

# Net Conferencing User Guide:

## Advanced and Customized Net Conference with Microsoft® Office Live Meeting

### Activating Advanced or Customized Net Conference (first time only)

1. Go to <https://www.mymeetings.com>
2. Select the **Manage My Meetings** login link.
3. Enter your login and password. (Note: If you do not have a “Manage My Meetings” login and password, click on the **Need to Register** link and simply follow the instructions.)
4. Select the **NET CONFERENCE** tab.
5. Click on the **Live Meeting Professional** link under **Advanced or Customized Net Conference Applications**.
6. Save the URL to your favorites.

For future visits, you may continue to access Advanced or Customized Net Conference via, “Manage My Meetings,” or go directly to the URL from your favorites and login.

(Advanced Net: (<https://www.livemeeting.com/cc/mman> or Customized Net: <https://www.livemeeting.com/cc/<yourcompany>>)

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
	All Purpose Meeting	1234	<a href="#">Live Meeting</a>	EVA D		

### To integrate your Audio (Instant Meeting) with Live Meeting:

1. Click on the “Schedule Meeting” link:
  - Click on “Meeting Options”

Meeting and its contents expire 365 days after the meeting end time. Recordings expire 365 days after its creation. For details, click Meeting Options, and then click Expiration.

Enable computer audio conferencing (Not available to participants using Web Clients)

One way audio broadcasting (mute attendees)

Enable telephone conferencing

**Meeting Options**

2. **Select Audio** – and select the following options:

(This meeting uses: Live Meeting with Audio Conferencing)

- Conferencing Provider: **Verizon Business**
- Put Check marks in these three options:
  - √ **Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in**
  - √ **Display the toll free phone number to meeting participants in the Live Meeting Console.**
  - √ **Display the toll phone number to meeting participants in the Live Meeting Console.**
- Enter your Verizon Toll Free Instant Meeting (Audio Conference) Number under Toll Free Meeting Number (This information is located in the email titled: **Details of your Instant Meeting Audio Conferencing Service.**)
  - Select Country/Region (example United States/Canada/Caribbean)
  - City/Area/Code (example 888)
  - Local Number (example 7771111)
- Enter your Verizon Toll Instant Meeting Number under Toll Meeting Number
  - Select Country/Region (example United States/Canada/Caribbean)
  - City/Area/Code (example 230)
  - Local Number (example 7775555)
- Enter your Leader and participant passcode
- Select **Set as Default** and Click **OK**

### Audio

You can enable audio for your presentation. Set the regional and audio options for your meeting.

Important: Conference provider supporting breakout rooms are identified with qualifier Breakout rooms supported.

### Setup

Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Verizon Business

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

Toll-free meeting phone number:

Country/region: United States/Canada/Caribbean

City/area code:  Local number:

Toll meeting phone number:

Country/region: United States/Canada/Caribbean

City/area code:  Local number:

Participant code:

Leader code:

Additional dialing keys:

The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialing keys: ppppp <participant code> #ppppppppp#

Actual dialing keys:  <participant code>

Valid characters: 0123456789\*#p

Each 'p' is a one second pause

ppppp indicates a five second pause

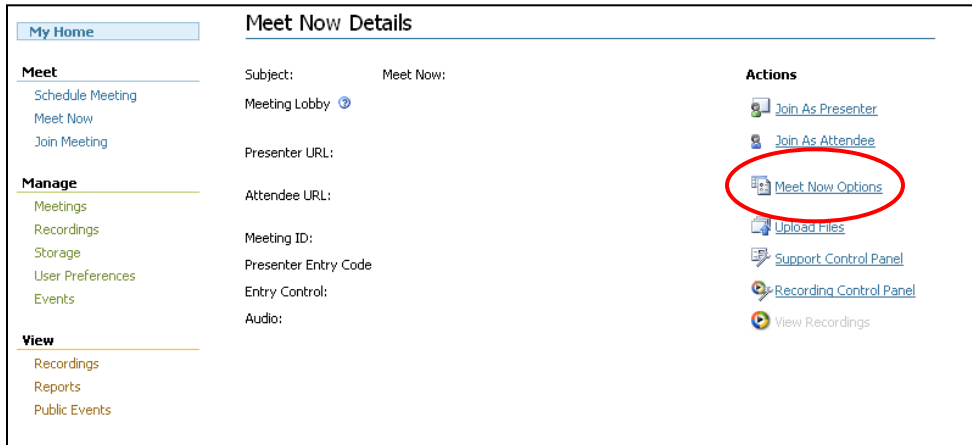
Additional audio information that is inserted in meeting invitations:

For Attendees:

For Presenters:

**Set as Default** **OK** **Cancel**

3. Select **My Home** (top left hand sided of page)
  - Repeat the Audio Setup instructions from Section 2 under your **Meet Now Details**
    - Go to **Meet Now Details**
    - Go to **Meet Now Options** (right hand side of page) and repeat section #2 above
    - Select Audio and make following changes
    - Select **Set as Default** and then **OK**



## How to Meet Instantly

1. Click "Meet Now" from "My Home Page." You will be logged into your "Meet Now" room as a Presenter.
2. Click **Invite** within the "Attendees" panel to invite participants.
3. Enter the e-mail 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 "My Home Page."
2. Enter Attendees' and Presenters' e-mail addresses (not required), subject, date, and time of the meeting.
3. Click "Meeting Options" to complete the meeting and audio conferencing information then click "OK" to retain these settings for this meeting or "Set as Default" to retain these settings for future meetings.
4. Click "Send E-mail Invite" to send meeting invitations. The Presenter invitation will be automatically sent to the meeting Organizer. Click "Save" if you prefer to send the meeting invitation later.

## How to Present



1. Start your Advanced Net Conference.
2. Click the **Content** option, then **Share** and then "Upload File (View Only)."
3. Click on the file to present found in the Content pane.
4. Click on the slide or page to present from the thumbnail navigation bar.

**TIP:** For documents other than PowerPoint®, use the screen mode options to maximize your viewing experience.








## How to Show and Share Applications

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

1. Click the **Content** option, then **Share** and then "Share a Program."
  - Click on an application from the list to show it.
  - Click the "Give Control" icon, , select an Attendee and click "OK" to give an Attendee control.
2. Click the Back icon, , when you have finished sharing and return to the Presenter console.

## Special Slide Features

Special slide features make the meeting more engaging.

-  1. **Whiteboard.** Add a whiteboard to brainstorm, take notes, or write down action items during the meeting.
-  2. **Polls.** Add a poll to test participants or to get immediate feedback.
-  3. **Text Page.** Use a text page to type new information that is available to the audience to copy and paste (eg. action items list.)
-  4. **Web Page.** Take participants to a website where they can interact with the site. Ideal for completing a survey/form during your meeting.
-  5. **Screen Snapshot.** Show a captured screen shot from your computer and then use the annotation tools to add to it.

## Quick Tips for Presenting

- Upload the slides in advance
- Rehears 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
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation

## Contact Us

Call the Product Help Desk at 1-800-857-8777 (US Only) or 1-210-795-0369 for questions.