# 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.

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Meeting	Meeting	Meeting	Meeting	Leader	Start	Featu
Number	Description	Passcode	Туре			

## **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

Note: Bold fields are require	ed.
Will you be the Subscriptio	n Leader? 💿 Yes 🔘 No
Leader's Name:	Search
Meeting Type:	● Powered by Live Meeting ○ Powered by WebEx®
Meeting Passcode*:	
Meeting Description:	All Purpose Meeting
Presenter Passcode:	
Please verify the following	
VZID:	
Leader Email Address**:	
Contact Email Address**:	

#### 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.

	NET CONFERENCING AUD	ICK on the arrow under	INCES MY IDENTI			the pop-up
box that follows Meeting Number	s. To View, Update or Delete Meeting Description	a subscription, click Meeting Passcode	on the Meeting Num Meeting Type	ber. Leader	Start	Features
SW4511	I Purpose Meeting	1234	Live Meeting		Ð	₽

#### **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.

- $\checkmark$  1. Whiteboard. Add a whiteboard to brainstorm, take notes, or write down action items during the meeting.
- 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.
- 3. 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.