



at the Dalla Lana School of Public Health, University of Toronto

**Instructions for Participating in a THCU Webinar Using
Microsoft Office Live Meeting**

Live Meeting 2007 Software

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1. Installing Live Meeting Software

If you think the Live Meeting 2007 software is already on your computer, go to Step 2. Check Your Browser.

Step 1: Installing the Software

To determine if you have the Windows-based Live Meeting 2007 Client installed on your computer follow these instructions:

- A. Click on the **Start** button, bottom left hand corner
- B. Click on **All Programs**
- C. Look in program list for **Microsoft Live Meeting Client 2007**

If you do not have Live Meeting 2007 on your computer, go to <http://office.microsoft.com/en-us/help/HA101733831033.aspx> to download and install the Windows-based Live Meeting 2007 client before your meeting.

2. Checking Your Browser

Once Live Meeting 2007 is installed on your computer, check your web-browser. This involves entering a blank, generic Live Meeting to check your system. You will see a blank blue screen and the Live Meeting tool bar. ****Note this is NOT the webinar Live Meeting, this link is for test purposes only.**

Click on the following:

<https://www.livemeeting.com/cc/bellconfpro/join?id=check&role=attend>

The Live Meeting Bell Conferencing Console Check login prompt will appear. (see Image 1)

- A. Enter a **Name** (this can be *any* name)
- B. Then enter 'check' in the space noted for **Meeting ID** (it may appear automatically on your screen)
- C. Leave the **Entry Code** box empty (it is not required)
- D. Click **Join Meeting**. The Bell Conferencing Console Check test Live Meeting will appear (see Image 2). When this appears congratulations – the software is working!

Image 1: Join Meeting Page

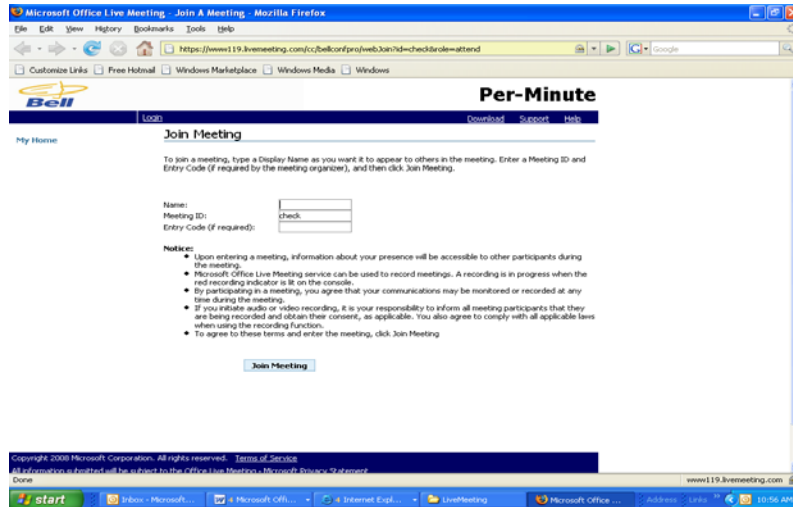
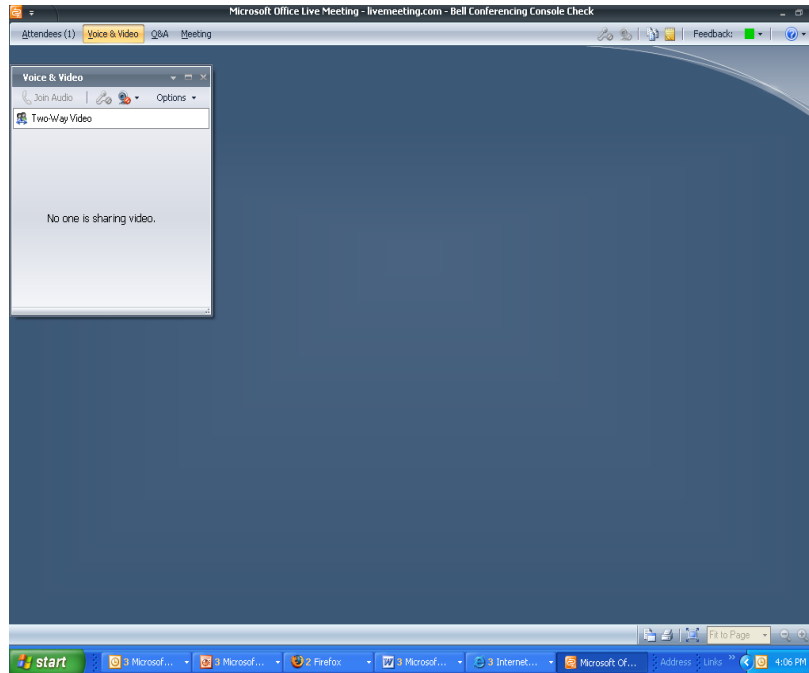


Image 2: Bell Conferencing Console – Generic Live Meeting



3. Trouble Downloading the Software?

You will be unable to download the Live Meeting software if you are using a Macintosh (Live Meeting is Windows-based), you have stringent firewalls or your organization does not allow downloads from the Internet.

If this is the case you can still use Live Meeting using the “Web-based Meeting Console”.

To do this, conduct the Browser Check described below. You will be provided with an option to connect to the meeting using a web browser.

There are some limitations to participating this way (I think it would be good to note what those limitations are), but most of the Live Meeting features can still be accessed.

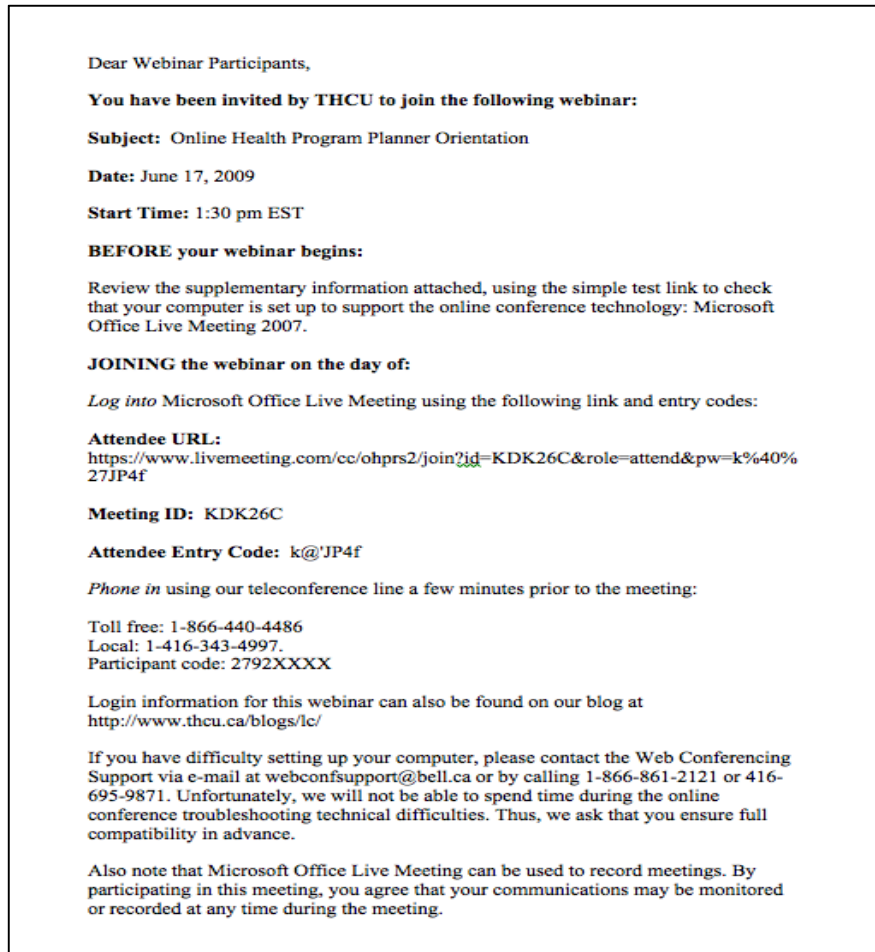
4: Receiving Invitation and Logging On

After you have confirmed that you have Microsoft Live Meeting 2007 installed on your computer and you have completed a browser check you can join a meeting directly from the e-mail invitation sent by either THCU administration or via the Live Meeting Software.

You will receive an e-mail invitation by shortly *before* the meeting that will look similar to either of the the invitations below (**Note:** the following Live Meeting information is an **example** only)

1. Example of a Live Meeting Invitation sent via THCU Administration:

Image 3: Example Live Meeting Invitation – sent via THCU Administration



To Join Meeting from an Invitation from THCU Administration: Logging On

- A. Click on, or copy and paste **Attendee URL** into your browser.
- B. You maybe asked to fill in the **Meeting ID** and **Entry Code** (sometimes it appears automatically). Once again, copy and paste this information into the required boxes from the invitation (see Image 3).
- C. You will then be asked to type in your name, e-mail address and company name-this is required (See Image 5).
- D. You will be connected to the Meeting!

2. Example of a Live Meeting Invitation sent via the Live Meeting Software:

Image 4: Example of a Live Meeting Invitation sent via the Live Meeting Software

A

When: Monday, Jul 26, 2010 4:00 PM (EDT) *

~~*~*~*~*~*~*~*~*

THCU has invited you to attend an online meeting using Live Meeting.

Join the meeting.

Audio Information

~~Telephone conferencing~~

Use the information below to connect:
Toll-free: +1 (866) 440-4486
Toll: +1 (416) 343-4997
Participant code: 60XXXXXX

First Time Users:
To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.

Notes
To check your browser prior to the meeting, click the following URL or enter it into your browser:

<https://www.livemeeting.com/cc/thcu/join?id=9RPBQQ&role=attend&pw=ndT4%3A%3Dt>

For further support or inquiries contact Web Conferencing Support via e-mail at webconfsupport@bell.ca or by calling 1-866-861-2121 or 416-695-9871.

~~Microsoft Office Live Meeting provided by Bell Conferencing~~

B

Troubleshooting

Unable to join the meeting? Follow these steps:

1. Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/thcu/join>
2. Copy and paste the required information:
Meeting ID: WFR2N7
Entry Code: 7g6DX`w
Location: <https://www.livemeeting.com/cc/thcu>

If you still cannot enter the meeting, [contact support](#)

Notice
Microsoft Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

To Join Meeting from an Invitation sent via the Live Meeting Software: Logging On

- A. Click on 'Join the Meeting' – this should take you to an entry page and then the meeting
- B. If this does not send you automatically to a Live Meeting entry page follow the instructions under 'Troubleshooting'
- C. You will then be asked to type in your name, e-mail address and company name-this is required (See Image 5).
- D. You will be connected to the Meeting!

Image 5: Entry Page to Live Meeting

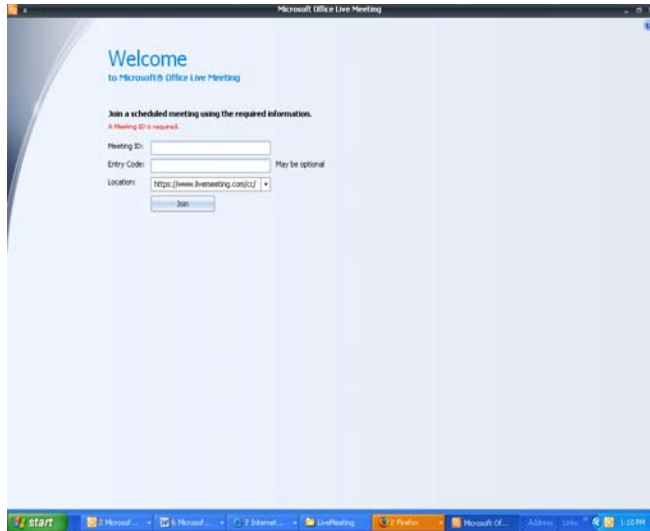


Image 6: Required Information

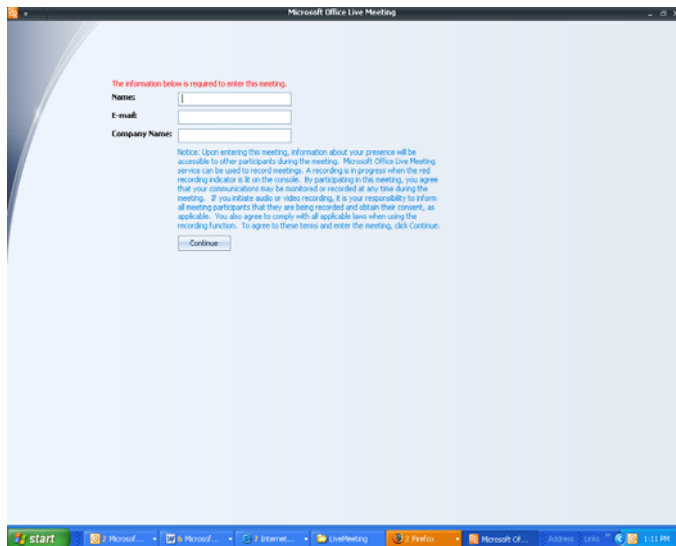
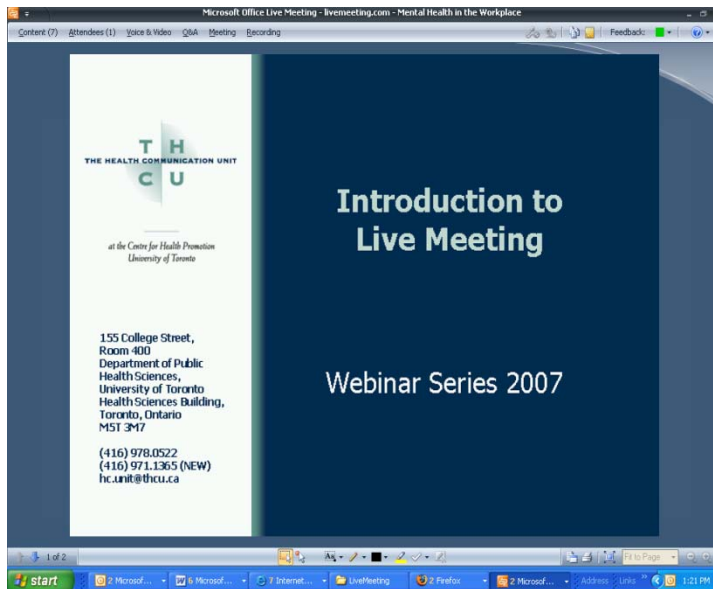


Image 7: You have joined the meeting! (Example only)



5: Connecting to the Audio

All THCU Live Meetings are **conducted via teleconference and NOT through the computer audio**. Once you log on a Voice and Video box will appear, unless otherwise instructed please close this box.

Please call into the required teleconference numbers provided in the e-mail invitation a few minutes before the scheduled meeting time, for example:

Phone in using our teleconference line a few minutes prior to the meeting:

Toll free: 1-866-440-4486

Local: 1-416-343-4997.

Participant code: 2792XXXX

6: Live Meeting Etiquette

To ensure everyone gains the most out of the webinar presentations we ask that you observe some simple 'rules of engagement' when participating in Live Meetings.

A. Mute your Phone: to reduce background noise on the phone line.

Please refrain from using the mute button on your phone – many organizations either play music or beep when on mute. To mute use *6 on your keypad to mute and *6 to unmute. Unless otherwise instructed, or during conversation, it is best to keep your phone on mute during the bulk of the webinar. This is particularly important if you are in a setting with background noise. Please note that even the sound of typing and rustling papers is intrusive on a webinar call with many people.

B. When Stepping Away from the Meeting: let the presenter know.

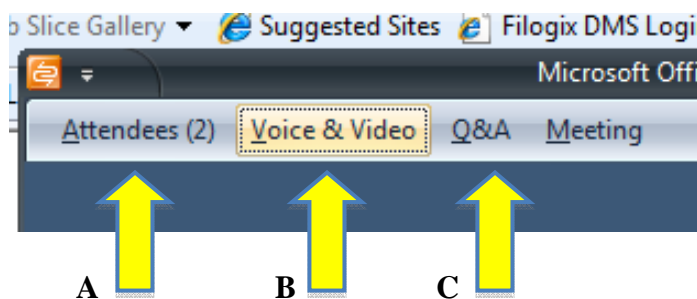
If stepping away from the meeting, please ensure you let the presenter know. At times the presenter may call on a specific participant for feedback or to interact with another participant on a certain task. Because we cannot see you, we assume that you are still on the line. To let the presenter know you will be stepping away you can use the LiveMeeting 'Chat' feature to communicate with the presenter directly. Another option is to leave a message for the presenter in the Q & A section of the LiveMeeting screen. For further instructions on using these features, please see 7. Live Meeting Participant Features, below.

7: Live Meeting Participant Features

During your Live Meeting we may use some of the interactive features. Below are descriptions of how to use some of the common features.

Note: some features are not available through the Web-based Console.

Image 10: Live Meeting top left of screen tool bar



(A) Attendee List:

- You can view the list of attendees or the seating chart.

To 'Chat' with another attendee:

- In the Attendees pane (top left hand corner), right-click the name of the person with whom you want to chat.
- Click Chat.
- A Chat box appears on both your computer and the person's computer with whom you select to chat.
- The person's name appears in the title.
- Enter your comment or question in the box, and then click Send.
- The chat between you and the other attendee appears at the top of the box.
- Your chat is private and cannot be seen by other attendees. When you finish chatting, close Chat.

(B) Voice and Video:

- As instructed above please do not use this function during the meeting.

(C) Q & A:

- To ask a question, in the **Question and Answer** box, type your question in the bottom text field, and then click **Submit**.
- The presenter will get your question and respond. The presenter can choose to respond to you privately or to the entire group, if the question might be of interest to everyone. You will be able to see the response in the top box of the Question and Answer box.

Image 11: Q & A Feature text box

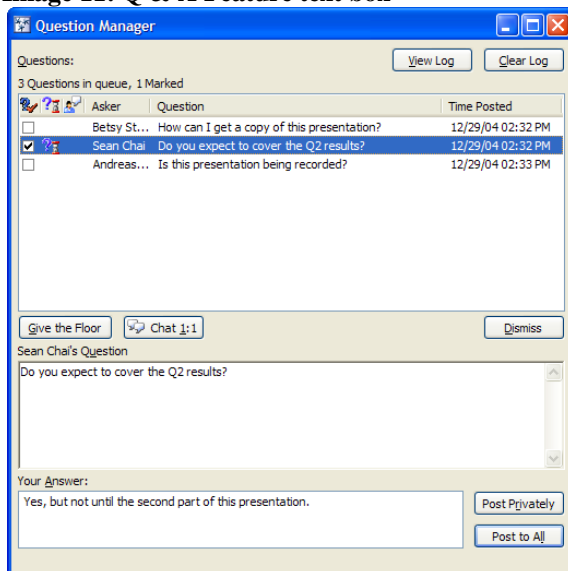
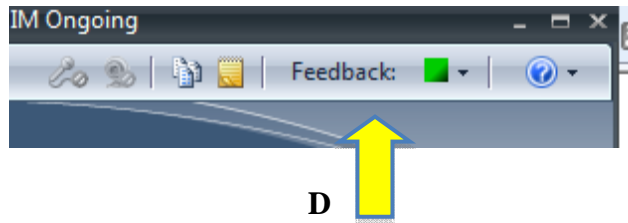


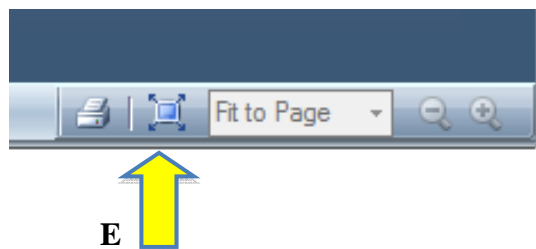
Image 12: Live Meeting top right of screen tool bar



(D) Feedback to Presenter:

- You can use the seating chart to provide feedback to the presenter by choosing one of the options from the **Feedback to Presenter** dropdown option menu. The choices are:
 - Slow down
 - Speed up
 - Need help
 - Proceed
 - Question

Image 13: Live Meeting bottom right of screen tool bar



(E) Full Screen Mode:

- To just view the presentation click the Full Screen Icon found on the bottom right hand corner.

For a review of the Live Meeting features Microsoft offers tutorials found at:

Live Meeting 2007 Getting Started Tutorial - (Online Tutorial):

http://www.microsoft.com/UC/LMOC/LMOC.html?product=LM&locale=en-us&page=2,LM01_01&status=open

8: Getting More Help

Unfortunately, we will not be able to spend time during the online conference troubleshooting technical difficulties. Thus, we ask that you ensure full compatibility in advance.

At any time – before, during or after your LiveMeeting– rely on the Web Conferencing professionals for advice.

For further support or inquiries contact Web Conferencing Support via e-mail at webconfsupport@bell.ca or by calling 1-866-861-2121 or 416-695-9871.

Frequently asked questions and help topics can be found online via the Live Meeting Solution Centre at <http://support.microsoft.com/ph/925>.

9: Other Live Meeting Resources

Some helpful resources to learn more about Live Meeting:

- **Getting Started with Microsoft Office Live Meeting** - (Downloadable Document): <http://office.microsoft.com/search/redirect.aspx?AssetID=XT102389061033&CTT=5>
- **Getting Started with Live Meeting**- (Help Articles): <http://office.microsoft.com/client/helpcategory.aspx?CategoryID=CH102342221033&ns=LM8&lcid=1033>