Use LiveMeeting

Web Conferencing
UK IT makes available two tools that provide screen sharing and conferencing options to all faculty, staff and students free of charge: LiveMeeting and Office Communicator. Office Communicator, billed as an instant messaging tool, also provides much of the functionality of LiveMeeting; however, LiveMeeting does provide an archiving (recording) function.

Instructions
1. Once you download LiveMeeting, it is accessible through your Microsoft Outlook mailbox. Open Outlook.

2. You will find that in Outlook you have new buttons: Meet Now, Schedule Live Meeting, Schedule a Conference Call.
   a. Meet Now prepares an email message for you to send that invites participants to an immediate meeting in LiveMeeting.
   b. Schedule Live Meeting allows you to prepare an email that will provide a link to a meeting in LiveMeeting at a specific time on a specific date.
   c. Schedule a Conference Call allows you to prepare an email that will provide a link to a meeting in Office Communicator at a specific time on a specific date. (See the Office Communicator demonstration and instructions for more information about that tool.)

3. Click on Schedule a Live Meeting.

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4. A message will pop up that allows you to address your meeting request to specific participants. It automatically makes the Location: LiveMeeting, indicating a Web conference meeting. Type in your meeting topic in the Subject line. You may also type other text in the body of the message if you wish.

5. Be sure to check your meeting date and time to ensure that it is correct. The email will include all the links your participants need to join the meeting.

6. Send the email. It will appear on your calendar, and when your participants accept it will appear on their Outlook calendars, as well, just as any meeting request.

7. When you join, or open, your LiveMeeting session, you will find a screen that awaits your content. The buttons listed below are at the top right, from left to right.
   a. Click on the microphone button to be heard (red arrow).
   b. Click on the video camera button if you wish to share video (not required) (green arrow).
   c. Upload documents for your participants to download (such as an agenda) using the Handouts button (purple arrow).
   d. Use the Shared Notes button to open a shared notepad for participants (orange arrow).
   e. Participants use the feedback button to indicate that they have a question or need the presenter to slow down (blue arrow).

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8. Note that one of your menu options is Recording, which you may begin and end at any time.
9. To show a PowerPoint presentation or a document to the participants, click on the **Content** menu (top left corner), then **Share Your Desktop**, and then **All**. Your desktop will now appear on your computer and on the participants’ computers. You may open a presentation or document, display it, and discuss it.

![Content menu screenshot](image)

10. To share your presentation or document, allowing others to edit it live along with you, look to the very top of your computer screen (in the middle) and click on the **Give Control** button. To stop sharing, click the Give Control button again. At that point you can close your presentation or document, or leave it open.

![Give Control button screenshot](image)

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11. You can revert to the last displayed item before your presentation or document by clicking on **Content** at the top middle of your screen and then choosing the appropriate item. Once you have done that, you may choose a new content item by clicking on the **Content** menu (which is now back at the upper right) and then Whiteboard, Poll Page, or another option.

12. To end your session, click the x in the top right corner of LiveMeeting.