Contents

Introduction .................................................................................................................. 1
Who Should Use This Guide .................................................................................. 1
Frequently Asked Questions ................................................................................. 1
What’s New in Office Live Meeting? ................................................................. 2
Attending a Meeting ............................................................................................... 2
Joining a Meeting ................................................................................................. 3
Starting Voice and Video ....................................................................................... 5
Using the Office Live Meeting Client ................................................................. 7
Presenting in a Meeting ........................................................................................... 9
Presenting Content during the Meeting ............................................................... 9
Distributing Handouts ........................................................................................ 11
Creating a Meeting ............................................................................................... 11
Scheduling a Meeting ......................................................................................... 11
Starting an Instant Meet Now Meeting ............................................................ 15
Schedule a Conference Call ............................................................................... 16
Starting Office Live Meeting from Office Communicator ............................... 20
Recording a Meeting ........................................................................................... 21
Introduction

This guide is for people who use Microsoft® Office Live Meeting on Microsoft Office Communications Server 2007 R2. In this guide, you learn how to quickly join meetings, schedule meetings, present meetings, and share presentations, as well as other information. This guide also introduces the new features of the meeting client, including meeting client improvements, and video and voice enhancements.

Who Should Use This Guide

This guide is for people who are new to the Office Live Meeting client for Office Communications Server 2007 R2, and helps get you started using Microsoft Office Live Meeting 2007. For more information, see the online Help, which can be accessed from the Microsoft Office Live Meeting client. If your organization subscribes to the Microsoft Office Live Meeting service instead of using Microsoft Office Communications Server 2007 R2 to host meetings, see Getting Started with Microsoft Office Live Meeting.

Frequently Asked Questions

If you are new to Office Live Meeting or you have not used the latest version, you may have the following questions.

What is Office Live Meeting?

Office Live Meeting is an online meeting space that your organization subscribes to, or that your organization hosts on its own internal servers. With Office Live Meeting, you can meet with your colleagues online, which enables you to collaborate in real time, even over long distances. By installing the Office Live Meeting client software on your computer, you can connect to meetings (that is, whether the meetings are hosted on your organization’s servers or on the Office Live Meeting service).

What do I need to do before I start?

To join a meeting that someone else scheduled, click the Join the meeting link in the e-mail invitation. If you do not have the software installed, you can use the installation link in the e-mail invitation. To schedule meetings or start a Meet Now meeting on demand, you need to configure your account information. For more information, see "Creating a Meeting" later in this guide.

Why do I see a section for “Service” in the account configuration dialog box?

Some organizations host meetings on their internal servers, and others subscribe to the Office Live Meeting service. Your administrator can give you the required information to configure Office Live Meeting for your internal servers. You can leave Service blank if it does not apply to your organization’s Office Live Meeting configuration.
What’s New in Office Live Meeting?

If you have used Office Live Meeting before, you will notice the following new or improved features:

- **Dial-in Conferencing.** Dial-in Conferencing is a new audio option for audio conferences that are hosted on Office Communications Server 2007 R2. The dial-in option provides a cost-efficient replacement for your company’s conferencing provider service. It also enables conference call attendees to join a Communicator conference call or a Live Meeting that uses Dial-in Conferencing for the audio by calling in from a phone or mobile device. The dial-in option can be used for scheduled Communicator conference calls or Live Meeting. With Dial-in Conferencing, members and non-members of your corporate network can join a conference call without the need for a conferencing provider.

- **Delegates support:** Delegates can schedule a Live Meeting or a conference call on behalf of their manager. For more information about delegation, see the Allow someone else to manage your mail and calendar Help topic.

- **Start menu.** On the Start menu, you can open the Office Live Meeting client in pre-meeting mode to initiate a Meet Now meeting, change your Meet Now meeting options, or join a scheduled meeting.

- **Audio and video options.** Office Live Meeting includes enhancements to both computer audio and phone conferencing. You can use Web cameras to show video of one or multiple participants. In meetings that use computer audio, the video switches to the current speaker. You can also use the Microsoft RoundTable™ communications and archival system to show a panoramic video of a conference room to remote participants, or you can connect two conference rooms for meetings between workgroups at different locations.

- **Handouts.** As the presenter, you can distribute content that attendees can download either before or during the meeting.

- **Shared Notes.** You can create and save notes that all attendees can see.

Attending a Meeting

When you receive an e-mail invitation to Office Live Meeting, you can easily join the meeting by clicking the link in the invitation. The e-mail invitation also contains information about how to install the meeting client on your computer.

When you are connected to a meeting, you have several ways that you can view the meeting and participate. This section explains the following tasks:

- Joining a meeting
- Starting voice and video
- Using the Microsoft Office Live Meeting client
Joining a Meeting

You can join a meeting directly from the e-mail invitation. The invitation contains a Join the **meeting** link that automatically starts the Office Live Meeting client and connects you to the meeting.
To join a meeting

- Do one of the following:
  - In your e-mail Inbox, open the meeting invitation.
  - In your calendar, open the meeting item.

In the e-mail invitation or the calendar item, click the **Join the meeting** link, as shown in Figure 1. Office Live Meeting automatically opens and joins you to the meeting. If you do not have the client installed on your computer, the invitation contains installation instructions.

![Figure 1. Link to join the meeting](image)

To join a conference call

- Do one of the following:
  - In your e-mail Inbox, open the meeting invitation.
  - In your calendar, open the meeting item.

If you received an e-mail invitation to a conference that supports dial-in conferencing, access information is included in the invitation under **Audio Information**.

The dial-in feature is a new audio option for conferences that are hosted on Office Communications Server 2007 R2. Users without access to a computer or Communicator Phone Edition who want to join an audio conference can now call into the conference by using a regular mobile, desk, or home phone. You will need the following access information to dial in from your phone:

- Conference dial-in number
- Conference ID
- Passcode, if one is required
• Or, to join as an authenticated caller or conference leader you will need:
  o Your personal identification number (PIN)
  o Your telephone extension number
  o Passcode, if one is required

Although you are not prompted to join the conference call as an authenticated caller, you still can, if you join before the leader joins, by entering your PIN and telephone extension number

**Starting Voice and Video**

Depending on how the meeting organizer has set up the meeting, you can communicate with the other attendees either through your computer or through a telephone conference call. You can also connect a Web camera to your computer so that other attendees can see you. If the meeting uses **Computer Audio**, you can connect to the meeting and listen to it through your computer.

In the e-mail invitation, read the **Audio Information** section to determine whether the meeting uses computer audio or dial-in audio conferencing. Then, take the appropriate action as described in the following procedures.
To connect to computer audio
1. Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Or, you can use a headset with built-in earphones and microphone.
2. Audio should be on by default. If audio is not on, click Voice & Video to open the Voice & Video pane, and then click Join Audio.

To connect by using Dial-in Conferencing
1. Click Voice & Video to open the Voice & Video pane.
2. Click the down arrow next to Options.
3. Click View Call-In Details, and then use your telephone to dial the numbers that are listed.

Tip
To ensure that your speakers and camera work correctly, use Set Up Audio and Video after you first connect to the meeting. Press CTRL + T. (You can also access the setup options in the Voice & Video pane by clicking Options, and then clicking Set Up Audio and Video.) Follow the instructions in the wizard to specify and test your speakers, microphone, and Web camera.

Note
The dial-in information is available when the audio conference has been set up by using the new the Dial-in Conferencing option.

To receive video from the meeting
1. If the main video is not visible, click Voice & Video to open the Voice & Video pane, click the down arrow next to the Web camera icon, and then click Show Main Video.
2. If the meeting uses RoundTable for panoramic video, in the Voice & Video pane, click the down arrow next to the Web camera icon, and then click Show Video Panorama.

To send your video
- If you want to use a Web camera to send your video, follow the instructions that were provided with your Web camera to connect it to your computer and install the drivers. Then, click Voice & Video. In the Voice & Video pane, click the Web camera icon, and then click Start My Video.
Using the Office Live Meeting Client

During the meeting, you can adjust the volume of your speakers and microphone. You can also interact with others during the meeting through chat, or you can ask the presenter a question.

The topmost element in the Office Live Meeting client window is the Menu Bar, which contains menu items. The menu items in the meeting client are movable panes. You can click a menu item, and then drag the title bar anywhere on your screen. For example, to open the Attendees pane, click Attendees, and then drag the Attendees title bar to the middle of the Office Live Meeting client window, as shown in Figure 2.
Figure 3 shows the Menu Bar menu items and icons.

Note
Depending on how the meeting is set up and whether you have permissions to use certain features, some of these menu items may not be available.

A Menu button. Configure your account information and set your contact card options.
B Content. Presenters can share documents, applications, or their desktop with attendees.
C Attendees. View the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
D Voice & Video. Start and stop your audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
E Q&A. Type questions for the presenter and presenters can type answers.
F Meeting. View meeting details, including meeting ID and entry code.
G Recording. Presenters can start, pause, or stop a recording of the meeting, including audio.
H Microphone mute icon. Mute or unmute your microphone.
I Speaker mute icon. Mute or unmute your speakers.
J Web Camera icon. Start or stop your video.
K Handouts. Download handouts that the presenter has added to the meeting.
L Shared Notes. Create and save notes that all attendees can see.
M Feedback. Change your feedback status. (for example, to signal to the presenter to slow down).

Figure 3. Menu Bar Menu items and icons
To adjust the volume of your speakers or microphone

- To mute the speakers or microphone, in the menu bar, click the Mute Microphone button or the Mute Speakers button.

**Note**
You can also mute the microphone or speakers in the Voice & Video pane by clicking the Mute Microphone icon or the Mute Speakers icon in the pane.

- To modify the speaker or microphone volume, in the Voice & Video pane, click the down arrow next to the microphone or speaker button, and move the volume slider up or down.

- To show your video, in the menu bar, click the Web camera icon.

Presenting in a Meeting

The Office Live Meeting client has a streamlined design that puts the focus on the content that you are presenting. There are many ways that you can present content and several options that enable you to customize the meeting as needed. This section explains the following tasks:

- Presenting content during the meeting
- Distributing handouts

Presenting Content during the Meeting

During meetings, presenters can show a prepared presentation, or they can create new presentation pages from the Office Live Meeting client. You can upload Microsoft Office PowerPoint® presentation graphics program documents (.ppt). You can also upload Microsoft Office documents, including Microsoft Office Word (.doc, .docx) and Microsoft Office Excel® (.xls, .xlsx) documents.

**To display a presentation or a document to attendees**

1. Click Content, click Share, and then click Upload File (View Only).
2. Navigate to the file that you want to add.
3. Click Open, and then in the Upload File (View Only) dialog box, click Continue.
4. Office Live Meeting converts the file to the Office Live Meeting format and adds it to the Content list.
5. After you add a file to the Content list, you can display it in the meeting by clicking Content, and then clicking the file name. To navigate through the file, use the arrows at the bottom of the window, as shown in Figure 4. You can also use CTRL + up arrow and CTRL down arrow to navigate through the file.
To insert a page into a presentation that has already been added to the meeting
1. Click Content, click the presentation where you want to add a page, and then click Thumbnails.
2. In the Thumbnails pane, right-click the thumbnail directly above the point where you want to insert the page, click Insert New Page, and then click the type of page that you want to add (for example, Whiteboard, Web Page, Text Page, Poll, or Screen Snapshot.) The page is added below the insertion point you specified in the existing presentation.

To create a whiteboard
1. Click Content, click Share, and then click Whiteboard.
2. When the Whiteboard opens, click the drawing and text tools at the bottom of the window to create content.

To create a text page
1. Click Content, click Share, and then click Text Page.
2. When the text page opens, type your text.

To create a poll
1. Click Content, click Share, and then click Poll Page.
2. In the Create Poll dialog box, type a question, and then type labels for each choice.
3. Click OK.

To share a Web page
1. Click Content, click Share, and then click Web Page.
2. In the New Web Page dialog box, type the URL for the Web page to which you want to point attendees.
3. Click Verify Web Page. The Web Page Check dialog box appears. If the Web page displays correctly, click Create Web Page.

To share a snapshot of a part of your screen
1. Click Content, click Share, and then click Screen Snapshot.
2. Position the frame over the area of your screen that you want to share, and then click the camera icon. You can resize the frame as necessary.
Distributing Handouts

As the presenter, you can upload handouts to the meeting for participants to download. You can upload the handouts either before the meeting, which we recommend, or during the meeting.

To upload handouts to the meeting
1. In the menu bar, click the Handouts button.
2. Click Upload.
3. Navigate to the file on your computer, and then click Open.
4. Repeat steps 1 through 3 for each file that you want to add, and then close the Handouts dialog box.

To download handouts
1. Click the Handouts icon.
2. Click the file that you want to download, and then click Download.
3. Navigate to the location on your computer where you want to save the file.
4. Click OK.

Creating a Meeting

This section explains the following tasks:
• Scheduling a meeting in advance
• Starting an instant Meet Now meeting

Note
To create meetings, you must have a Live Meeting server account and conferencing must be enabled for you. Your administrator will give you the account information that you need to configure Live Meeting.

Scheduling a Meeting

You can schedule meetings by using the Conferencing Add-in for Microsoft® Office Outlook® messaging and collaboration client.

Delegates can also schedule a Live Meeting or a conference call on behalf of their manager. For more information about delegation, see the Allow someone else to manage your mail and calendar help topic.

To configure the Conferencing Add-in for Outlook
1. Install the Conferencing Add-in for Outlook on your computer according to your administrator’s instructions.
2. In your Outlook Calendar, click Conferencing, and then click User Accounts.
3. In the User Accounts dialog box, under Office Communications Server, in the Sign-in name text box, type your sign-in name.

4. If necessary, click Advanced. In the Advanced Connection Settings dialog box, click Use these servers. In the Internal Server name or IP address or the External Server name or IP address text box, type the server name or the IP address of the Office Communications Server to which you want to connect.

5. To verify your logon information, click Test Connection.

6. Click OK.

To configure Dial-in Conferencing Audio Settings

Before you can schedule a Communicator conference call or Live Meeting that includes support for Dial-in Conferencing, you must install or upgrade the Conferencing Add-in for Office Outlook. Remove any earlier versions of the Office Live Meeting client and Conferencing Add-in. Also, ensure that Outlook is not running, and then install the latest version of the Conferencing Add-in. For more information about how to install or update the Conferencing Add-in, contact your system administrator.

To join a conference as Leader, Presenter, or authenticated caller, you must use a PIN to join the conference.

1. To set up your PIN, do one of the following:
   - In Outlook, click Conferencing, and then click Dial-in Conferencing Settings.
   - In the browser window Address bar, type the address of the Dial-in Conferencing Settings page that was provided to you by your administrator. For example, https://im.contoso.com/dialin
   - If you received an invitation to join a conference, under Audio Information, click Have you set your PIN? to open the Dial-in Conferencing Settings page.
   - From the Communicator menu, click Tools, and then click Dial-in Conferencing Settings.

2. On the home page, under Personal Identification Number (PIN), click Sign In.

3. In the Language list, click your preferred language, and then click Sign In.

4. On the Create New PIN page, click PIN or Change PIN, and type a number that meets the PIN requirements in the PIN text box, and then retype your new PIN in the Confirm PIN text box.

5. When you are finished, click Save.

To schedule a meeting by using the Conferencing Add-in for Outlook

1. In your Outlook calendar, click Schedule a Live Meeting.
2. On the **Appointment** tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, type the e-mail addresses for your invitees, separating each address with a semicolon.

3. To designate which invitees are to be presenters, depending on what version of **Microsoft Office Outlook** that you are running, in the meeting request, on the Live Meeting toolbar, click **Participants/Leaders, Attendee/Presenters, or Presenters**. In the **Attendees** list, click the appropriate names and e-mail addresses. Click **Add** to move the selected names to the **Presenters** list, and then click **OK**.

4. To check the availability of meeting participants, if you have not already done this, on the **Scheduling** tab, find a time when all participants are available, and then click that time. Drag the bars that indicate the start and end time for the meeting until they are as you want them.

5. Click **Audio**. Do one of the following, as shown in Figure 5:
   - To enable participants to connect using a computer that has a headset or microphone and speakers, click **Use computer audio**.
   - Or, to enable participants to connect to the meeting audio by using a computer that has headset or microphone and speaker, or to dial in by using the conference calling number, click **Use computer audio or dial in from any phone** and then select the region for the conference call phone number. To enable a passcode to join the meeting, click, **Require a passcode to join the meeting**. With a passcode, the meeting participants are required to enter a Conference ID and passcode to join the meeting.
   - Or, click **Dial in to the meeting by using a telephone conference service**, and then fill in the audio information. If your organization has configured an Audio Conferencing Provider (ACP) to work with Office Communications Server 2007 R2, contact your administrator for the provider’s Internet address.

**Note**

By default, the meeting invitation will also include dial-in audio information, for users who are dialing in to the conference call by using their phone.
6. When the audio options are set, on the **Live Meeting Audio Options** dialog box, click **OK**.

7. To choose access control settings:

8. **By default, Invite Anyone** is selected. This means that anyone with the conference calling number and your conference ID can join your conference. To restrict who can join your conference call, configure the following advanced access options when scheduling the conference.

   - In the meeting request window, on the Live Meeting toolbar, click **Permissions**.
   - Choose Invite Within Network to allow only participants with a user account on the same Office Communications Server to join the meeting.
   - Choose Invite Within Network (Restricted) to allow only invited participants to join the meeting.
   - Choose Invite Anyone to allow anyone to join the meeting.

9. If you want, you can type a message that all recipients will receive. On the **Appointment** tab, type your message above the dotted line in the text box that is provided.

10. When the meeting invitation is as you want it, on the Standard toolbar, click **Send**.
To schedule a meeting on behalf of another person

1. Open the other person's calendar and do one of the following tasks:
   - Select the date and time of the meeting or conference call, and then on the Conferencing toolbar, click Schedule a Meeting.
   - Convert an existing Outlook meeting to a conference call. Open the meeting request, and then on the Conferencing toolbar, click Schedule a Meeting.

2. Follow the previous instructions to finish scheduling a meeting.

Starting an Instant Meet Now Meeting

You can start a meeting at any time without scheduling it in advance by using the Meet Now option. After you start the meeting, you can invite the other attendees.

Your account must be configured before you can use the Meet Now option for the first time. If you have not already configured your account, follow these steps.

To configure your account

1. Click Start.

2. Click All Programs, click Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting 2007.

3. On the Welcome to Microsoft Office Live Meeting page, if this is the first time that you opened Office Live Meeting, the User Accounts dialog box appears.

4. In the User Accounts dialog box, under Office Communications Server, in the Sign-in name text box, type your sign-in name.

5. If necessary, click Advanced. In the Advanced Connection Settings dialog box, click Use these servers. In the Internal Server name or IP address or the External Server name or IP address text box, type the server name or the IP address of the Office Communications 2007 Server to which you want to connect.

6. To verify your logon information, click Test Connection.

7. Click OK.

To start an ad hoc Meet Now meeting on the Start menu

1. Click Start.

2. Click All Programs, click Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting 2007.
3. On the Welcome to Microsoft Office Live Meeting page, click **Meet Now**. The meeting starts.

4. To invite participants to your **Meet Now** meeting, click **Attendees**.

5. In the **Attendees** pane, click **Invite**, and then click **By E-mail**.

6. In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semicolon.

7. To send the invitation, click **Send**.

---

**To start an ad hoc Meet Now meeting from Outlook**

1. In your Outlook Calendar, click **Meet Now**, and then the meeting client opens.

2. To invite participants to your **Meet Now** meeting, in the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semicolon.

3. To send the invitation, click **Send**.

---

**Schedule a Conference Call**

With the Conferencing Add-in for Outlook, you can schedule a conference call and join the call by using Office Communicator or dial in by using any phone.

The dial-in feature is a new audio option for conferences hosted on Office Communications Server 2007 R2. Users without access to a computer who want to join an audio conference can now call into the conference by using a regular mobile, desk, or home phone. When scheduling an audio conference, the organizer can add a conference call number to the conference. Invitees can use any phone to dial into the conference and participate in the audio part of the conference.

The dial-in audio conferencing option is provided by the Conferencing Attendant application, which is a new feature in Office Communications Server 2007 R2.

**Creating Conferences with the Dial-in Audio Feature**

The option to include the dial-in feature is available in the Conferencing Add-in for Outlook. When you use Outlook to schedule an audio conference, the organizer can use the Audio Options page to select the dial-in option.

In the conference audio options, the organizer can select between the following two types of dial-in audio connections:

- **Use my assigned conference ID for each conference.** Office Communications Server reserves a conference space for each user. Users have their own conference ID that they can use for any conference they organize. This option is useful if you want to remember just one conference ID for all your conferences. With this option, you cannot select other leaders for the conference. You are automatically the leader.

- **Use a new conference ID for each conference.** Office Communications Server assigns a unique conference ID.
  
  o Depending on the organization’s policies, the organizer can also decide whether to require participants to use a passcode to join the audio conference.
Using the Dial-in Feature to Join a Conference

The invitation e-mail contains the telephone audio numbers that participants can use to access a conference. The invitation also contains the conference ID and participant passcode, if required. The participant uses any phone to dial into the conference and enter the conference ID and passcode, if required. After the participant joins the audio conference, the participant appears in the conference roster. Participants can view the conference dial-in number, conference ID, and passcode in the conference window.

If you are the Leader or you need to join a conference with restricted access, you need to configure your Dial-in Conferencing Settings and create a PIN.

To configure your Dial-in Conferencing Settings for Microsoft Office Communications Server 2007 R2

1. In Outlook, on the Conferencing menu, click Dial-in Conferencing Settings.
2. On the Dial-in Conferencing page, under Personal Conference Information, click Sign In.
3. Click Language, click your preferred language from the list, and then click Sign In.
4. In the Connect to dialog box, type your domain account username and password, and then click OK.
5. On the Create New PIN page, click PIN or Change PIN, and type a number that meets the PIN requirements, click Confirm PIN, and then retype your new PIN.
6. When you are finished, click Save.

To schedule a conference call

1. On the Conferencing menu, select Schedule a Conference Call. Or, on the Outlook toolbar, select Schedule a Conference Call.
2. On the Appointment tab, on the Subject line, type a description for your conference call.
3. To add people to the invitation, do one of the following:
   - On the Appointment tab, in the To box, type the full e-mail addresses of the people that you want to invite, separating each address by a semicolon.
   - On the Appointment tab, click To, and then select the invitees from your address book.
4. To designate which invitees are to be leaders, in the meeting request, on the Live Meeting toolbar click, Leaders. In the Participants list, click the appropriate names and e-mail addresses. Click Add to move the selected names to the Leaders list, and then click OK.
5. To check the availability of meeting participants (that is, if you have not already done this), on the Scheduling Assistant tab, find a time when all participants are available, and then click that time. Drag the bars that indicate the start and end time for the meeting until they are as you want them.
6. To choose the type of audio, on the toolbar click, Audio, as shown in Figure 6.
   - To enable participants to connect by using a computer that has a headset or microphone and speakers, click Use computer audio.
• Or, to enable participants to connect to the meeting audio by using a computer that has headset or microphone and speaker, or they can dial in by using the conference calling number, click **Use computer audio or dial in form any phone**. Choose the type of conference bridge you want to use:

  • If you want all your conferences to use the same dial-in information, click **Use my assigned conference ID for each conference**.
  • If you want all your conferences to use unique dial-in information, click **Use a new conference ID for each conference**.

  **Note**
  You can change your conference ID and passcode at any time. To change your conference ID or passcode, from the **Conferencing** menu, click **Dial-In Conferencing Settings**.

• Optionally, select the **Require a passcode to join the meeting** check box, and then click **OK**. With this option, meeting participants must use a passcode to join the meeting. If this option is unavailable, it means that your administrator requires a passcode for all Communicator conferences.
• From the drop-down list box, select the region for the local phone numbers.

![Conference Call Audio Options](image1)

**Figure 6. Conference Call Audio Options**

7. To send a message to all recipients, on the **Appointment** tab, type your message above the dotted line in the box provided.

8. When the meeting invitation is as you want it, as shown in Figure 7, on the Standard toolbar, click **Send**.

![Conference Call Invitation](image2)

**Figure 7. Conference Call Invitation**

**Schedule a conference with advanced permissions**

By default, anyone with the conference calling number and your conference ID can join your conference. To restrict who can join your dial-in conference, configure advanced permissions when you schedule the conference.
1. In Outlook, click Conferencing, and then click Schedule a Conference Call or Schedule a Live Meeting.

2. To set permissions for conference call or Live Meeting, click the Permissions down arrow and select one of the following:
   - **Invite Within Network.** Allow participants within or affiliated with your corporate network to join the meeting. The meeting participants can also forward the meeting invitation to others within or affiliated with your corporate network.
   - **Invite Within Network (Restricted).** Allow participants that are invited by only you who are within your organization or affiliated with your organization to join the meeting. The meeting invitation cannot be forwarded by others.
   - **Invite Anyone.** Allow anyone to join the meeting.

### To schedule a conference call on behalf of another person

1. Open the other person's calendar and do one of the following:
   - Select the date and time of the meeting or conference call, and then on the Conferencing toolbar, click Schedule a Conference Call.
   - Convert an existing Outlook meeting to a conference call. Open the meeting request, and then on the Conferencing toolbar, click Schedule a Conference Call.

2. Follow the instructions above to finish scheduling a conference call.

---

## Starting Office Live Meeting from Office Communicator

During an Office Communicator conference, participants may decide that in addition to audio and video conferencing, they also want to view the same file or share an application so that they can work collaboratively in real time. By escalating the Office Communicator conference to Office Live Meeting, Office Communicator participants can use Office Live Meeting’s file and application sharing features without having to leave the conference and create a new Office Live Meeting session.

Any participant in an Office Communicator conference can escalate the conference to Office Live Meeting. When a participant escalates the conference, a new Office Live Meeting session starts and all participants automatically join the new Office Live Meeting session.

**Note**

To be added to the new Office Live Meeting session, a participant must have the Office Live Meeting client installed on his or her computer.

### To escalate an Office Communicator conference to Office Live Meeting

---
Getting Started with the Microsoft Office Live Meeting Client for Microsoft Office Communications Server 2007 R2 | 21

1. From an existing Office Communicator instant messaging session or conference, in the upper-right corner of the conversation window, click the View more options drop-down arrow, as shown in Figure 8.

   ![View more options](image)

   Figure 8. View more options

2. Click Share Information Using Live Meeting.

---

**Recording a Meeting**

If the presenter has given you permission to record the meeting, you can record the data, audio, and video parts of a meeting for later viewing.

**To set your recording options**

1. Click Recording, and then click Options.

2. In the Personal Recording Options dialog box, select all the meeting options that you want to record (that is, Data, Voice, Video, and Panoramic Video).

3. If you want to change the location where the recorded meeting is saved, next to the Save To text box, click Change, and then navigate to the folder where you want to save your recording.

**To record a meeting**

1. In the Recording pane, click Record.

2. If the meeting uses telephone conferencing and you want to record audio, but you have not yet joined the conference call, an Audio Not Configured dialog box appears. Select the Configure audio button, and then click OK. In the Telephone Audio Recording Configuration dialog box, in the Dialing keys text box, type the appropriate information, and then click Configure. When the message Your meeting is now ready to record audio from (phone number) message appears, click Done.

   **Note**

   When you use this method to connect to the conference call, there is an approximately one-minute delay before the meeting audio connects to the conference call and the audio starts to record.

3. To save your recording, click the Stop icon, select Save Recording, and then click OK.

4. To check the status of your recording, click Start, click All Programs, click Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting Recording Manager.

**To play back a recording**

1. Click Start, click All Programs, click Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting Recording Manager.
2. If the recording has finished processing, it will be listed under Recent Recordings. To play back the recording, double-click the name of the recording.