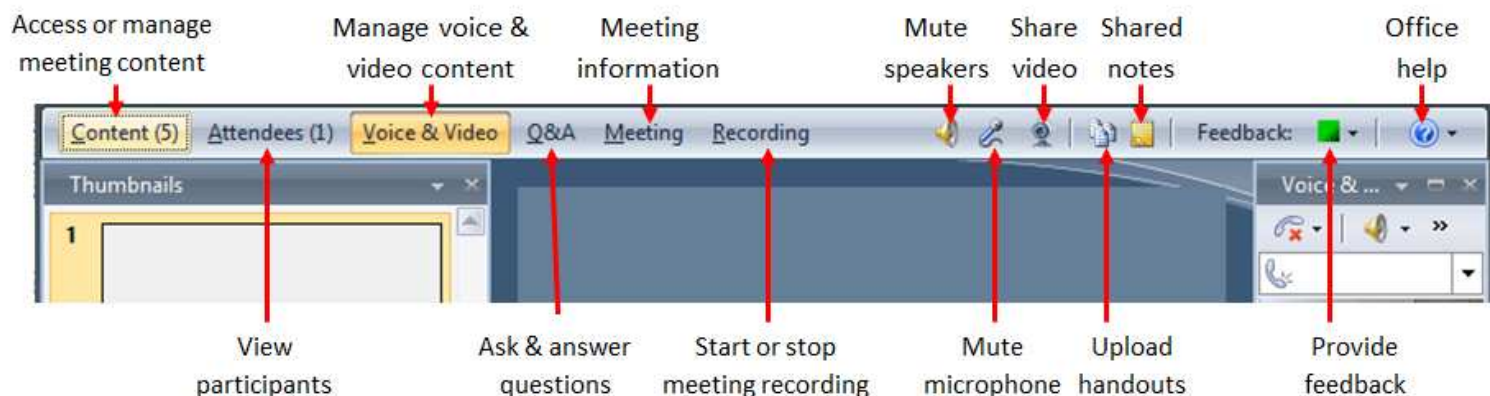


# LIVE MEETING

Create meetings and share presentations online between colleagues or external contacts. Schedule and attend web conferences via Microsoft Outlook and record the meeting content if required.

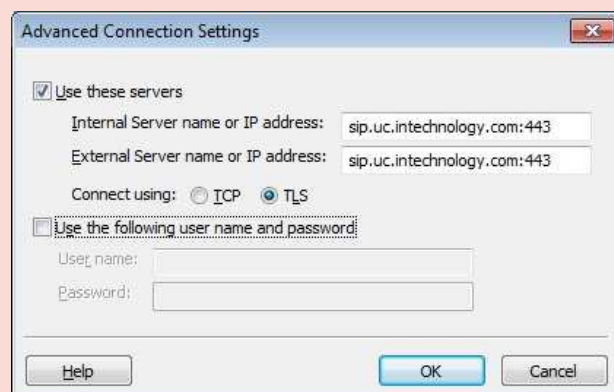
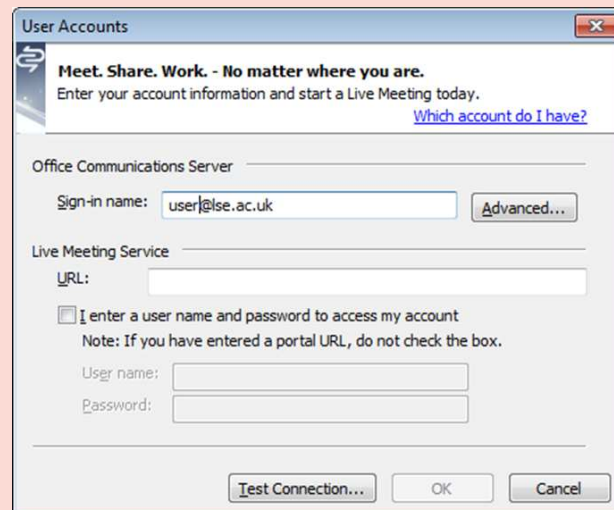
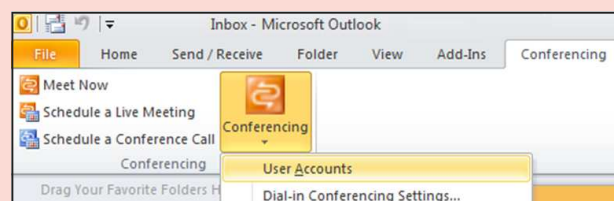
## OVERVIEW OF LIVE MEETING



## GETTING STARTED

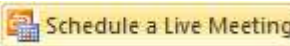
Live Meeting integrates with Microsoft Office to enable meetings to be scheduled with ease. The Live Meeting add-in will automatically have been added to Outlook, please follow the below steps to ensure it is configured appropriately.

- From Within Microsoft Outlook select the 'Conferencing' tab.
- Select 'Conferencing > User Accounts'.
- Ensure your Sign-in name is your LSE email address in the format A.User@lse.ac.uk (with initials capitalised).
- Click 'Advanced' and check the below settings are correct:
  - Internal Server name or IP Address: sip.uc.intechnology.com:443.
  - External Server name or IP Address: sip.uc.intechnology.com:443.
  - Connecting using: TLS.
- Click 'OK'.
- Click 'Test Connection' to successfully verify the connection.
- Click 'OK' to exit the 'User Accounts' dialogue box.



# KEY FEATURES OF LIVE MEETING

## SCHEDULING A LIVE MEETING


- From within the Outlook 'Conferencing' tab click 'Schedule a Live Meeting'. 
- An Outlook Appointment window will open.
- Enter the details of the people you wish to meet with in the 'To...' field
- Add an appropriate meeting start/end time and subject.
- Click 'Send' to notify the participants of the meeting request. They will receive an appointment detailing the information they need to join the Live Meeting.

## ACCESSING A LIVE MEETING

If you have received a Live Meeting invite, the message details will contain the link and relevant access codes needed to join the meeting. Follow the link provided and input the meeting ID when directed.


## PRESENTER OPTIONS

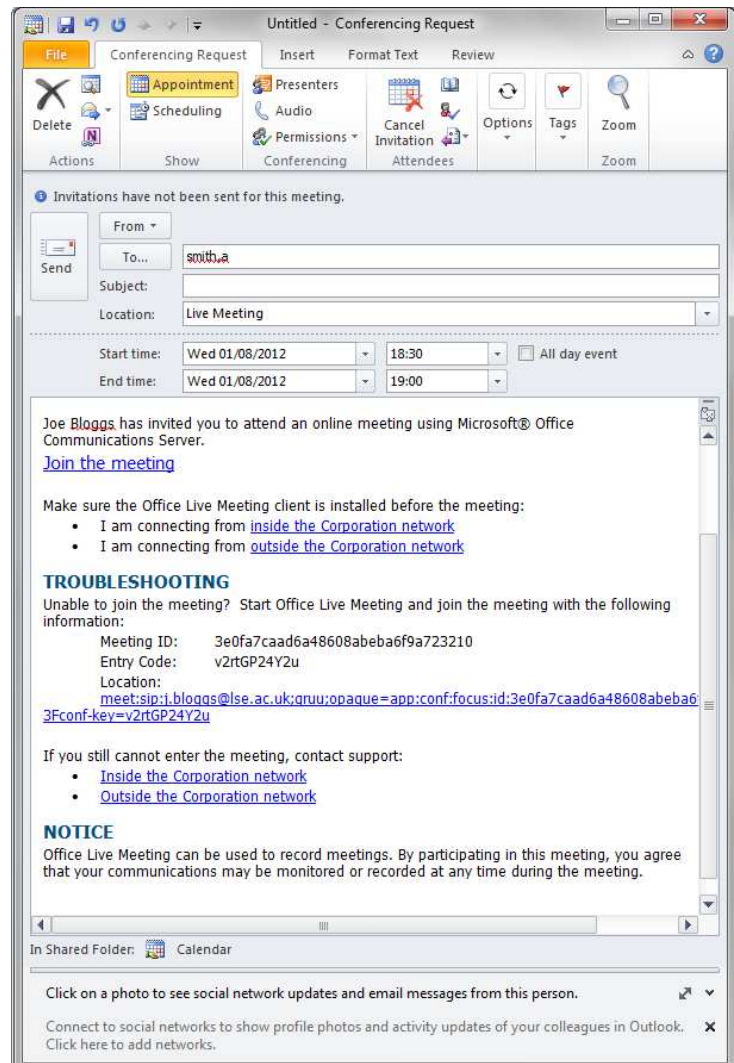
During meetings, presenters can show a prepared presentation, upload Microsoft Office documents, and share their desktop or a chosen application. To share a file:

- Click Content > Share > Upload File (View Only). 
- Navigate to the file you want to add.
- Click 'Open'. The 'Upload File (View Only)' dialogue box appears, stating that files may be scanned for viruses. Click 'Continue'.
- Microsoft Office Live Meeting converts the file and adds it to the Content list.

## SHARED NOTES


With the shared notes feature, you can take and save notes that you can also share with attendees during the meeting.

- In the toolbar, click the 'Shared Notes' icon. 
- In the text box, type your notes for all participants to see.



## 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.

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

## CONFERENCE RECORDING

Meeting organizers and presenters can enable recording for their meetings and allow you to save the recording to your Live Meeting service conference centre or your computer.

- In the toolbar, click the 'Recording' icon to initiate the meeting recording. 