

Microsoft Office Live Meeting Quick Reference Guide



How to Log In*

Enter your company's Live Meeting web address
www.livemeeting.com/cc/<your company> and click **Login**.



*This represents the typical login process for Live Meeting. Your organization may provide you with an alternate way to access Live Meeting. Please consult your Live Meeting Administrator.

How to Meet Instantly

1. Click **Meet Now** from the My Home page. You will be logged into your Meet Now room as a Presenter.
2. Click **Send E-mail Invite...** at the bottom of the Attendees Panel to invite participants.
3. Enter the email address for your participant(s) and click **Send Message**.
4. You are now ready to present.

TIP: Use the annotation/pointer tools to enhance the presentation.

How to Schedule Meetings

1. Click **Schedule Meeting** from the My Home Page.
2. Enter Attendees' and Presenters' email addresses, the subject, and the date and time of the meeting.
3. Click **Meeting Options** to complete the meeting and audio conferencing information and click **OK**.
4. Click **Send E-mail Invite...** to send meeting invitations.* The Presenter invitation will be automatically sent to the meeting Organizer.

TIP: Use the **screen mode options** to maximize viewing experience.

*Click **Save** if you prefer to send the meeting invitation later.

How to Present

1. Click on the meeting URL and enter the **Meeting ID** and **Meeting Key** in the meeting invitation.*
2. Click to select file to import.**
3. Click on the file to present from the **Resources** pane.

4. Click on the slide or page to present from the thumbnail navigation bar.

TIP: Add special slide features to make the meeting more engaging (polls, whiteboard, web slide, etc.).

* The meeting Organizer can also join as a **Presenter** through the **Meeting Details** page.

** You can import multiple file types into Live Meeting (e.g. PowerPoint, Word, Excel, Visio, Project, etc.)

How to Show & Share Applications

Live Meeting allows several ways to share applications. The specified application must be open.

1. Click to insert a sharing slide.
2. Click on an application* from the list and click **OK** to show it.
3. Click , then select an attendee and click **OK** to share it (give control).
4. Click to finish sharing and return to the Presenter console.

TIP: Use the Q&A tool to allow attendees to submit questions to maximize interaction.

*Select desktop to share your entire desktop.

Quick Tips for Presenting

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees

Live Meeting Resources and Support

Visit www.microsoft.com/office/livemeeting for additional resources:

- User guides and best practices
- Live and on-demand training
- Online support, downloads, and feedbacks

Customer and technical support:

- Available 24 hours a day, 7 days a week
- Email: lmhelp@microsoft.com
- Phone: 866-493-2825 (toll-free in the US and Canada)
- 00.800.9522.3000 (toll-free in EMEA)
- 650-526-6950 (direct international number)