# Net Conferencing User Guide:
Instant Net Conference with Microsoft® Office Live Meeting

Setting up an Instant Net Conference Subscription *(first time only)*

1. Go to https://www.mymeetings.com/global/en/index.php

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 CONFERENCING** tab.
5. Click on the **Add Subscription** link under **Instant Net Conference Applications**.
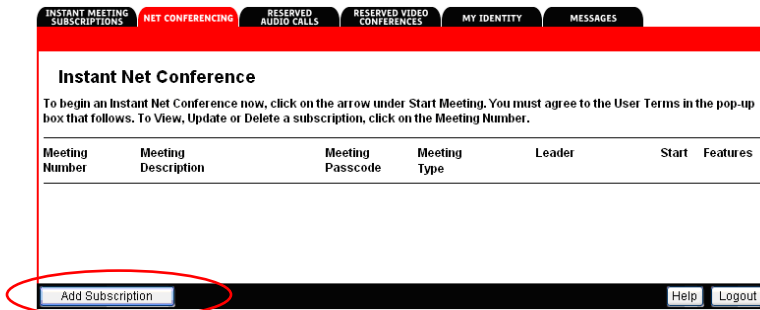
Complete the Subscription Form

1. Select Live Meeting as the Meeting Type
2. Enter the **Presenters Passcode** and a different password for the **Meeting Passcode** for your attendees.
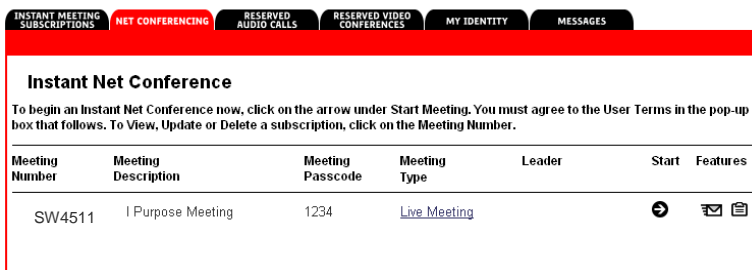3. Click **Proceed**

How to Start and Instant Net Conference

1. Go to https://www.mymeetings.com/global/en/index.php

2. Select the **Manage My Meetings** login link.
3. Enter your login and password.
4. Click on the Start meeting arrow on the Instant Net Conference tab.

How to Present

1. Start your Instant 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.