

# Net Conference with Microsoft® Office Live Meeting

### 01. How do I find out what version of the Microsoft Conferencing Add-in for Outlook is installed on my machine?

- Open Microsoft Outlook
- On the Tool bar, click Conferencing
- Click About Microsoft Conferencing Add-in
- Note the version

### 02. How do I find out the version of the most current release of the Microsoft Conferencing Add-in for Outlook?

The most recent release date and version number appear on the Microsoft download page, <http://office.microsoft.com/en-us/help/HA102368901033.aspx>

### 03. Is there a limit to the number of audio participants I can have in my Live Meeting?

If using Instant Meeting for the audio portion of your Net Conference you may have up to 200 participants on the Audio Conference portion of your call. For meetings with more than 200 participants, please contact the Conferencing Center for Xerox at 1 800-268-4016 (517-345-9234) or 0800-234-3830 (+44 2079-509930) to schedule the audio portion of your conference.

### 04. Is there a limit to the number of Net Conference participants I can have in my Live Meeting?

You may have up to 1,250 participants per Net Conference with Microsoft Office Live Meeting Net Conference. For Net Conferences larger than 1250 participants please contact [usa.webinar@xerox.com](mailto:usa.webinar@xerox.com)

### 05. I have forgotten my Live Meeting password and user ID. How do I get them?

You may send an email to [XeroxNetConfSupport@lists.verizonbusiness.com](mailto:XeroxNetConfSupport@lists.verizonbusiness.com). Your details will be resent in a confirmation email from [XeroxNetConfSupport@lists.verizonbusiness.com](mailto:XeroxNetConfSupport@lists.verizonbusiness.com)

### 06. How do I connect to the audio portion of my Live Meeting?

If using Instant Meeting; dial-in to any one of your toll or toll-free numbers and enter your Leader passcode. ALWAYS use Intelnet to dial into your Instant Meeting Conferences from Xerox locations, or if enable on your phone 8\* 404 4000

If you have scheduled a separate Unattended or Operator Assisted Audio Conference via the Conference Center; refer to your confirmation email and dial-in to one of the toll or toll-free numbers and enter your Leader passcode.

### 07. How do I share an application with the other attendees in my Live Meeting?

#### How to Present



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

TIP: For documents other than Microsoft 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.

- 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 them control.
- Click the **Back** icon, , when you have finished sharing to return to the Presenter console.

**08. I can't see my presentation that I have uploaded. What do I have to do to be able to see it?**

Select your presentation using one of the methods below:

**How to Present**

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- Click the **Content** option, then **Share** and then **Upload File (View Only)**.
- Click on the file to present found in the Content pane.
- Click on the slide or page to present from the thumbnail navigation bar.

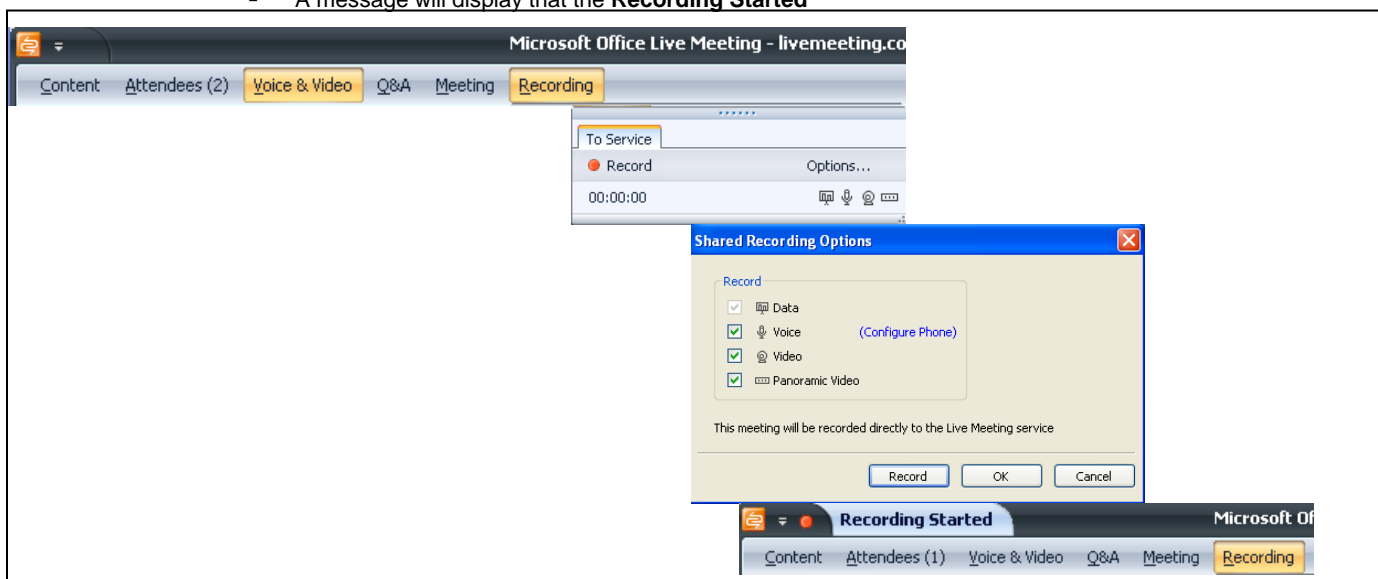
**TIP:** For documents other than PowerPoint®, use the screen mode options to maximize your viewing experience.



**09. How do I record a Net Conference (synched with Audio)?**

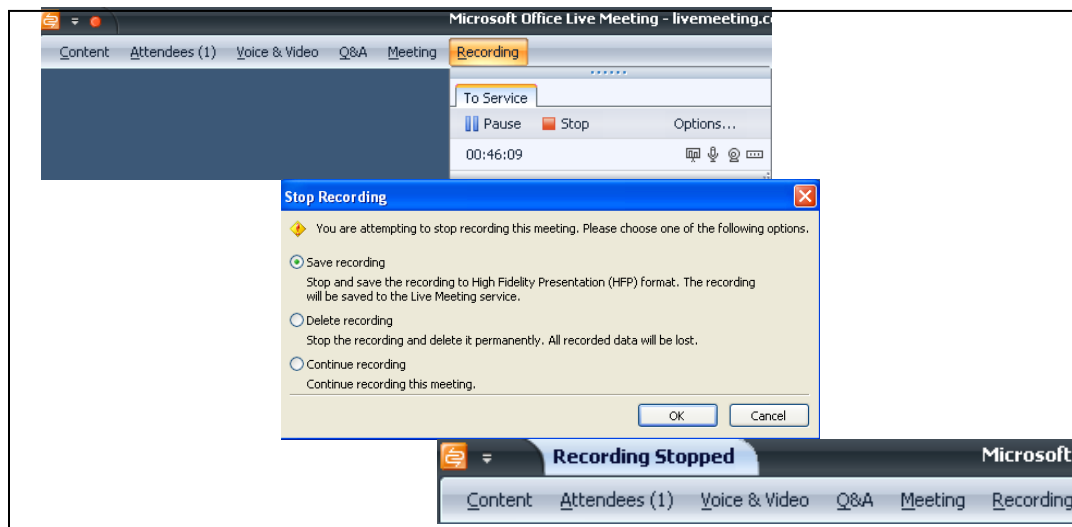
■ **To record a meeting – Live Meeting Console**

1. In the meeting client, click the **Recording** pane, and select the **To Service** tab.
2. Click **Options**, and in the **Shared Recording Options** dialog box, select what you want to record.
3. Do one of the following:
  - To save your setting and record later, click **OK**.
  - Or, to start recording, click **Record**.
  - A message will display that the **Recording Started**



■ **To stop, pause, or save a recording**

1. In the Recording pane, click **Pause** or **Stop**.
  2. If you clicked **Stop**, to save the recording, in the **Stop Recording** dialog box, click **Save Recording**.
- After you save a recording, it will be available within approximately 24 hours, depending on the content and duration of the recording.



## 10. How do I get access to my recording?

An email will be sent within 48 hours. For further assistance please contact [usa.webinar@xerox.com](mailto:usa.webinar@xerox.com)

To obtain your recording directly from the Live Meeting site follow these instructions:

### View a Recording

- The Leader may view the recording from their Home page
- To view a recording that is saved to your Live Meeting conference center (To Service)
  1. Log on to your Live Meeting homepage.
  2. On the My Home page, under **View**, click **Recordings**.

**My Home**

**Meet**

- Schedule Meeting
- Meet Now
- Join Meeting

**Manage**

- Meetings
- Recordings
- Storage
- User Preferences
- Address Book
- Events

**View**

- Recordings
- Reports
- Public Events

**Meeting Details**

Subject: Test Recording

Start Time: Wednesday, Oct 8, 2008 2:30 PM EDT

End Time: Wednesday, Oct 8, 2008 3:30 PM EDT

Occurrence: One time meeting

Meeting Lobby: Not enabled

Presenter URL: <https://www.livemeeting.com/cc/vnc/join?id=Z2TDPK&role=presen>

Attendee URL: <https://www.livemeeting.com/cc/vnc/join?id=2>

Meeting ID: Z2TDPK

Presenter Entry Code: n48

Entry Control: Attendees have free entry

Location:

Audio: Two way computer audio conferencing: Off  
One way computer audio broadcasting: On  
Telephone conferencing: On  
Audio conferencing provider: Verizon Business  
Toll free:  
Toll:  
Participant code:  
Leader code:

**Actions**

- Join As Presenter
- Join As Attendee
- Update Meeting
- Meeting Options
- Upload Files
- Support Control Panel
- Recording Control Panel
- Recording: Z2TDPK

3. Under **View Recording**, in the **ID** and **Recording Key** boxes, enter the recording ID and the recording key, respectively.
4. By default, the recording key is the same as the meeting key.
5. If the meeting did not require a meeting key, then by default no recording key is required.

**My Home**

**Meet**

- Schedule Meeting
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**View**

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- Public Events

**View Recordings**

Show all recordings between:

10/8/2007 and 10/8/2008

Enter dates in MM/DD/YYYY format.

Or Show: ☐ All

Containing:

**Search**

Showing all recordings between 10/8/07 and 10/8/08

Note: There may be a delay before newly created recordings appear in this list.

**View recording By ID**

ID:

Recording Key:

**View recording**

### Two Recording Formats are available: Microsoft Office Live Meeting High-Fidelity Presentation and Live Meeting Replay.

- Click **View** to start the Live Meeting High-Fidelity presentation. The presentation will be scanned for potentially harmful content or code by Microsoft Forefront and display in a browser.
- **Microsoft Office Live Meeting Replay.** Click **View** to start Live Meeting Replay, which is a recording playback format that provides a viewing experience that is closer to the actual Live Meeting experience by including features such as clickable indexes, Presenter information, and an embedded view of the question and answer log.

### View Recording Info

Recording Subject:

Test Recording

Recording ID:

ZZTDPK

Organizer:

EVA D

Recorded On:

Wednesday, Oct 8, 2008 4:37 PM (EDT)

Duration:

0:47

**For best viewing experience, use Microsoft Office Live Meeting High-Fidelity Presentation format including video playback.** Download size will be larger and may take longer time to download.

Use Microsoft Office Live Meeting Replay for quicker downloads. Installing Microsoft Office Live Meeting Replay Wrapper provides a rich way to view the recording for this format. You only need to download the Replay Wrapper once per computer. [Install Now](#)

**View And Download Recordings**

View	Download	Format	Available
		Microsoft Office Live Meeting High-Fidelity Presentation	Yes
		Microsoft Office Live Meeting Replay	Yes

[Scanning Information](#)

The meeting organizer can change the recording key. In that case, you should receive a recording invitation from the meeting organizer regarding the change. If you are in a meeting where admission is controlled by using an Access Control List, you can log on to Live Meeting homepage and directly view the recording. If you receive an invitation by e-mail to view a recording, click the **View Recording** link in the invitation to view the recording.

### 11. How do I access the recording of a Live Meeting that I attended as a participant?

The presenter must send you the URL and password (if enabled). Click on the URL and enter the password to view the presentation.

### 12. How do I get access to my attendance list?

An Audio Conferencing Participant list must be requested when the call is booked via the Conferencing Center for Xerox at 1 800-268-4016 (517-345-9234) or 0800-234-3830 (+44 2079-509930).

For a listing of Net Conference Participants follow the steps below:

1. From **My Home** select **Reports**
2. From **Reports** select **Meeting List** for a list of attendees

ejasinski

Logout

Support

Help

My Home

Meet

Manage

View

My Home

Meet Now

Upcoming Meetings

Recent Recordings

Schedule Meeting

Meet Now

Join Meeting

Meetings

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Storage

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Address Book

Events

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Reports

Public Events

Meet Now: EVA

Meet Now Details

Meeting Lobby: <https://www.livemeeting.com/cc/vnc/meet/ejasinski>

Join	Subject	Start Time (EST)	Organizer
	Re-send NEW LM2007 Weekly Legal Call - Please delete all other copies before accepting Meeting ID = T225TQ	07/9/08 11:00 AM Duration: Ongoing	EVA DENESKI

[Meetings 1-1 of 1] Page 1

Note: There may be a short delay before newly created recordings appear in this list.

View	Subject	Start Time (EST)	Organizer
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ejasinski

Logout

Support

Help

My Home

Meeting List

Recording List

### View Reports

To generate the following reports, you must have organizer or administrator privileges:

Meeting List

Lists the meetings and attendance for a given time period

Recording List

Shows the recordings available for a given time period and the number of times each one was viewed

### 13. Can the chat portion of a Live Meeting be recorded?

The chat portion of a Live Meeting cannot be recorded.

### 14. When is the regularly scheduled maintenance for Live Meeting? Can I still have a Live Meeting during it?

The regularly scheduled maintenance for Live Meeting is done every Friday from 6:00PM to 12:00AM Saturday Pacific Time. During that time Live Meeting is not available for use.

Maintenance work benefits all Live Meeting customers, and includes hardware and software upgrades, network reconfigurations, etc. If you try to schedule a meeting that overlaps the maintenance window, you will receive an error message: "We are sorry, but your meeting could not be created because it would take place during a maintenance period..." For the latest information on maintenance, you can check the online by selecting Terms & Service from <https://www.livemeeting.com/cc/Xerox> or go directly to <http://office.microsoft.com/en-us/help/HA101063371033.aspx>

### 15. What is Microsoft Office Live Meeting?

Microsoft Office Live Meeting is an important collaboration tool that can help your company conduct business more efficiently. With Net Conferencing powered by Microsoft Live Meeting, you can share your presentations with hundreds of meeting participants over the Internet, while they listen to you on an accompanying conference call. Your presentation can reach participants around the world without anyone having to travel. All they have to do is log on to a predetermined website to view your materials. Net Conferencing also gives you and your colleagues the ability to create and edit documents online, while discussing them on the phone.

### 16. Can I use Live Meeting with a Xerox Event Call?

Yes. You can schedule your Conferencing Event Call by contacting the Conferencing Center for Xerox at 1 800-268-4016 (517-345-9234) or 0800-234-3830 (+44 2079-509930).

Please provide the Presenter's Live Meeting account information at time of reservation. If you would like your Event call recorded please request this feature when scheduling your call. Your confirmation email will contain both Audio and Net Conference details. Since Xerox Event Call uses different dial-in numbers than Instant Meeting, please use only the dial-in numbers in your Xerox Event Call confirmation email.

### 17. How do I schedule a Live Meeting via Outlook?

You must have the Outlook plug-in installed to use this feature. [Download the Outlook plug-in.](#)

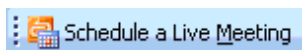
The Outlook plug-in is designed primarily for individual use. If you are scheduling a recurring meeting, scheduling a meeting for someone else, or require tracking of responses, you should schedule the meeting via Microsoft Office Live Meeting.

The Microsoft Outlook Plug-In tool provides you with the ability to schedule your Net conferences with Audio integration from your Microsoft Outlook application.

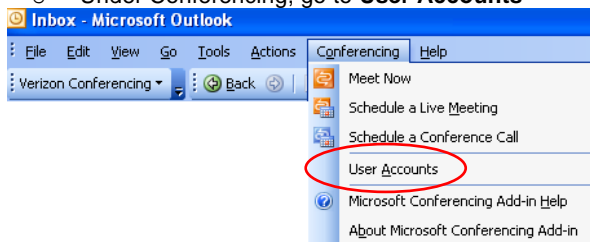
To install the software please, following these instructions:

- Go to: [www.mymeetings.com/xerox](http://www.mymeetings.com/xerox)
- Select download the Net Conferencing Plug-In
- Down load the Microsoft Office Live Meeting 2007 Outlook Plug-In:
  - Click on: **Microsoft Office Live Meeting 2007 Add-In Pack**
  - Click on the **Accept Terms** and **Install Add-In** link
  - Next, click the **Run** or **Save** button. (NOTE: You will have to close Outlook.)

After the installation is complete, open Microsoft Outlook. The Live Meeting Tool Bar will be added.



- Go To your Microsoft Outlook page
  - Under Conferencing, go to **User Accounts**



Leave Blank

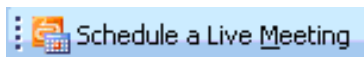
Add the URL for your Live Meeting Service:  
<https://www.livemeeting.com/cc/xerox>

Insert your Microsoft Live Meeting  
username and password

- Insert the URL for your Live Meeting 2007 server in the Live Meeting Service field (Leave the Office Communications Server field blank.)
- Enter your Microsoft Office Live Meeting username and password
- Click **Test Connection** (You will get a message that says: **your live meeting login information was successfully verified**. This will populate your Meeting Options that you setup on your Homepage – audio settings, etc.)
- Click the **OK** button.

#### To Schedule Meetings

- You may begin scheduling meetings via the Outlook tool.
- To do this, simply click: **Schedule a Live Meeting** button.



- Select Date/Time/Attendees/Meeting Subject.
- You may also select the attendees that you wish to make presenters before you send the meeting invitation.
- Click **Send**.

#### 18. How do I launch a Live Meeting instantly via Outlook?

You must have the Outlook plug-in installed for this functionality. [Download the Outlook plug-in](#)

##### Launch your Live Meeting

- Simply click the Meeting Reminder that has populated in your Outlook Calendar
- Click **Join the meeting** and your meeting will be launched.

## FAQ: Net Conference with Microsoft Office Live Meeting

Appointment | **Scheduling** | Tracking

No responses have been received for this meeting.  
Conflicts with another appointment on your Calendar.  
This message will be sent via Live Meeting Transport.

To:

Subject: TEST

Location: Live Meeting

Start time: Fri 5/16/2008 10:30 AM ☐ All day event

End time: Fri 5/16/2008 11:00 AM

☒ Reminder: 15 minutes Show time as: Busy

Meeting Workspace... ☐ This is an online meeting using: Microsoft NetMeeting

**Important** If you need to update this meeting, always do so by using either the Live Meeting Manager or an e-mail. In for Outlook installed. Otherwise, the Live Meeting service will not be updated, and you could inadvertently grant f

[Join the meeting.](#)

**Audio Information**  
Telephone Conferencing  
Choose one of the following:

### 19. How do I schedule meetings via the web and send out invitations?

#### How to Schedule Meetings

- Click **Schedule Meeting** from My Home Page.
- Enter Attendees' and Presenters' e-mail addresses (not required), subject, date, and time of the meeting.
- 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.
- 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.

### 20. Does Live Meeting support a Java console?

Yes, a JAVA console is one of the operating systems supported under the Web-based console. See the following link for the full details:  
[https://www.mymeetings.com/custom/res/content/net/net\\_conf\\_sys\\_req.php?lang=en](https://www.mymeetings.com/custom/res/content/net/net_conf_sys_req.php?lang=en)

### 21. Does the Windows console require the download and installation of an application?

Yes, the Windows console is an application that must be installed. The software is installed the first time a user enters a meeting. Once installed, the user can attend subsequent meetings without additional installations.

### 22. My console fails to load when using Internet Explorer. How can I fix it?

In Internet Explorer if the security setting for the Internet Zone is set to **High**, the Live Meeting console will not load. Higher security settings in Internet Explorer block Microsoft ActiveX® controls and prevent the Windows Meeting Console from loading.

In Internet Explorer:

- On the Tools menu, select Internet Options
- On the Security tab, select Internet (the globe icon)
- Click on the Default Level button to set the level to Medium
- Click OK
- Restart Internet Explorer and log back into the meeting.