



at the Dalla Lana School of Public Health
University of Toronto

Instructions for Participating in THCU Live Meeting

Live Meeting 2007 Software

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This guide was adapted from “Getting Started with Microsoft Live Meeting” Published October 2007.

URL: http://download.microsoft.com/download/8/5/5/8551e67c-3d6e-4eaa-891b-6b46a97f179f/Live_Meeting_2007_Getting_Started_Guide_Service.doc#_Starting_an_Instance

Part 1: Pre-Meeting Check

Prior to the meeting you **MUST**:

- Confirm that Live Meeting 2007 Software is installed on your computer and
- Conduct a browser check prior to the meeting

Step 1: Confirm that Live Meeting 2007 client is installed

How do I know if I have the meeting client installed?

You can determine if the Microsoft Office Live Meeting client is installed on your computer by clicking **Start**, clicking **All Programs**, and then looking in the program list for **Microsoft Office Live Meeting 2007**.

If you do not have Live Meeting 2007 on your computer you can download the Windows-based Live Meeting 2007 client software at <http://office.microsoft.com/en-us/help/HA101733831033.aspx>

What if I cannot install the meeting client?

With the Microsoft Office Live Meeting service, you can join a meeting even if you are unable to install the meeting client on your computer (**Note:** *Some organization will not let you download the software*). If you do not have the meeting client installed and you try to join the meeting, Microsoft Office Live Meeting will display an option for connecting to the meeting using a Web browser. There are some limitations to connecting this way, but most of the meeting features are available to you.

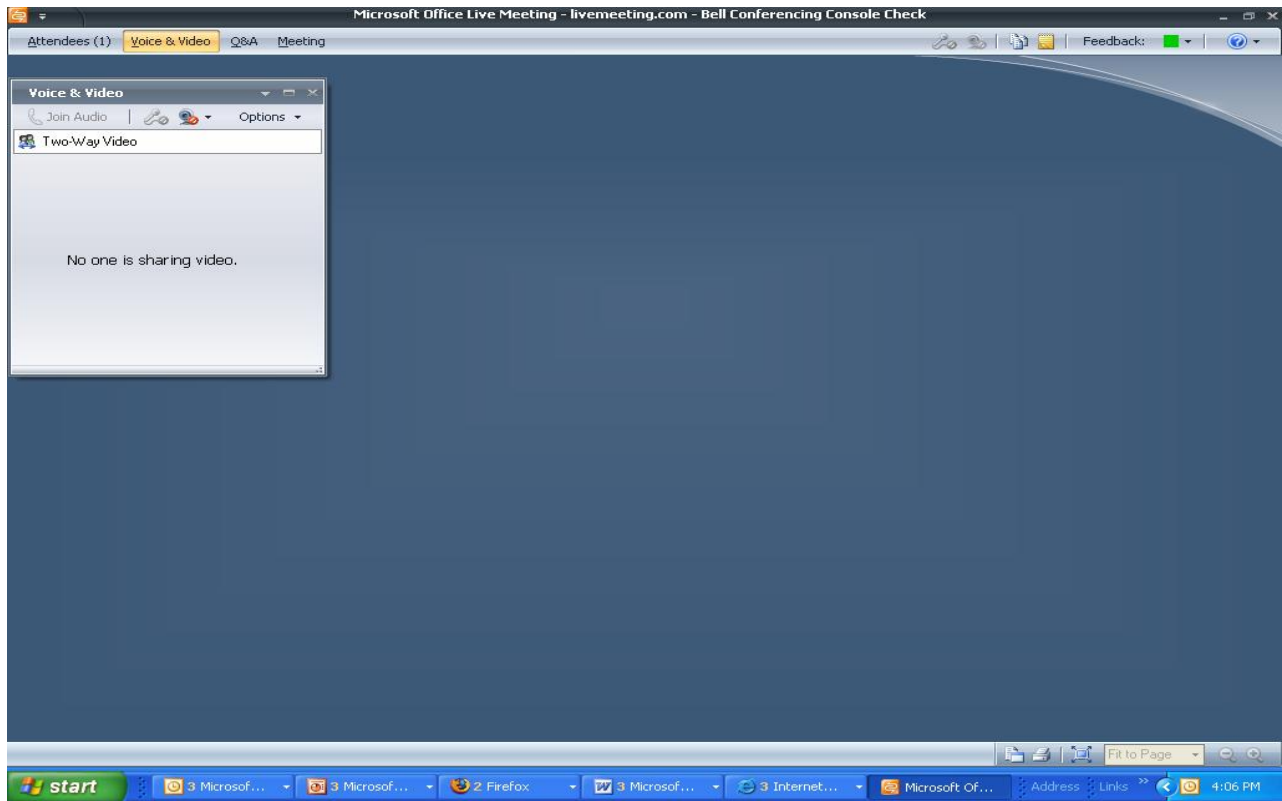
Step 2: Browser Check

Once you have confirmed that Live Meeting 2007 is installed on your computer you will need to check you web-browser. When you are checking your browser, you are really entering a generic Live Meeting just to check your system. This process is very similar to joining a specific meeting by invitation.

i) Click:

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

ii) The Live Meeting Bell Conferencing Console Check log-in prompt will appear. Enter a **Display Name** (this can be *any* name) then enter the **Meeting ID** as “check” (it may appear automatically on your screen) and leave the **Meeting Key** box empty. Lastly, click **Join Meeting** and the Bell Conferencing Console Check test Live Meeting will appear, see image below:



Part 2: 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 THCU administration.

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

THCU has invited you to attend a Live Meeting.

Subject: Health Promotion 101

Start Time: Thursday, Feb 28, 2008 9:45 AM EST

End Time: Thursday, Feb 28, 2008 11:00 AM EST

Attendee URL:

<https://www.livemeeting.com/cc/ohprs2/join?id=RPHZ73&role=attend&pw=2GDN%28%60s>

Meeting ID: 82KXZH

Meeting Key: W)q5@<Y

Audio Conferencing (Toll): +1 (416) 343-4997

Audio Conferencing (Toll-free): +1 (866) 440-4486

Participant Code: 276581

First-time users: Go to <http://office.microsoft.com/en-us/help/HA101733831033.aspx> to install the Windows-based Live Meeting 2007 client before your meeting. This Live Meeting invitation is a personal invitation; it should not be forwarded.

To check your browser prior to the meeting, click on the following link:
<https://www.livemeeting.com/cc/bellconfpro/join?id=check&role=attend>

For assistance, please visit Live Meeting Help and Support
http://r.office.microsoft.com/r/ridLiveMeeting?p1=7&p2=en_US&p3=LMIInfo&p4=support

How do I join the meeting?

Click on the **Attendee URL** or copy and paste into your browser. You will be asked to fill in the **Meeting ID** and **Entry Key**. Once again, copy and paste this information into the required boxes from the e-mail invitation. You will then be required to type in your **Name**, **E-mail Address** and **Company Name**. You will then be connected to the Live Meeting.

Once connected to the meeting a **Voice and Video** box will appear, unless otherwise instructed *please close this box*. Please call into the required audio conferencing numbers at the designated time of the meeting.

If you are unable to connect to the meeting, open the Microsoft Office Live Meeting client by clicking **Start**, clicking **All Programs**, clicking **Microsoft Office Live Meeting 2007**, and then clicking **Microsoft Office Live Meeting 2007**. Enter the **Meeting ID** and **Entry Code** listed in the THCU e-mail invitation.

Part 3: Getting Help

At any time – before, during or after – 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.

Part 4: Optional Orientation to Live Meeting Functionality

You can check out the LiveMeeting system by going to web conferencing at <http://www.bellconferencing.ca> or directly to http://www.conferencing.bell.ca/en/conferencing_solutions/webconferencing/livemeeting/.

You can also take a look at the support page at <http://support.microsoft.com/ph/925>.