

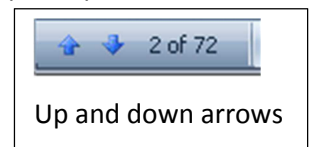
## Presenting content during a meeting

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

## Displaying a presentation or document to attendees

1. Click Content, click Share, and then click Upload File (View Only).
2. Navigate to the file you want to add.
3. Click Open. The Upload File (View Only) dialog box appears, stating that files may be scanned for viruses. Click Continue.
4. Microsoft Office Live Meeting converts the file to the Live Meeting format and adds it to the Content list. The first file you upload automatically displays to the other meeting participants.

**Note:** After you add additional files to the Content list, you can display them in the meeting by clicking Content, and then clicking the file name. To navigate through a file, use the arrows at the bottom of the window. You can also use CTRL + up arrow and CTRL down arrow to navigate through the file.



## Inserting a page into a presentation that has already been added to the meeting

1. Click Content, click the presentation into which 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 you want to add (Whiteboard, Web Page, Text Page, Poll, or Screen Snapshot.) The page is added below the insertion point you specified in the existing presentation.

## Creating 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.

## Creating a text page

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

## Creating 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.

## Sharing a snapshot of a portion 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 hand outs

As the presenter, you can upload hand outs to the meeting for attendees to download. You can upload the hand outs either before the meeting (recommended) or during the meeting. Live Meeting scans the file for viruses as the file is being uploaded.

## Uploading hand outs to the meeting

1. In the menu bar, click the Hand outs icon.
2. Click Upload. If you do not see the file you are looking for, use the Files of Type drop-down list to select the file type you want to add.
3. Navigate to the file on your computer, and then click Open.
4. Repeat the above steps for each file you want to add. When you are finished, close the Hand outs dialog box.

## Downloading hand outs

1. Click the Hand outs icon.
2. Click the file 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.

## Questions and answers

Presenters can use the Q&A pane to review and respond to attendee questions. The Q&A pane identifies the person who asked the question and the time that the question was posted. You can view, print, and save a log of all questions that have been asked during the meeting, along with any answers provided.

## Displaying the Q&A pane

- In the command bar, click Q&A. The Q&A pane appears with a list of all questions received from attendees.

## Answering a question for all attendees

1. In the Q&A pane, click the Manage tab.
2. Click the question that you want to answer.
3. In the answer box, enter your response, and then click Reply to All. The question appears with your answer in the Q&A pane of every meeting participant.

## Answering a question privately

1. In Q&A pane, click the Manage tab.
2. Click the question that you want to answer.
3. In the answer box, enter your response, and then click Reply Privately. The question appears with your answer in the Q&A pane of the person who asked the question.

**Note:** The question and answer also appear in the Q&A pane of any other presenters in the meeting

## Giving the floor to the person who asked the question

1. In the Q&A pane, click the Manage tab.
2. If a hand icon is displayed next to the person's name, you can respond to the person by chatting with them or giving them the floor.

## Viewing and saving a log of question and answer activity

1. In the Q&A pane, click the Manage tab, and then click the View the Q&A Log icon.
2. The meeting text log of all questions and answers will be displayed in a browser window. Using your browser commands, print or save the log.