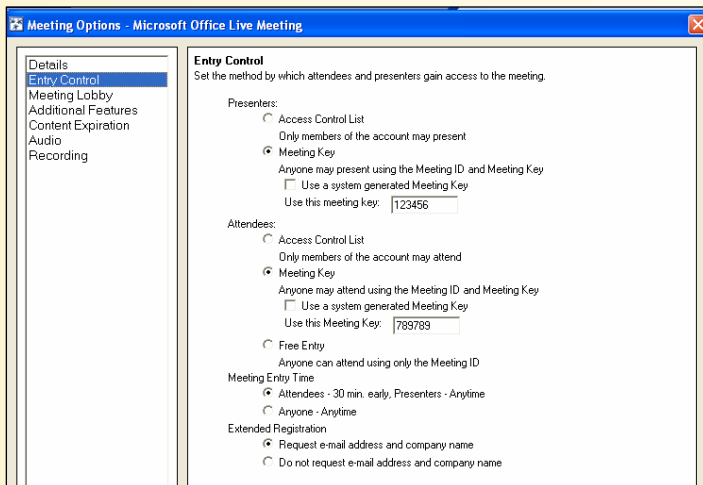
- In the left pane of the **Meeting Options** dialog box, click **Details**.



- In the **Meeting ID** box, enter an ID that users will need to join your meeting. If you want Live Meeting to automatically generate a meeting ID, select the **Generate for me** check box.
- Under **Type**, click the appropriate option. For a large meeting that consists mainly of presentations, click **Auditorium Place**. For a small meeting that consists mainly of interaction among participants, click **Meeting Place**.
- In the **Language** box, select the language that will be used in the Live Meeting console, in meeting invitations, and in descriptive data for Live Meeting recordings.
- In the **Bill to Code** 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 the meeting.

Set Entry Control options:

- In the left pane of the **Meeting Options** dialog box, click **Entry Control**.





2. Under **Presenters**, do one of the following:
 - a. To restrict entry as a presenter to individuals who have a membership in your Live Meeting account, click **Access Control List**.
 - b. To allow entry as a presenter to individuals who have the meeting ID and meeting key (password) for this meeting, click **Meeting Key**. If you want the Live Meeting Manager to automatically generate a meeting key for your meeting, select the **Use a system generated Meeting Key** check box. To create your own meeting key, type the key in the **Use this Meeting Key** box.
3. Under **Attendees**, do one of the following:
 - a. To restrict entry as an attendee to individuals who have a membership in your Live Meeting account, click **Access Control List**.
 - b. To allow entry as an attendee to individuals who have the meeting ID and meeting key (password), click **Meeting Key**. If you want the Live Meeting Manager to automatically generate a meeting key for your meeting, select the **Use a system generated Meeting Key** check box. To create your own meeting key, type the key in the **Use this Meeting Key** box.
 - c. To allow entry as an attendee to individuals who have the meeting ID without requiring a meeting key, click **Free Entry**.
4. Under **Meeting Entry Time**, to allow only presenters to enter your meeting until 30 minutes before it starts, click **Attendees - 30 min. early. Presenters - Anytime**. To allow anyone to enter at any time, click **Anyone - Anytime**.
5. To require that meeting participants supply an email address and company name before being admitted, under **Extended Registration** click **Request e-mail address and company name**. Otherwise, click **Do not request e-mail address and company name**.

Set Meeting Lobby options

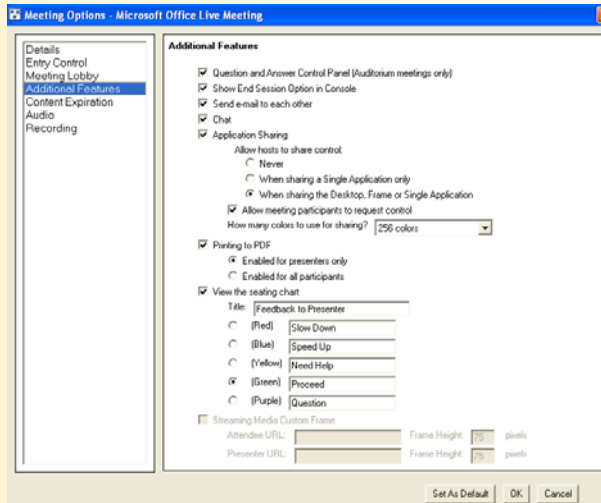
1. In the left pane of the **Meeting Options** dialog box, click **Meeting Lobby**.



2. To enable the meeting lobby so individuals without an invitation can wait to be admitted, select the **Enable Meeting Lobby for this meeting** check box. The Live Meeting manager will automatically generate a URL for the meeting lobby, which you can share with people who do not have invitations but may want to join your meeting.
3. In the **Lobby greeting** box, you can type a message that will appear when somebody visits the meeting lobby.
4. If you want the Live Meeting Manager to send you an e-mail notification when somebody enters the meeting lobby, select the **Enable e-mail notifications from lobby attendee's** check box. After the first visitor to the lobby, a new e-mail message is sent every 30 minutes if somebody new has entered the lobby.

Set Additional Features:

1. In the left pane of the **Meeting Options** dialog box, click **Additional Features**.

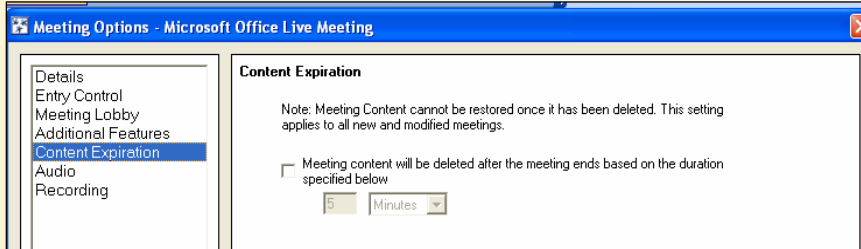


2. To allow attendees of an auditorium-style meeting to ask questions of the presenters, select the **Question and Answer Control Panel** check box.
3. To allow presenters to use the Live Meeting console to end the meeting and close the console on the computer of each participant, select the **Show End Session Option in Console** check box.
4. To allow participants to use the Live Meeting console to send email messages to each other during the meeting, select the **Send e-mail to each other** check box.
5. To enable chat during the meeting, select the **Chat** check box.
6. To allow presenters to share programs with other participants, select the **Application Sharing** check box. If you allow application sharing, click the appropriate option to specify when presenters can share control of the application with participants. If you want participants to be able to request control, select the appropriate check box. To set the color quality of shared applications, which can affect the performance of application sharing over a network or over the Internet, select the appropriate option in the **How many colors to use for sharing?** box.
7. To allow either presenters only or all participants to store meeting content as an Adobe Acrobat file (.pdf), select the **Printing to PDF** check box, and then check the appropriate option to indicate who is authorized to save the meeting content.
8. To display the seating chart to all participants, select the **View the Seating Chart** check box. To change the title of the seating chart legend and to change the meanings associated with each color in the seating chart, type the appropriate text in the boxes provided. To change the default color, click the appropriate color.
9. To display a pane in the Live Meeting console of each participant that can display any content that can be passed through an HTTP or secure HTTP (HTTPS) Web page, including interactive surveys, video, and audio, select the **Streaming Media Custom Frame** check box. In the Attendee URL box, enter the URL of the Web page whose content you want to display in the pane on attendee consoles. In the Presenter URL box, enter the URL of the Web page whose content you want to display in the pane on presenter consoles.



Set Content Expiration options:

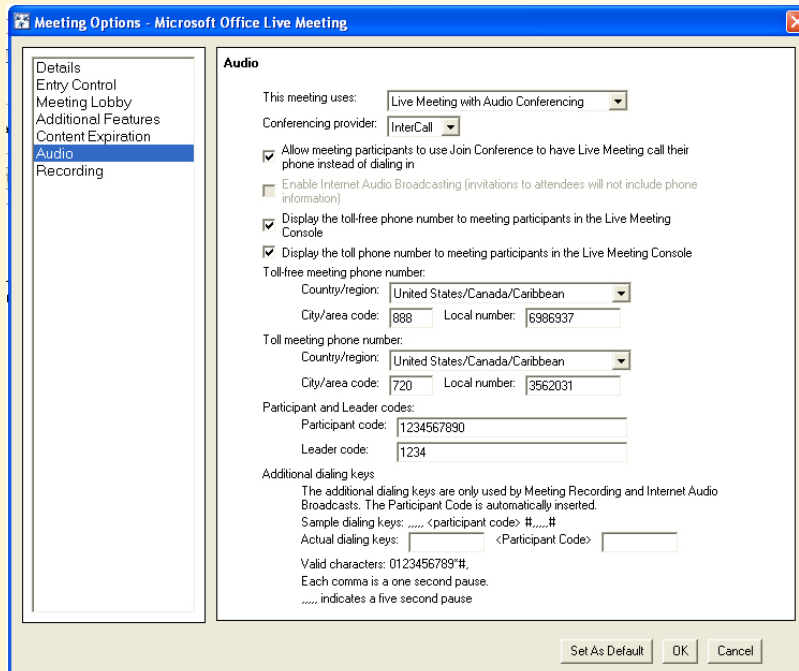
1. In the left pane of the **Meeting Options** dialog box, click **Content Expiration**.



2. To set a time limit after which any stored content from your meeting will be deleted, select the appropriate check box, and then enter the time interval you want. If you clear the check box, content is not automatically deleted.

Set Audio options:

1. In the left pane of the **Meeting Options** dialog box, click **Audio**.



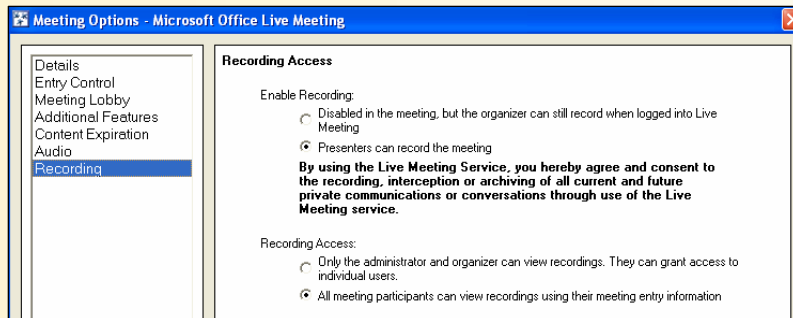
2. In the **This meeting uses** box, indicate whether or not the meeting uses Live Meeting with Audio Conferencing.
3. In the **Conferencing Provider** box, select **InterCall**.
4. If you are using audio conferencing, select the **Allow meeting participants to use Join Conference** check box if you want participants to be able to request that the audio conferencing service call them instead of vice versa.
5. To enable Internet Audio Broadcasting for one-way communication over the Internet from presenters to attendees, select the **Enable Internet Audio Broadcasting** check box.



- To display in the Live Meeting console a toll-free number that participants can call to join the meeting audio conference, select the **Display the toll-free phone number to meeting** check box.
- To display in the Live Meeting console a toll number that participants can call to join the meeting audio conference, select the **Display the toll phone number to meeting** check box.
- Under **Toll-free meeting phone number**, select the country/region, and then type the city code or area code and the local phone number of the toll-free meeting phone.
- Under **Toll meeting phone number**, select the country/region, and then type the city code or area code and the local phone number of the toll meeting phone.
- Under **Participant and Leader codes**, in the boxes provided, type a participant code and a leader code that meeting participants must use to identify themselves as a participant or a leader when they join the audio conference. The leader code is never revealed to meeting participants.
- If you will record your meeting or you will use Internet Audio Broadcasting or both, and if phone access to meeting audio will require additional dialing keys, under **Additional dialing keys**, type those keys into the boxes provided. Insert commas as necessary for a pause, for example, when the dialing must pause while the audio conferencing service responds.

Set Recording options:

- In the left pane of the **Meeting Options** dialog box, click **Recording**.



- To enable recording for meeting presenters, under **Enable Recording** click **Presenters can record the meeting**. To disable recording for all but the meeting organizer, click **Disabled in the meeting**.
- To specify who can view recordings, under **Recording Access** click the appropriate option.

