



**MCI[®] Net Conferencing[®]
Powered By
Microsoft[®] Office Live Meeting
Presenter Edition**

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1. Getting Started

Welcome to the MCI[®] Net Conferencing powered by Microsoft Office Live Meeting User Guide. This guide tells you how to use Live Meeting to hold highly interactive Internet meetings anywhere in the world, at anytime. Using the meeting console, you can present slides, chat with other presenters and participants, receive and respond to questions, and much more.

This chapter introduces you to Live Meeting and tells you how to complete initial set-up tasks to get ready for a meeting. Before you start the presentation, make sure that you are prepared:

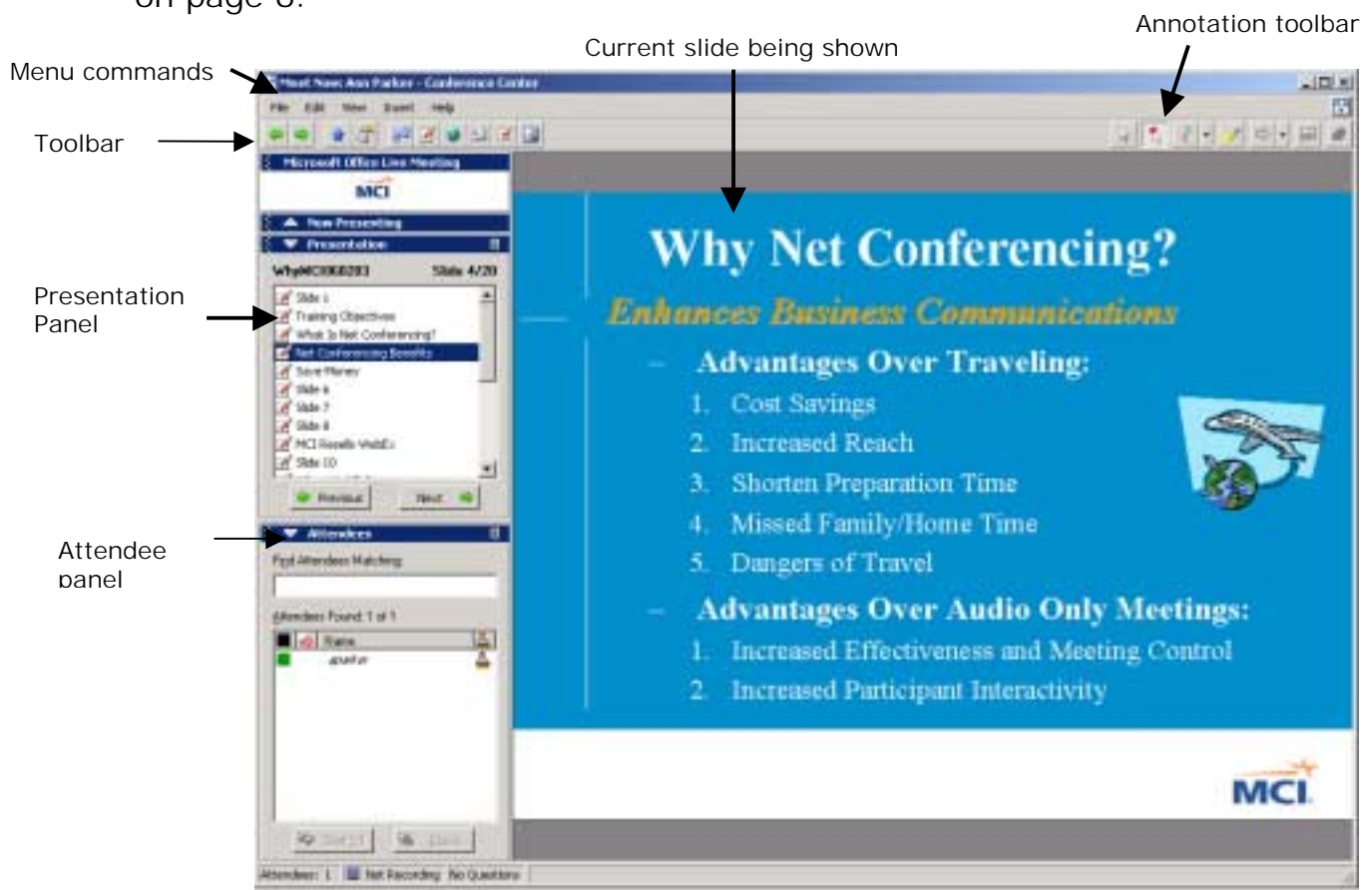
- Become familiar with console features and learn how to navigate in the console
- Set meeting options
- Set meeting information

After you complete these tasks, see the remainder of the guide that tells you how to upload slide sets and work with slides, share views and applications, and interact with participants.

1 A. Console Features

The largest area of the console displays the slides that you show to the participants. Around the perimeter of the slide display area is a toolbar and collapsible, movable panels that you use to show slides, insert new slides, monitor questions, chat with others, and view the seating chart appear.

At the presenter's discretion, he or she can select meeting options that allow participants to use some or all of the presenter controls with the exception of the Question Manager and meeting information features. For more information about the options, see "Setting meeting options" on page 6.



Using the console panels and controls, you can

- Select a presentation and show individual slides. Your prepared slides are grouped in a presentation. You decide which presentation to load and when to show a slide to participants. You can show a variety of different slide types including Text, Polling, White Board, Sharing, and Web slides.



- Insert new slides on the fly. Click the Insert Slide buttons to add new slides into your presentation. For example, click the White Board button to insert a blank slide upon which you can draw using the Annotation tools. Or click the Text Slide to insert a blank Text slide upon which you can type text.
- Share your view and applications. Use the Sharing feature to share a view of the information on your computer. Sharing a view is a great way to demonstrate a new software application, show the real-time manipulation of data in a spreadsheet, or lead the audience through a new process. When you share your view, it's like having the audience watch over your shoulder as you work on your computer. If available for your site, you can also share the use of an application or your entire desktop with an audience participant.
- View participants' mood. Use audience seat colors to monitor the success and tempo of your presentation. The seat color empowers your audience, allowing them to constantly keep you aware of their understanding or level of interest. Before you begin, and during your presentation, you can ask the audience to change their seats to a different color to spontaneously and continually let you know whether they understand your presentation.
- See who's in the audience. Allow participants to chat with one another.
- Presenters may review and respond to participant questions. Questions provide an excellent opportunity to emphasize key points or elaborate on areas important to the participants.
- Let audience members address all participants by "taking the floor." The presenter can retake the floor at any time.
- Cycle slides. Present a continuously cycling slide show without requiring a presenter to be present.
- Print a presentation. This is an easy way to provide a hard copy of meeting information including post-meeting notes that include all annotations, agendas, and task lists that you develop during the meeting.

1 A 1. Changing the Console Panel Layout

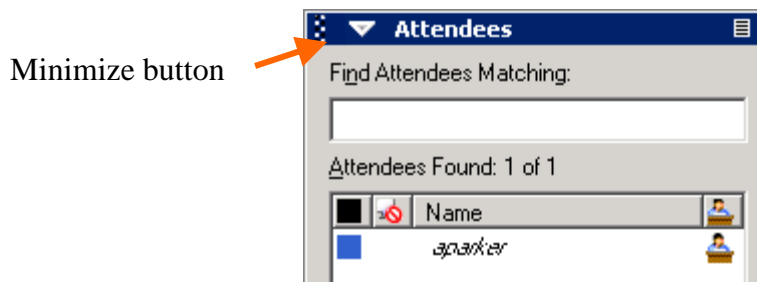
As shown in "Console features" on page 2, the console is made up of a variety of collapsible and movable panels that contain different controls and information that help you present your slides and monitor participants. For example, the Presentation panel shows a list of slides and provides controls for selecting a slide, while the Attendees panel shows who is attending the meeting with controls for chatting or blocking chat.

At any time, you can minimize (hide) or restore (display) a panel, or move it to a different location on the console. For example, if you don't want to view the seating chart, simply minimize it. If you prefer to place a panel on the right of the console, select and drag it to that side of the console. If you want to use the entire console to show slides, and then you can hide all panels.


To hide a panel

- Click the Minimize button  that appears to the left of the panel title. The panel closes and the button changes to the Restore button. 

The following shows the Minimize button in the Attendees panel.



To restore a minimized panel

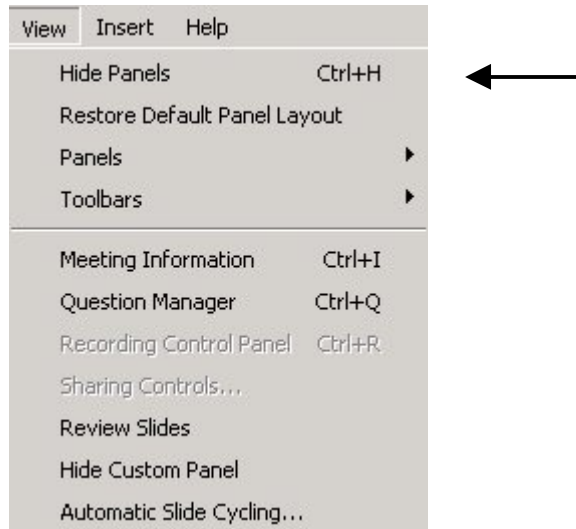
- Click the Restore button  that appears to the left of the Panel title. The panel opens, and the icon changes to the Minimize button.

The following shows the Attendee panel minimized, and the Restore button next to the panel title.



To hide all panels

- On the **View** menu at the top of the console, click **Hide Panels**.



All panels are removed from view, allowing the entire console to show a selected slide. Use the toolbar at the top of the console to show and insert slides.

Use this toolbar to show and insert slides when in full screen mode.



To show all panels at once

- On the **View** menu on the top of the console, click **Show Panels**.

To hide a specific panel

- On the **View** menu, click the name of the panel that you want to hide. The check mark previously associated with the panel name is removed.

To move a panel


- Click the panel title and drag the panel to a new location.

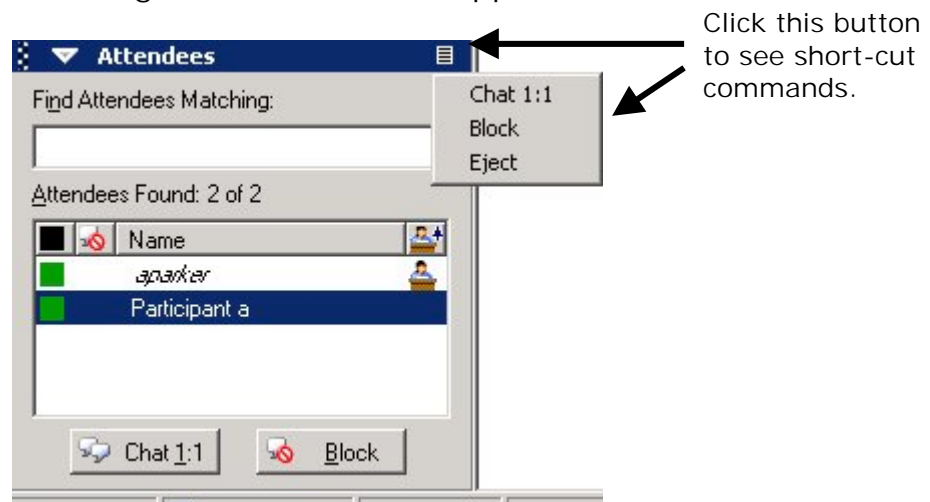
To restore the default panel layout

- On the **View** menu, click **Restore Default Menu Layout**.

1 A 2. Navigating

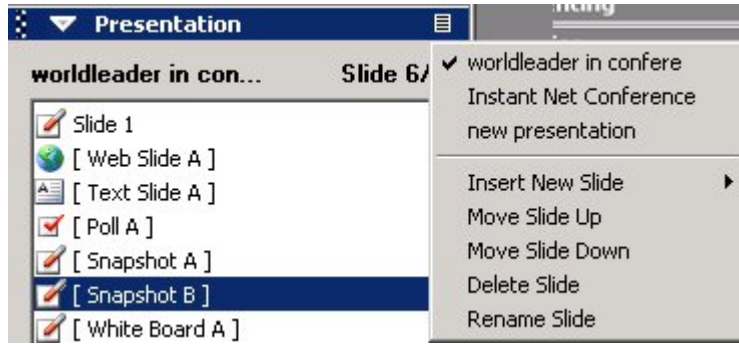
For most tasks, you have the flexibility of performing them several different ways:

- **Short-cut commands.** In each panel, you can click the right mouse button or click the panel menu button  to display a list of commands appropriate for that panel. For example, if you click a participant in the Attendees panel, and then click this button, the following menu commands appear.



You can then click the command that you want to use.

- **Buttons in panels.** Each panel has buttons appropriate for performing tasks for that panel. For example, the Presentation panel provides short cuts for changing presentations, Insert New Slides, Moving slides, Deleting Slides, and Renaming slides.

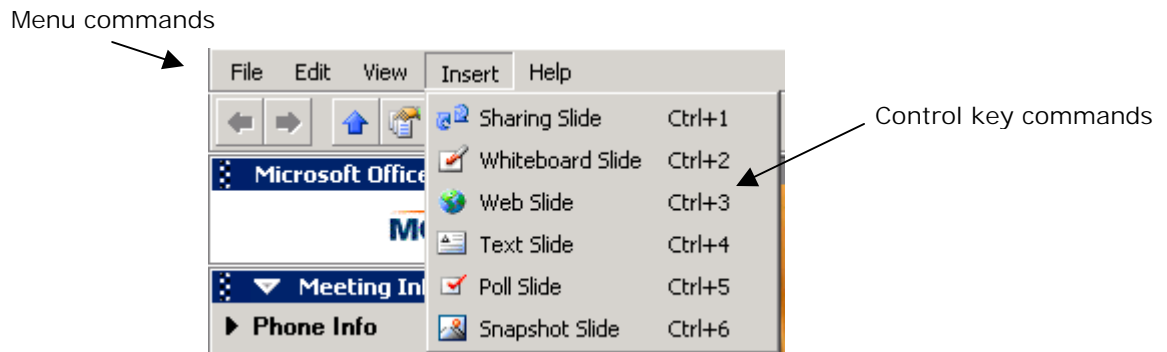


- **Toolbar.** A toolbar at the top of the console appears with buttons that are applicable to a variety of different panels and tasks.



Note: The **Annotation** buttons (shown in previous example) appear on the toolbar only when you show a PowerPoint slide or a White Board. The **Polling** buttons appear on the toolbar only when you show a Polling slide. Additional toolbars appear in the Choose Presentation window that you use to maintain presentations and slides.

- **Menu commands.** You can use the menu commands to perform tasks. For example, one way to insert a slide is to click a command on the insert menu.



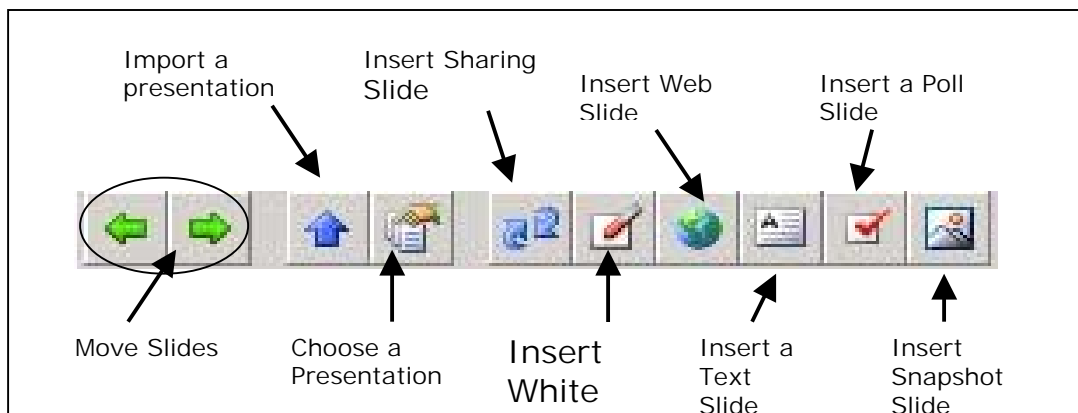
- **Control Keys.** Many of the commands and buttons have keyboard equivalents (a combination of keys that you can press) that you can use to complete a task. For example, to insert a Web slide, you can press Ctrl+3. (Hold down the Ctrl key and press the number "3.") For a complete list of control keys, see Appendix A, "Keyboard equivalents."

1 A 3. Using an 800x600 Display

If you set your monitor display to 800x600 pixels, the console looks slightly different from the way it looks with a 1024x768 setting: the slide display area appears, but all of the control panels are hidden. (This is the same view that you see if you click Hide Panels on the View menu.) The toolbar still appears at the top of the console.

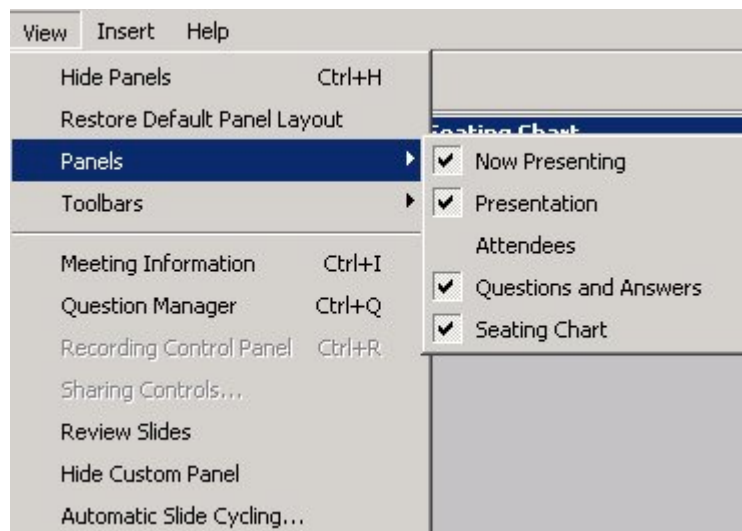
To show and insert slides

1. Click a button on the toolbar to show and insert the slides that you want to use. The toolbar provides the same buttons as when you use a 1024x768 monitor setting.



To show other panels

2. On the **View** menu, click **Panels**, and then click the panel that you want.



Note: If you show all panels in a meeting, and then exit from the console and enter another meeting, all panels are hidden in the new meeting. If you reset your monitor from 800x600 to 1024x786 after you launch the meeting console, you still need to use the View menu and Panel commands to display all panels.

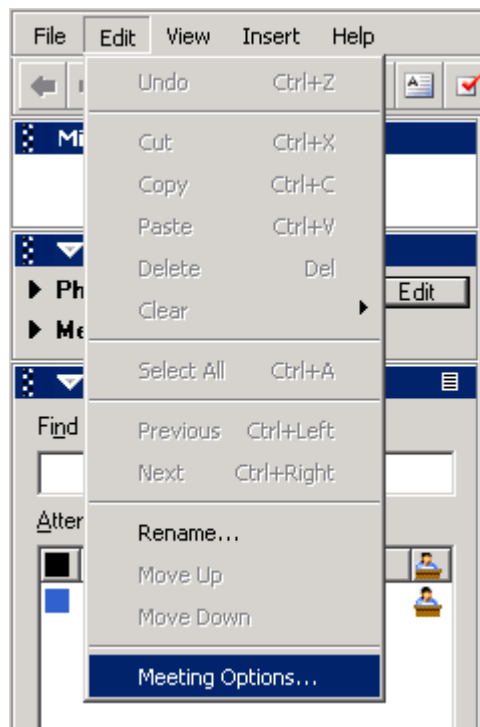
1 B. Setting Meeting Options

You must join the meeting as a presenter (leader) to use this feature. Use the Meeting Options to indicate the features that you want to allow participants to use during your presentation. At any time during a presentation, you can change these settings.

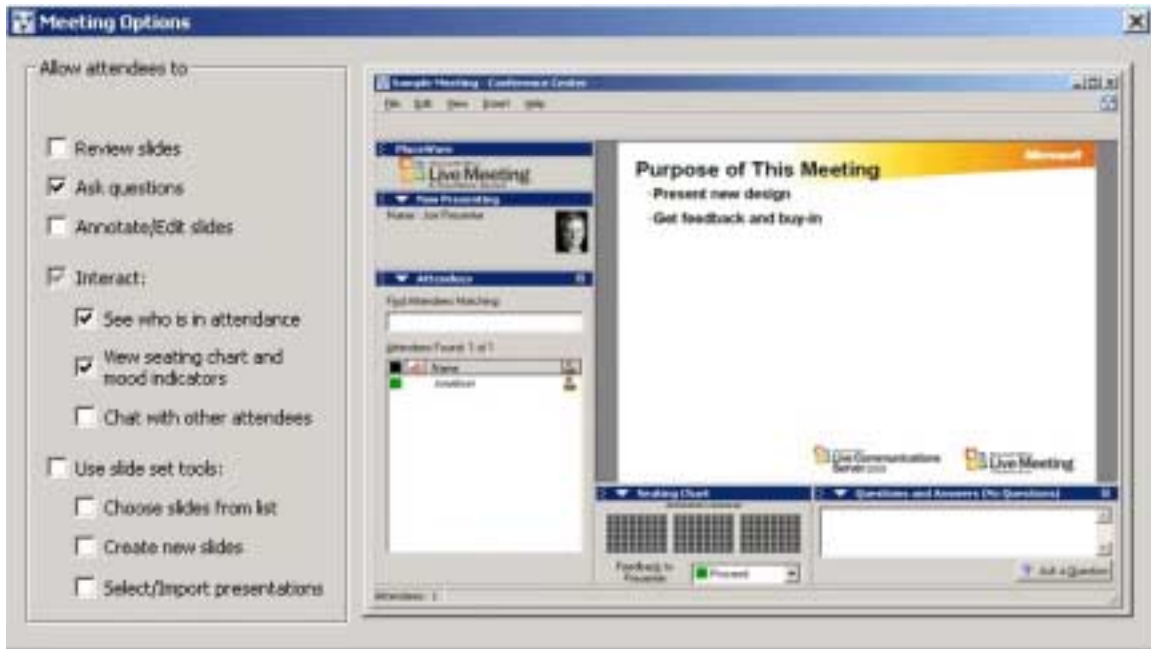
Note: You may have as many presenters (leaders) as you would like. A presenter is determined by the passcode they use to join the meeting.

To set meeting options

1. On the **Edit** menu, click **Meeting Options**.



A new window will appear.



2. Select or clear meeting option check boxes to allow or disallow participant's abilities, such as asking questions of the presenters. After you select or clear a check box, the image of the console shown in the Meeting Options is updated to reflect your changes. For example, if you clear the "See who is attending check box, the Attendees panel is removed from the Meeting Options image.

Table 1. Meeting Options

Option	If Selected	If Cleared
Review Slides	The Review Slides command appears In the View menu, allowing participants who don't have presenter privileges to review the loaded presentation on their own.	The Review Slides command appears dimmed.
Ask Questions	The Ask a Question button appears in the console allowing participants to send questions to the presenter.	The Ask a Question button does not appear.
Annotate/Edit Slides	Allows participants to use the annotation tools and allows them to open and close polls for a Polling slide. In addition, this check box is related	The Annotation tools are not available to participants, and participants cannot open and close the polls on a Polling slide.

	to the Show/Hide Polling buttons. If this check box is selected, the Show/Hide Polling buttons are not available in the console, and you cannot hide polling results.	The Show/Hide Polling Results buttons are available in the Presenter console.
Interact	Allows you to select among the next three options that provide tools for interacting with other participants. If you select this check box, by default the following three interact options are selected: See Who Is in Attendance, View Seating Cart and Mood Indicators, and Chat with other Attendees	The following three interact options are unavailable.
See Who Is in Attendance	The Attendees panel appears in the console, allowing participants to see a list of who is attending the meeting.	The Attendees panel does not appear.
View Seating Chart and Mood Indicators	The Seating Chart panel appears in the console allowing participants to see a seating chart that indicates the "mood" of each participant. (Mood is a color indicator that participants select in response to a question, such as "How is the tempo of the presentation?")	The Seating Chart panel does not appear.
Chat With Other Attendees	The Chat button appears in the Attendees panel, allowing a participant to chat with another participant. This feature requires that you also select the See Who Is in Attendance feature.	The Chat tab button does not appear in the Attendees panel.
Use Slide Set Tools	Allows you to select among the next three options that allow participants to present slides. If you select this check box, by default the following three options are selected.	The following three options are unavailable.
Choose Slides From List	Allows participants to select and show slides to the other attendees.	Participants cannot control the selection and display of slides.
Create New Slides	Allows participants to use the Insert Slide buttons to create new slides and insert them into the presentation.	The Insert Slide buttons are not available to participants.
Select/import Present	Allows participants to choose and	The Choose Presentation

import presentations into the console.

and Import Presentation features are not available to participants.

1 C. Showing Meeting Information and Setting Phone Information

You must join the meeting as a presenter to use this feature. To be a presenter, you must use the presenter passcode when joining.

The meeting information that appears in the console tells you how to join the meeting. Typically, this information includes the meeting ID and password, along with a conference call number or URL for streaming audio.

To show meeting information

- Click **Meeting Information** on the **View** menu.



To set meeting information

1. If the meeting panel does not appear in the console, click **Meeting Information** on the **View** menu.
2. In the Meeting Information panel, click **Edit**.



3. In the Attendee Phone Information box, enter the conference call number and passcode for a conference call, or enter a URL if you are using streaming audio.
4. If the presenter phone information is the same as the attendee information, select the Same as Attendee check box, and then skip to Step 6. (The presenter information is hidden from view since it is not different. Clear the check box if you want it to appear.)
5. In the Presenter Phone Information, enter the conference call number and passcode for a conference call, or enter a URL if you are using streaming audio.
6. Click **OK**.

1 D. Setting Presenter Information

To set the information that appears in the Now Presenting panel, you use the Add-in for PowerPoint to define information within the PowerPoint presentation, before you upload the presentation to the meeting. You can set the presenter's name and add a GIF image if you want.

2

2. Working With Presentations

A critical component of your meeting is the presentation — the slides that you show to participants. With MCI Net Conferencing powered by Microsoft Office Live Meeting, you can import PowerPoint presentations and select and show the slides that you want to use. In addition, you can insert new slides “on-the-fly” including interactive Polling slides, White Boards, and Text slides. To help you maintain your presentation, Live Meeting provides a set of tools that you can use to duplicate, delete, and rename presentations and slides.

Typically, to work with a presentation you perform the following tasks:

- Import a presentation
- Choose (load) the presentation into the console
- Select and show slides
- Insert new slides as needed
- Maintain presentations and slides

Before or after the meeting, you might take advantage of other features that let you:

- Start a cycling slide show (presenter only)
- Review slides at your leisure

2 A. Importing a Presentation

As a presenter, you can import presentations after you join the meeting. You may also give participants the ability to import a presentation under Meeting Options. Presenters (leaders) join with the leader passcode.

To import a presentation

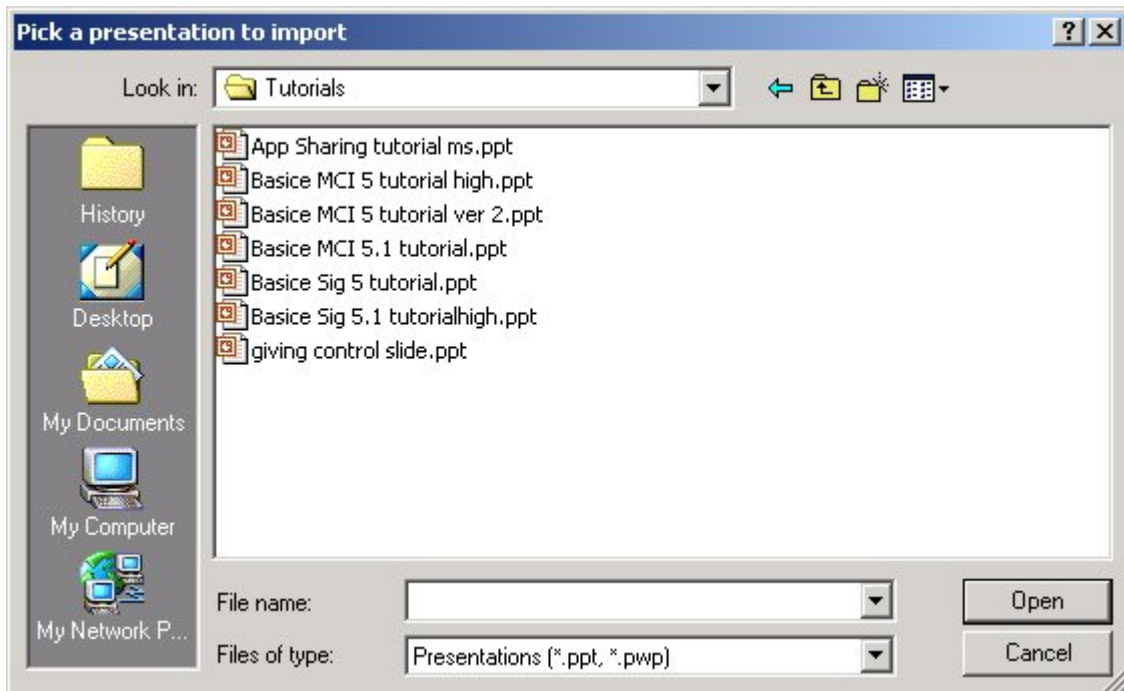
1. On the **File** menu, click **Import presentation**, or click the **Import Presentation** button on the toolbar. You can also click the Import Presentation button in the Choose Presentation window.

Import a presentation on toolbar



Choose a presentation

2. Locate the PowerPoint presentation or the PWP file (PowerPoint presentation converted for use with Microsoft Office Live Meeting) that you want to show during your meeting, then click **Open**. If you import a PPT file, the process automatically converts it for use in the meeting. A message appears telling you when the presentation is loaded into the meeting. If another presentation is showing while this one is being loaded, it will not disrupt the presentation in progress. The new presentation is available when you "Choose a presentation."



3. Click **Done**.

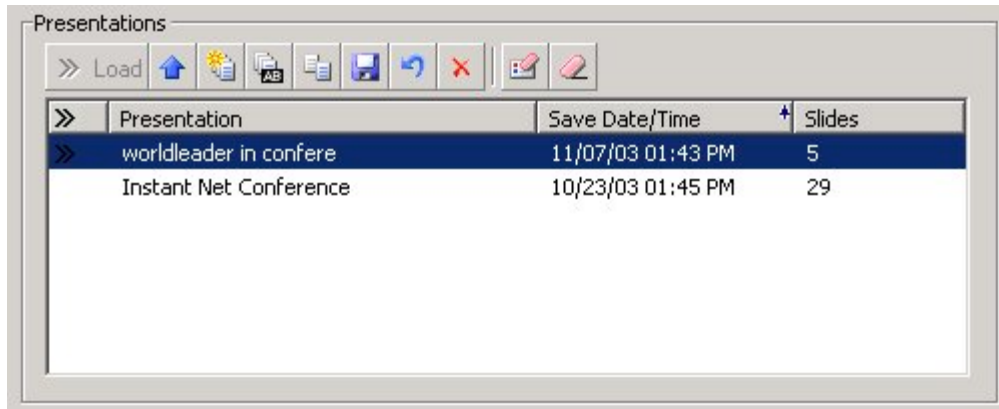
2 B. Choosing a Presentation

If a presentation is not loaded to the console, or if you want to choose a different presentation, complete the following procedure. After you choose a presentation, all of the slides that it contains appear in the Presentation panel in the console.

Note: Before you can choose a presentation, you must import it to the meeting. All imported presentations appear in the Choose Presentations window. If a meeting is not in progress when you import a presentation, it is automatically selected and loaded into the console. For more information about importing, see the previous section, "Importing a presentation" on page 12.

To choose a presentation

1. On the **File** menu, click **Choose Presentation**, or click the **Choose Presentation** button on the toolbar. The Choose Presentation window appears.



2. In the list of presentations, click the one that you want to use in the console, and then click the **Load** button. The presentation slides appear in the Presentation panel.

2 C. Selecting and Showing Slides

There are several ways to select and show slides to participants. You can use the

- Presentation panel
- Toolbar
- Choose Presentation window

In all cases, it is assumed that you previously imported a presentation.

Tip: If you want to show slides from a presentation, but you don't want to choose (load) the presentation into the console, use the Choose Presentation window to select slides. This is a convenient way for several presenters to work together, or for you to use multiple presentations for the same meeting, without having to load each presentation into the console.

To select slides using the Presentation panel

After choosing a presentation and loading it into the console as described in "Choosing a presentation" on page 12, click the slide that you want to show, or click the Previous or Next buttons that appear in the Presentation panel. The following shows an example of the Presentation panel with a list of slides.



To select slides using the toolbar

- Click the **Previous Slide** and **Next Slide** buttons to show different slides.



Previous and Next Slide buttons

To select slides using the Choose Presentation window

1. On the **File** menu, click **Choose Presentation**, or click the **Choose Presentation** button on the toolbar.
2. In the presentation area, click the presentation that contains the slides that you want to show. A snapshot of each slide in the selected presentation appears in the Slides section of the window.
3. Scroll through the slides, and then click the slide that you want to show.
4. Double click on the slide to show it to the audience. If you select a slide in a presentation currently being shown, then the slide toolbar contains a **Show to Audience** button.









Clicking on the **Show to Audience** button shows that slide. If there is more than one presentation loaded, then the button is labeled **Copy to Loaded Presentation**.



2 D. Inserting New Slides

In addition to the slides that you create by using PowerPoint and then importing them to the meeting, you can insert new slides into your presentation, including:



-  White Board slides
-  Web slides
-  Text slides
-  Polling slides
-  Snapshot slides
-  Sharing slides

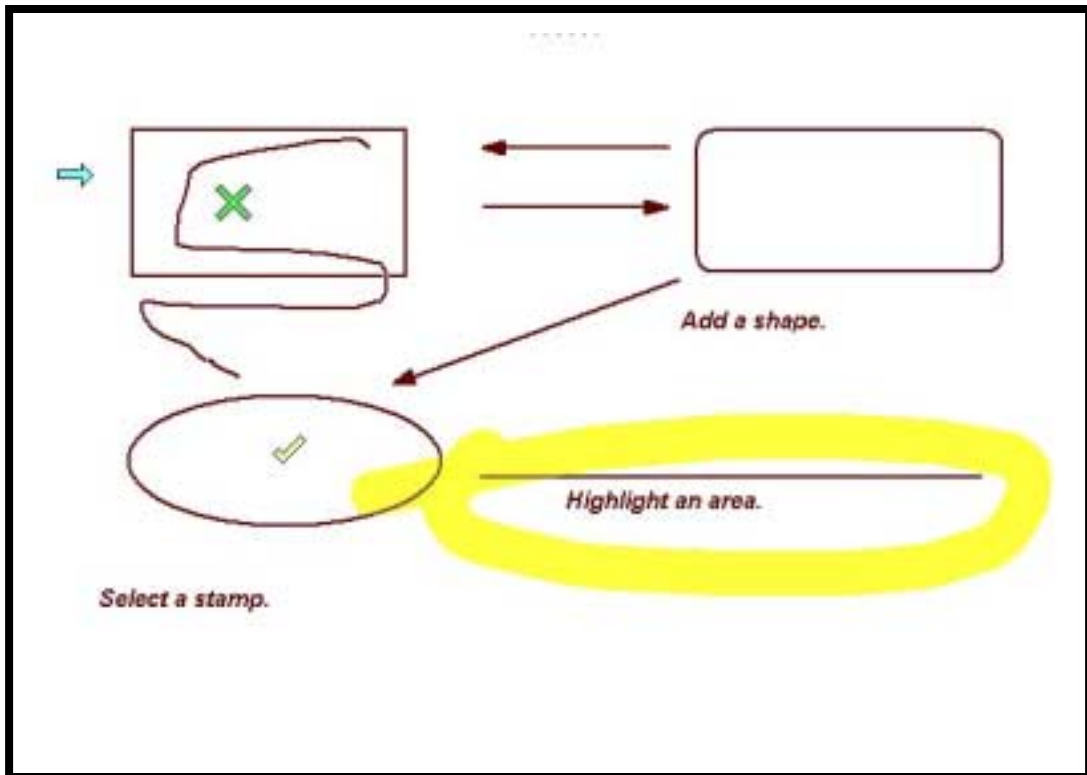
Tip: The following procedures tell you how to use the Insert menu or toolbar to insert slides. *Alternatively*, you can click the panel menu button in the Presentation panel, and then click an Insert command to insert new slides.

Panel menu button



2 D 1. Inserting White Board Slides

A White Board slide is a blank image slide upon which you can draw, add text and stamps, and highlight information, by using the Annotation tools. For example, if you want to quickly create a flow chart to illustrate a point, insert a White Board slide and then use the Annotation tools to draw squares, lines, and so on. The following shows an example of the type of annotations that you can add.



To insert a White Board slide

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the Insert menu, click **White Board Slide**, or click the **Insert White Board Slide** button on the toolbar. A blank image slide appears on which you can work. In addition, the Annotation tools appear on the toolbar.



Live Meeting identifies the first White Board slide that you create as White Board A in the list of slides in the Presentation panel. It identifies the second slide as White Board B, and so on. You can rename the slide if you want. For more information about renaming, see "Renaming slides" on page 30.

3. Click the Annotation tool that you wish to use, and then click the area of the slide where you want to apply it. For more information about using the tools, see "Working with Annotation tools" on page 23.

2 D 2. Inserting Web Slides

A Web Slide lets you display a Web page to the participants, allowing them to view the latest available World Wide Web information and avoiding the need for you to create slides that duplicate information already on your intranet. The links on the Web slide shown to

participants are active — a participant can click a link and immediately display the associated page. You could show a Web slide with a link to your e-mail address or links to documents that provide more information. (A link to a document will open the document in the browser or in a helper application, or it will ask the audience member to save the document.) You can also use a Web slide to let the audience easily navigate to Web-based applications, such as a corporate help desk or phone directory. A Web slide is a good way to show Shockwave content and Quicktime movies or large GIF and JPEG images. (The images are not rescaled or modified by PowerPoint.)



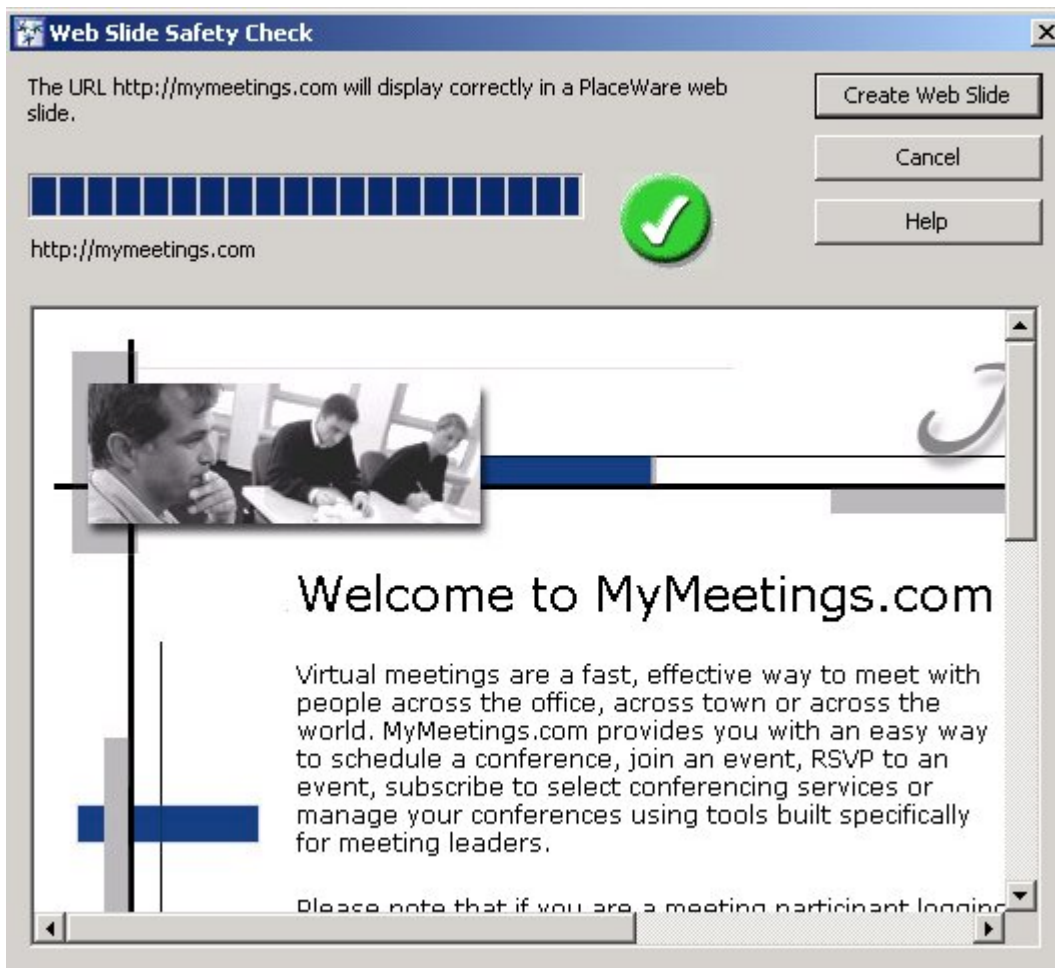
Note: If you click a link and Live Meeting controls disappear, you have lost contact with the meeting. If you want to show a Web page and its links to participants but deny the audience access to the links, create Sharing slides instead.

To insert a Web slide

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the **Insert** menu, click **Web slide**, or click the **Insert Web slide** button on the toolbar.



3. Enter the Web Address of the Web page that you want to show.
4. Make sure the Bypass Safety Check box is not selected, and then click **Verify Web Slide**. A check page appears.

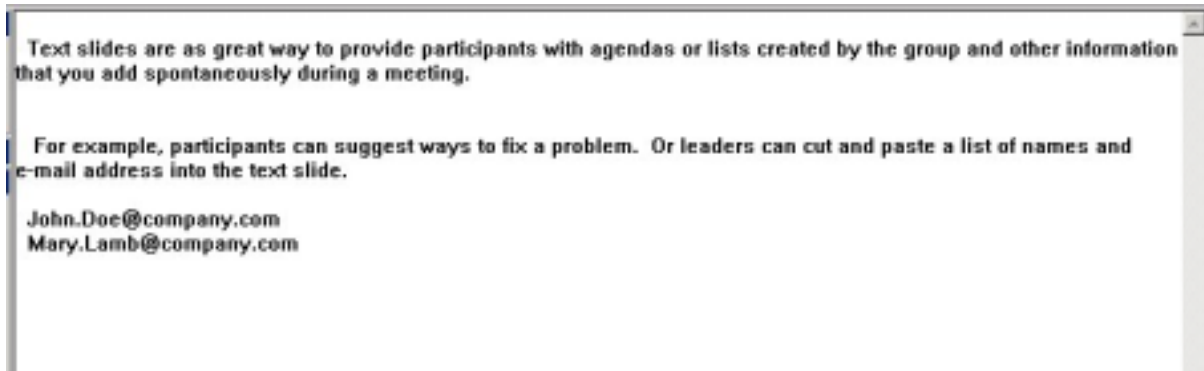


- Note:** When you create a Web slide, you have the option of bypassing the safety check. It is recommended that you do not bypass this check. If you enter a non-existent URL and show the Web slide during a presentation, you could lose contact with the meeting.
5. After the verification completes, click **Create Web Slide**. The first slide that you create is identified as Web A in the list of slides in the Presentation panel. It identifies the second slide as Web B, and so on.

You can rename the slide if you want. For more information about renaming, see “Renaming slides” on page 30.

2 D 3. Inserting Text Slides

A Text slide is a blank editable text slide upon which you can type. For example, if you want to type new information that is available to the audience to copy and paste, such as an action items list, you can create a Text slide. When you create and work with a text slide, you can use the Edit menu commands to copy, paste, cut, and delete text.



To insert a Text slide

- 1 In the Presentation Panel, click the slide before where you want the new slide to appear.
- 2 On the Insert menu, click **Text slide**, or click the **Insert Text slide** button on the toolbar. A blank area in the slide display area of the console appears for you to type your text. Live Meeting identifies the first Text slide that you create as Text Slide A in the list of slides in the Presentation panel. It identifies the second slide as Text Slide B, and so on. You can rename the slide if you want. For more information about renaming, see “Renaming slides” on page 30.









2 D 4. Inserting Polling Slides

Polling slides are a great way to solicit feedback from participants by allowing them to select from several responses to a question. You can create Polling slides ahead of time or insert them on-the-fly during your presentation.

Poll Question:

What is your favorite color?

Poll Choices:

-  Red
-  Blue
-  Yellow
-  Green
-  Purple
-  Orange
-  Pink
-  No Vote


Results:

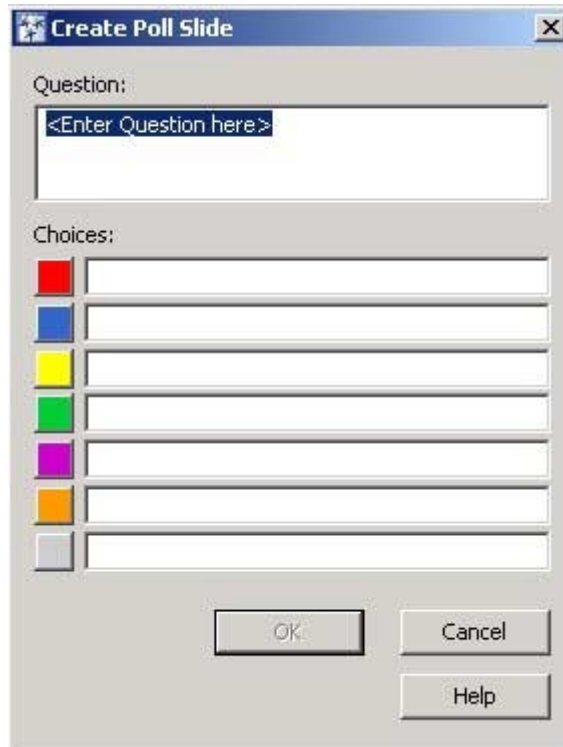
0%	0
0%	0
100%	1
0%	0
0%	0
0%	0
0%	0

Polls are CLOSED

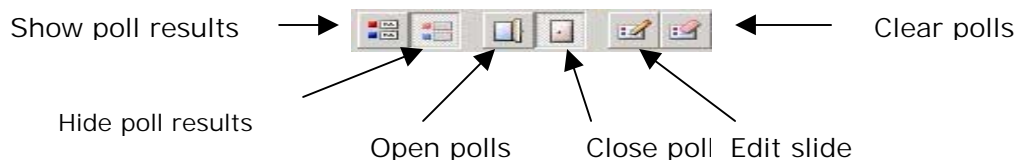
Results are HIDDEN

To insert a Polling slide

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the **Insert** menu, click **Poll slide**, or click the **Insert Poll slide** button  on the toolbar.



3. In the Question box, enter the question to which you want participants to respond. For example, for a large Sales meeting you might ask "Indicate the region that you represent."
4. In the Choices area, enter one selection for each line. For example, in response to the region question, you might enter North on one line, South on the next line, and so on.
5. Click OK. The Polling slide appears in the console and Polling buttons appear in the toolbar.



Depending on the selections that you make using the Polling buttons on the toolbar, the polls are either opened or closed and the results either appear or are hidden from the participants. For more information about opening and closing the poll, showing results, and editing a Polling slide, see the next three sections.



The first Polling slide that you create is identified as Polling Slide A in the list of slides in the Presentation panel. The second Polling slide is identified as Polling Slide B, and so on. You can rename the slide if

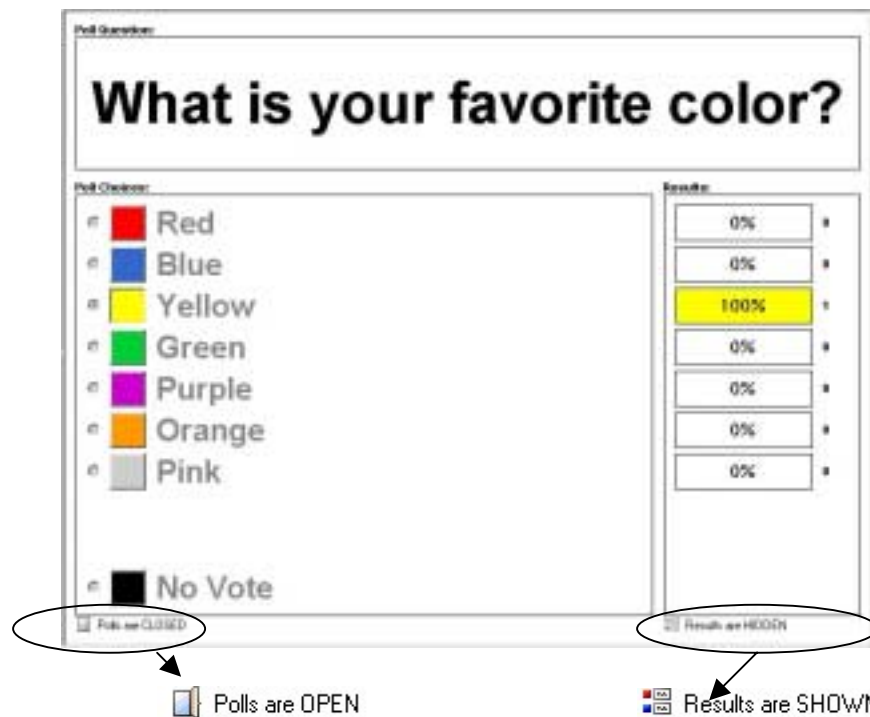
you want. For more information about renaming see “Renaming slides” on page 30.


Opening and closing the polls

After you insert or show a Polling slide, you need to open the polls so that participants can vote. If you want to prevent further voting, close the polls.

To open/close the polls

1. Select or insert the Polling slide that you want to show.
2. To open the polls, click the **Open Polls button** on the toolbar. 
3. To close the polls, click the **Close Polls button** on the toolbar. 
4. You can also double-click the Polls open/close status that appears below the Polling slide in the slide display area.



Tip: To clear all votes, click the Clear Polls button, on the toolbar . All results are reset to 0.

Showing and hiding polling results


If you want participants to see the results of everyone voting on a Polling slide, you can choose to show them. Likewise, you can hide the results at anytime.

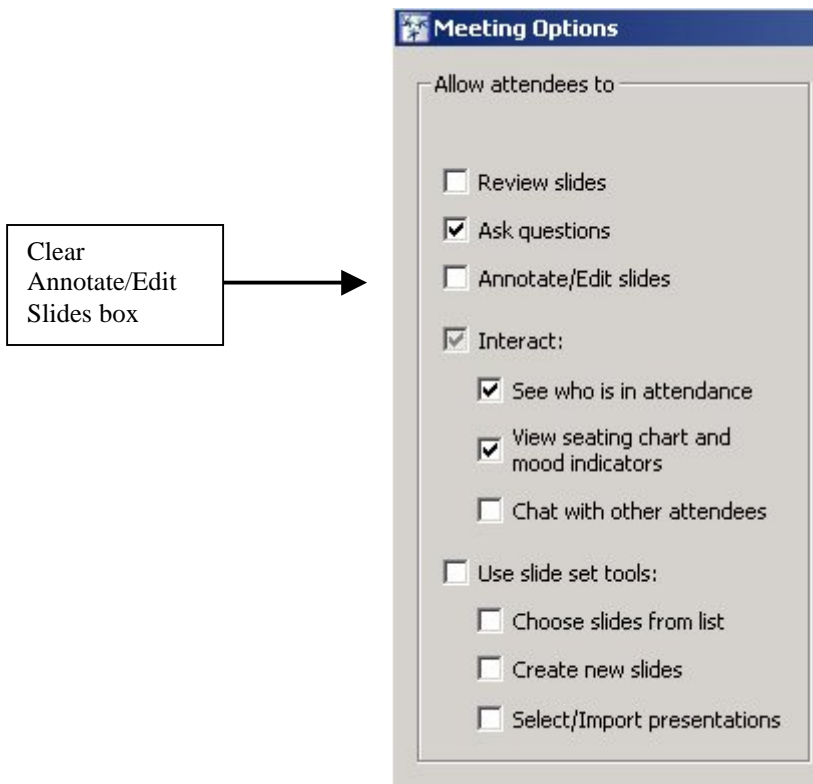
Note: The Show/Hide feature is directly related to the Annotate and **Edit Slides** check box in the Meeting Options. If you select this check box, you cannot hide polling results from participants. Consequently, the Show/Hide buttons are not available. However, if you select this about meeting options, see “Setting meeting options” on page 6.

To show polling results to participants

1. Select or insert the Polling slide that you want to show.
2. Make sure that the polls are open so that participants can vote. (For information about opening the polls, see “Opening and closing the polls” on page 20.) After an appropriate time, you might want to close the polls to stop participants from voting or changing their votes.
3. To show the results to participants, click the Show Polls button on the toolbar. The slide shows the percentage of participants selecting each choice. The results are updated continuously as long as participants vote, the polls are open, and you show the Polling slide. The choice, No Vote, indicates the percentage of participants who did not vote.

To hide polling results from participants


1. To hide the results, click the **Hide Poll Results** button on the Polling toolbar . Be sure that Annotate/Edit slides is not selected in the Meeting Options, or you will not be able to hide the polling results.
2. If Annotate/Edit slides is selected, you will need to clear it. On the **Edit** menu, click **Meeting Options**.
3. Clear the **Annotate/Edit slides** check box.



Clearing polls

You can clear the polling results on an individual slide or clear all Polling slides in a presentation at the same time. It is often helpful to clear results if you are using the same presentation for multiple audiences at different times, or if you want to clear all votes and query participants again.

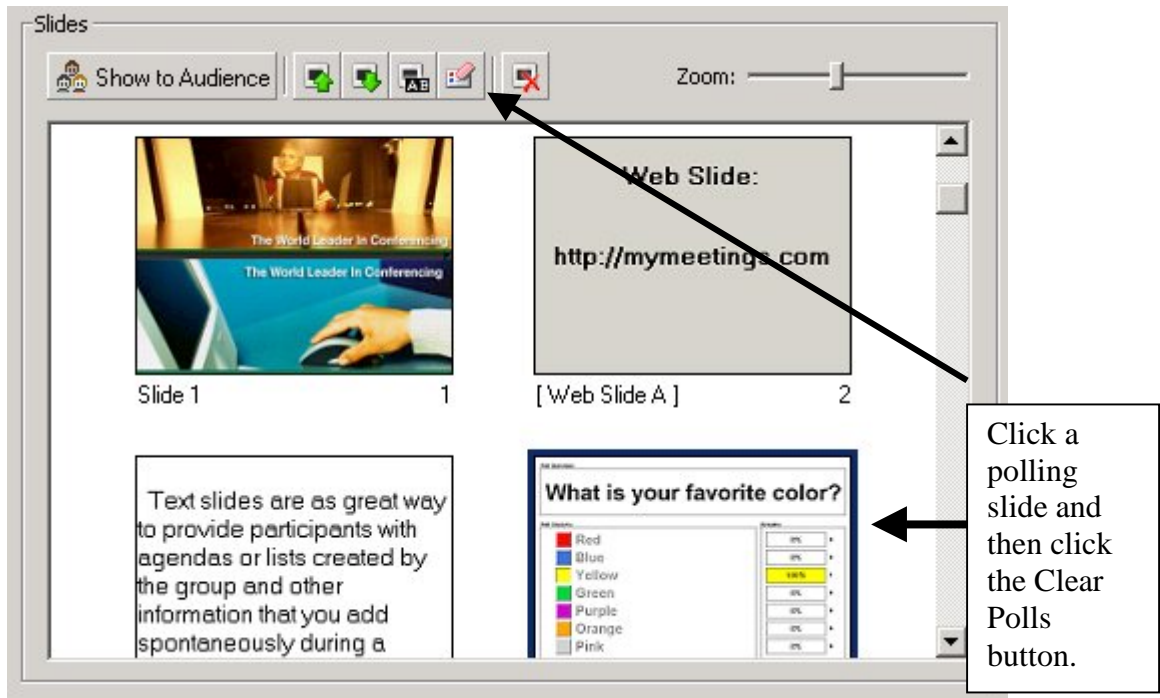
To clear the polls on a specific slide in the console

1. Show the Polling slide that you want to clear.
2. Click the **Clear Polls** button  on the polls toolbar. All results are reset to 0.

or

To clear the polls on a slide by using the Choose Presentation window

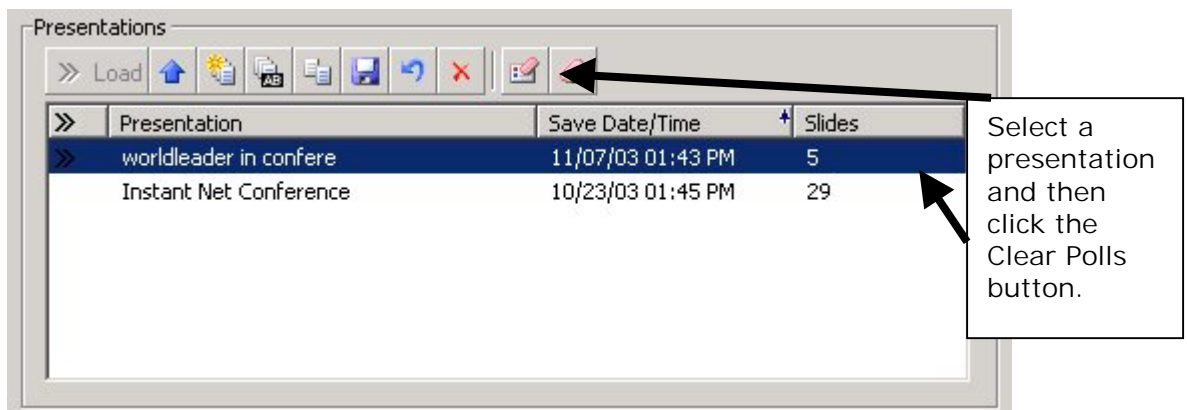
1. On the **File** menu, click **Choose presentation**, or click the **Choose Presentation** button on the toolbar.
2. In the Presentation area of the Choose Presentation window, click the presentation that has the slide that you want to clear. The slides appear in the Slides area of the window. This area also contains the Slides toolbar.



3. Scroll through the slides until the one that you want to clear appears.
4. Click the slide, and then click the **Clear Polls** button on the Slides toolbar.

To clear all Polling slides in a presentation

1. On the File menu, click Choose presentation, or click the Choose Presentation button on the toolbar.
2. In the Presentation area of the Choose Presentation window, click the presentation that you want to clear.




3. Click the **Clear Polls** button on the presentations toolbar. A message asks you to confirm that you want to clear all slides in the presentation.

4. Click **OK**.

Editing a Polling slide

You can change the question or choices on a Polling slide at any time.

To edit a Polling slide

1. Select the Polling slide that you want to edit.
2. Click the Edit Poll Slide button  on the toolbar. The current question and choices appear.




3. Edit the question and choices as required, and then click **OK**.

2 D 5. Inserting a Snapshot Slide

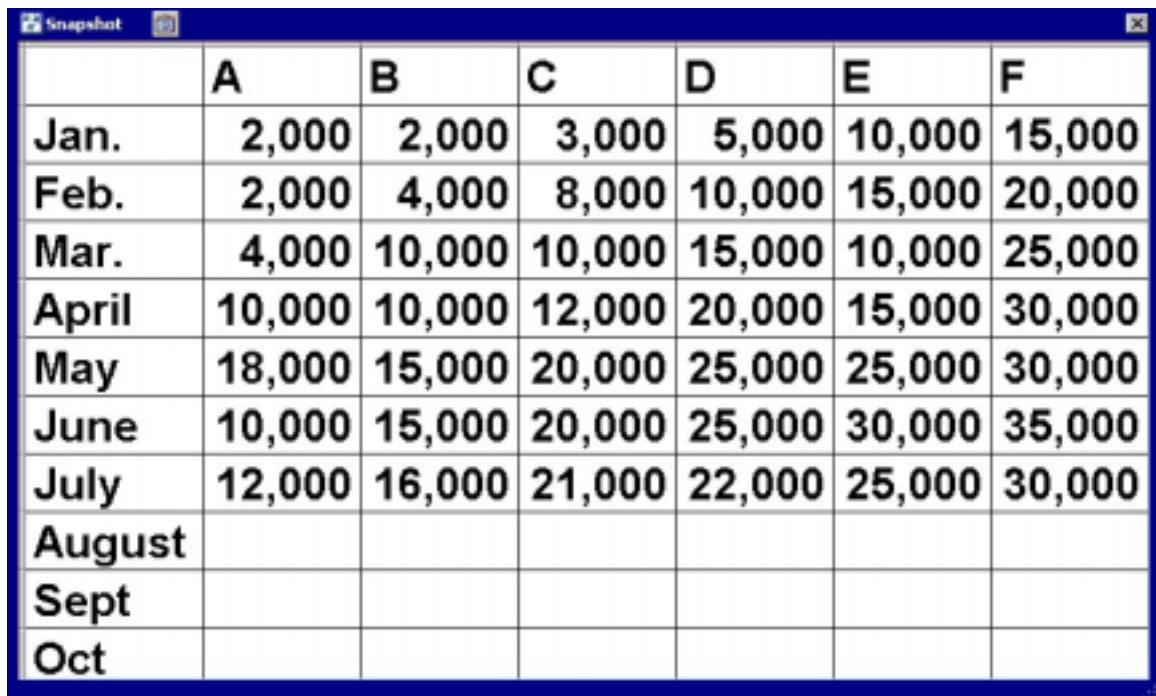
A Snapshot slide shows a captured screen shot from your computer, such as a spreadsheet or graphic that you have captured. After you create a Snapshot, you can use the Annotation tools to add annotations to it.

To insert a Snapshot slide

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. Start the application and display the screen that you want to capture as a snapshot.
3. On the Insert menu, click **Snapshot Slide**, or click the **Insert Snapshot Slide** button  on the toolbar. The Snapshot frame appears.


Snapshot button

Close Snapshot frame



The image shows a window titled "Snapshot" with a close button in the top right corner. Inside the window is a table with 7 columns (A-F) and 10 rows (Jan-Oct). The data is as follows:

	A	B	C	D	E	F
Jan.	2,000	2,000	3,000	5,000	10,000	15,000
Feb.	2,000	4,000	8,000	10,000	15,000	20,000
Mar.	4,000	10,000	10,000	15,000	10,000	25,000
April	10,000	10,000	12,000	20,000	15,000	30,000
May	18,000	15,000	20,000	25,000	25,000	30,000
June	10,000	15,000	20,000	25,000	30,000	35,000
July	12,000	16,000	21,000	22,000	25,000	30,000
August						
Sept						
Oct						

4. Navigate to the shot that you want to capture, and then drag the frame to position it on the screen. You can change the size of the Snapshot frame by dragging the corners of it.
5. Click the **Snap** button . The slide is inserted into the slide set, and the Snapshot slide appears in the Presenter Console. The first Snapshot slide that you create is identified as Snapshot A. The second is identified as Snapshot B, and so on. You can rename the slide if you want.

6. Repeat Steps 4 and 5 to create other Snapshots.
7. When you finish, click the Close button that appears on the Snapshot frame.

2 D 6. Inserting Sharing Slides

A Sharing slide is not like the other slides that you create using PowerPoint or the Insert Slide buttons. In fact, a Sharing slide is really not a slide, but a way for you to share a view of your computer or the use of an application or desktop with a participant. For more information about sharing, see Charter 3, "Sharing with Participants."

2 E. Working With Annotation Tools

Use the Annotation tools to add text, draw lines and shapes, and add stamps to White Board, Snapshot, or Image slides. You can also highlight areas of importance by using the pointer or highlighter. After adding annotations, you can move them, delete them, or clear all annotations at once. You can also use Edit menu commands to copy, paste, and delete annotations.


To work with Annotation tools

1. Show an image or White Board slide with which you want to work. The Annotation tool buttons appear in the toolbar.



2. Click the tool with which you want to work, and then click the area on the slide where you want to use the tool. See the following table for information about each tool.

Table 1. Annotation tools

Tool	To use
<p>Select Annotation Button </p> <p>Use the Select Annotations tool button to select an annotation that you added. To move an annotation, delete it, or use it with Edit commands, such as Copy, you must first select the annotation by using this tool.</p>	<p>Click the tool to select it, and then click the annotation with which you want to work.</p>

Pointer Tool Button



Use the Pointer tool to point to information on the slide. It is similar to how a laser pointer works.

Click the tool and then click an area on the slide and drag the mouse. Participants see a red dot that follows the path of the pointer as you drag your mouse across the slide.

Drawing Tool Button



Drawing Tools

	Draw Freehand	Ctrl+Shift+D
	Draw Line	Ctrl+Shift+D
	Draw Arrow	Ctrl+Shift+D
	Draw Rectangle	Ctrl+Shift+D
	Draw Round Rectangle	Ctrl+Shift+D
	Draw Oval	Ctrl+Shift+D

Use a Drawing tool to draw freehand, lines, arrows, and shapes.

To select a drawing tool, click the arrow that appears next to the Drawing tools button and then click the tool that you want and click the area on the slide where you want to draw. After you select a tool, its button appears in the Annotation toolbar and remains there until you select a different annotation tool.

Highlighter Tool Button



Use the Highlighter tool to highlight an area. It is similar to how you would use a yellow marker to underline a passage in

Click the Highlighter tool button, click an area on the slide, and then drag the mouse to highlight the area.

Stamp Tool Button



Use the Stamp tool to add an arrow, checkmark, or X to the slide.

	Arrow Stamp	Ctrl+Shift+X
	Check Stamp	Ctrl+Shift+X

To select a stamp, click the arrow that appears next to the stamp button and then click the tool that you want and click the area on the slide where you want to add a stamp.

After you select a stamp, its button appears in the Annotation toolbar and remains there until you select a different tool.

Text Slide Button



Use the Draw Text tool to add text to a slide.

Click the Text slide button, and then click the area on the slide where you want to add the text: A text box appears; type the text. Before clicking off of the text box, you can edit the text by clicking the text that you want to change and then typing the new information.

Clear Annotation Button



Use the Clear Annotation button to remove all annotations from a slide.

Click the Clear Annotation button, then click OK to remove all annotations from the slide.

2 E1. Clearing All Annotations in Presentations

It is often helpful to clear (remove) all annotations in a presentation if you are using the same presentation for multiple audiences at different times or if you just want to start "clean" with your Image or White Board slides. (Alternatively, you can choose to clear one slide at a time, as described in the next procedure, "Clearing all annotations on a specific slide," on page 25.)


To clear all annotations in a presentation

1. On the **File** menu, click **Choose presentation**, or click the **Choose Presentation** button on the toolbar.
2. In the Presentation area of the Choose Presentation window, click the presentation that you want to clear.
3. Click the **Clear Annotations** button on the Presentations toolbar.

2 E 2. Clearing All Annotations on a Specific Slide



Although you can delete individual annotations on a slide, at times you might want to delete all annotations at once. For example, if you have marked up an image or White Board slide and it has become difficult to read, you can clear all annotations. (Also, you can choose to clear an entire presentation at once, as described in the previous procedure, "Clearing all annotations in presentations," on page 24.)

To clear all annotations on a slide

1. Show the slide that you want to clear.
2. Click the **Clear Annotations** button  on the toolbar.

Or


To clear annotations on a slide by using the Choose Presentation window

1. On the **File** menu, click **Choose presentation**, or click the **Choose Presentation** button  on the toolbar.
2. In the Presentation area of the Choose Presentation window, click the presentation that has the slide that you want to clear. The slides appear in the Slides area of the window. This area also contains the Slides toolbar.
3. Scroll through the slides until the one that you want to clear appears.
4. Click the slide, and then click the **Clear Annotations** button  that appears on the Slides toolbar.

2 E 3. Moving Annotations

After you add an annotation to slide, you can move it to another location on the slide if you want.

To move an annotation

1. Show the Image or White Board slide with which you want to work.
2. Click the **Select Annotation Tool** button on the toolbar. 
3. Click the annotation that you want to move, and drag it to the new location.


2 E 4. Deleting Annotations

If you want to remove an annotation, you can delete it.

Note: You can also remove annotations by cutting them, clearing all annotations on a specific slide, or clearing all annotations in a presentation. For more information, see “Copying, cutting, and pasting annotations” on page 26, “Clearing all annotations in presentations” on page 24, and “Clearing all annotations on a specific slide” on page 25.

To delete an annotation


1. Show the Image or White Board slide with which you want to work.

2. Click the **Select Annotation** tool  on the toolbar and then click the annotation that you want to delete.
3. Press the **Delete** key.

2 E 5. Copying, Cutting, and Pasting Annotations

Take advantage of Edit menu commands to quickly copy, cut, and paste annotations.

To copy/cut and paste annotations

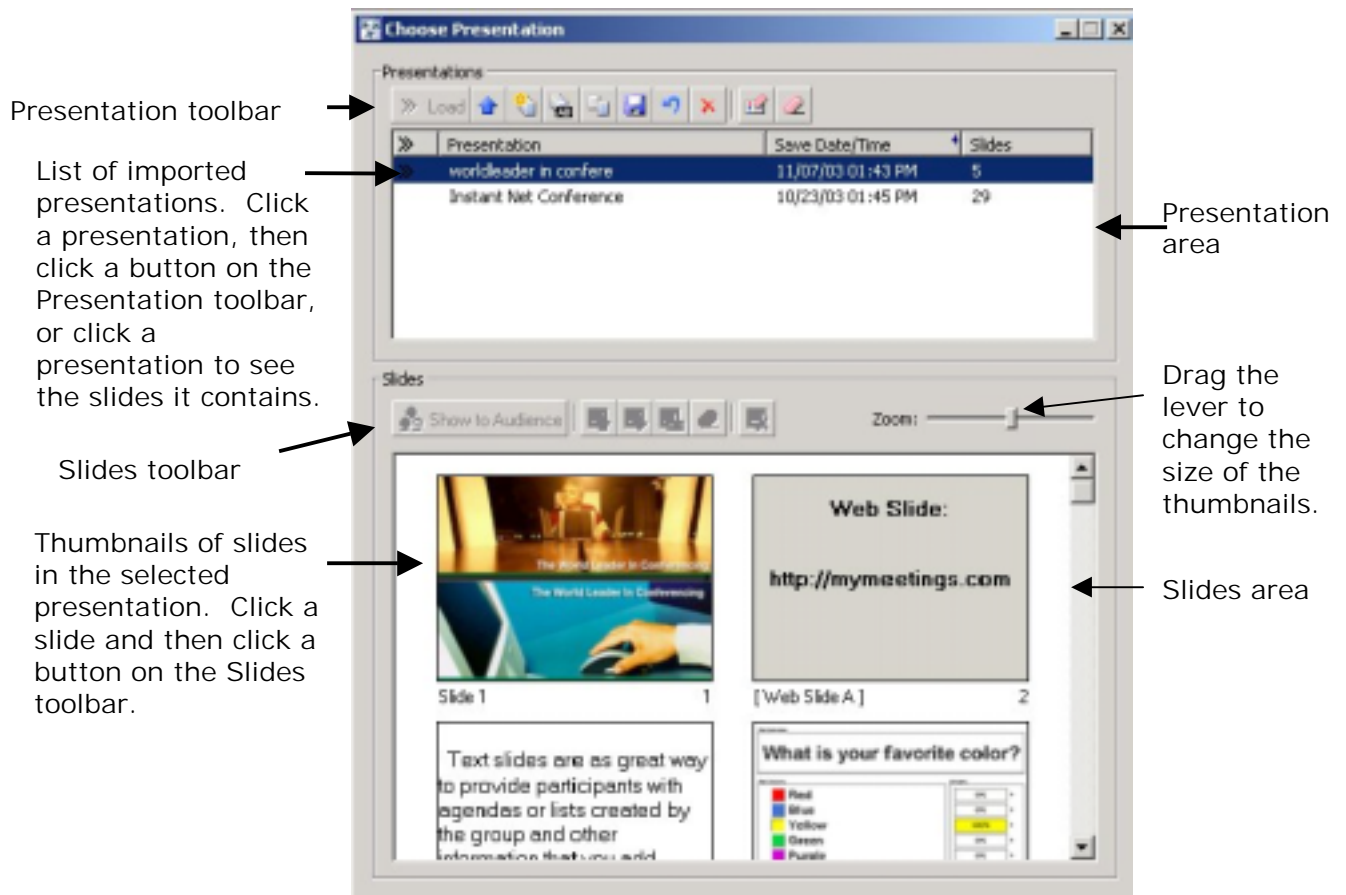
1. Show the image or White Board slide with which you want to work.
2. Click the **Select Annotation** tool  on the toolbar.
3. Select the annotation that you want to copy.
4. On the **Edit** menu, click **Copy** or **Cut**, depending on which command you want to use.
5. Click the location on the slide where you want to paste the annotation, or to paste onto a different slide, select and show that slide.
6. On the **Edit** menu, click **Paste**.

2 F. Maintaining Presentations and Slides

Use the Choose Presentation window to maintain your presentations and slides. You can rename, delete, clear polls, and clear annotations for presentations or individual slides. You can also create a blank presentation for use with the Insert slide buttons, save changes to a presentation, or revert to a previously saved version of the presentation.

To display Choose Presentations

- On the **File** menu, click **Choose Presentation**, or click the **Choose Presentation** button on the toolbar .





2 F 1. Creating a Blank Presentation

If you want to create a new presentation after you join a meeting, you can create a blank presentation and then use the Insert slide buttons to add slides to it.





To create a blank presentation

1. On the **File** menu, click **Choose Presentation**, or click the **Choose Presentation** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the **Create New, Blank Presentation** button  on the Presentations toolbar.
3. Enter a name for the presentation, and then click **OK**.

2 F 2. Duplicating a Presentation

You can duplicate any of the presentations imported to a meeting.



To duplicate a presentation

1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentation** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the presentation that you want to duplicate.
3. Click the **Duplicate Presentation** button .
4. Enter a name for the duplicated presentation and then click **OK**. The duplicated presentation appears in the list of presentations.

2 F 3. Renaming a Presentation

You can rename any imported presentation. This feature is useful for working with duplicated presentations.


To rename a presentation


1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentations** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentation area, click the presentation that you want to rename.
3. Click the **Rename Presentation** button .
4. Type a new name, and then click **OK**.

2 F 4. Saving a Presentation

You can save changes you make to a presentation, such as inserted slides or added text to a Text slide. If you save a presentation, Live Meeting replaces the previous version and you can no longer Revert to the original presentation.

To save a presentation



1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentations** button  on the toolbar. The Choose Presentation window appears.

2. In the Presentation area, click the presentation that you want to save.
3. Click the **Save Selected Presentation** button .

2 F 5. Reverting to a Previously Saved Presentation

If you don't want to save changes to a presentation, such as slides that you insert or annotations that you add, you can revert to the previous version of the presentation. After you revert to a previous version, any changes to the presentation are lost. If you already saved changes, you cannot revert to a previous version.



To revert to a previous version

1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentations** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentation area, click the presentation with which you want to work. Click the **Revert Selected Presentation** button . A request to confirm that you want to revert appears.
3. Click **OK**.

2 F 6. Deleting a Presentation

If you are done using an imported presentation and do not want to show it again, you can delete it from the meeting. After deleting it, you will need to import it again if you want to use it.

To delete a presentation


1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentations** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the presentation that you want to delete.
3. Click the **Delete Selected presentation** button that appears in the Presentations toolbar . A request asks you to confirm that you want to delete the presentation.
4. Click **OK**.

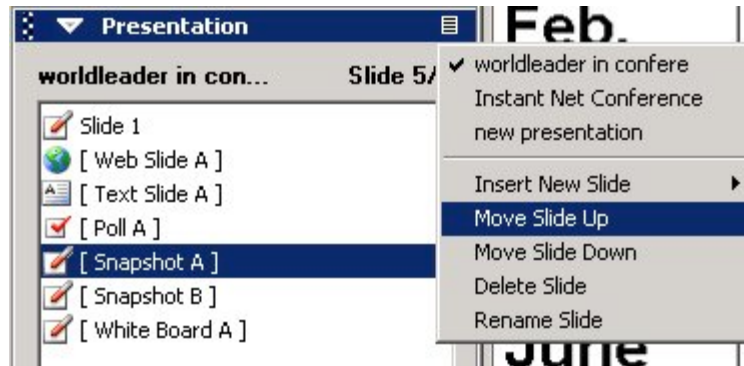
2 F 7. Changing the Order of Slides

To rearrange the order of slides in a presentation, you can use the Presentation panel menu commands in the console for a loaded


presentation, or use the Choose Presentation window for any imported presentation with which you want to work.

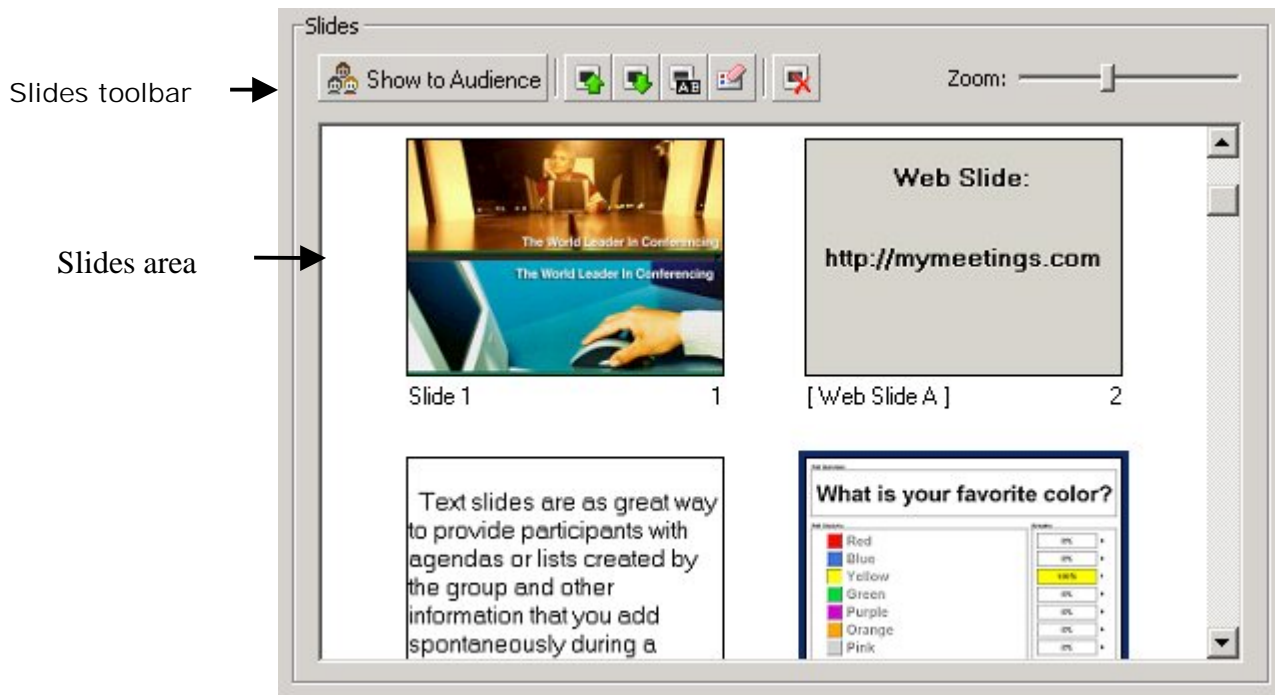
To change the order of slides using the Presentation panel



1. In the Presentation panel, click the slide that you want to move.
2. Click the panel menu button  and then click **Move slide up** or **Move slide down**, depending on where you want to place the slide.



To change the order of slides using the Choose Presentation window

1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentation** button  on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the presentation that contains the slides that you want to rearrange. The presentation's slides appear in the slides area of the window. This area also contains the Slides toolbar.



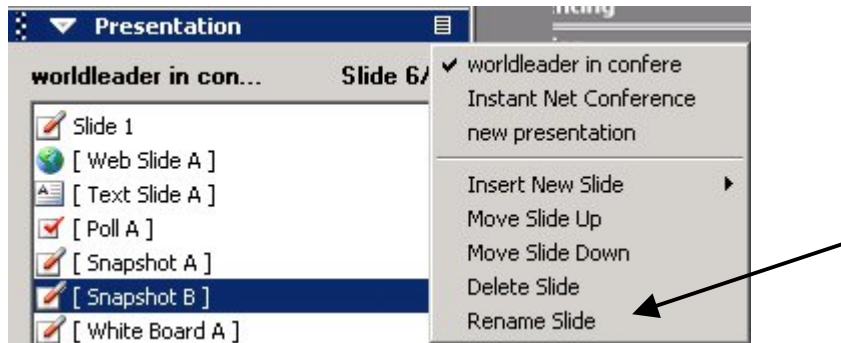
3. Scroll through the slides until the one that you want to move appears.
4. Click the slide, and then click the **Move slide up** button  or the **Move slide down** button  that appear in the Slides area to move the slide.

2 F 8. Renaming Slides

To rename slides in a presentation, you can use the Presentation panel menu in the console for a loaded presentation or use the Choose Presentation window for any imported presentation with which you want to work.

To rename a slide in the console

1. In the Presentation panel, click the slide that you want to rename.
2. Click the panel menu button and then click **Rename slide**.
3. Type a new name for the slide and then click **OK**.



To rename a slide by using the Choose Presentation window

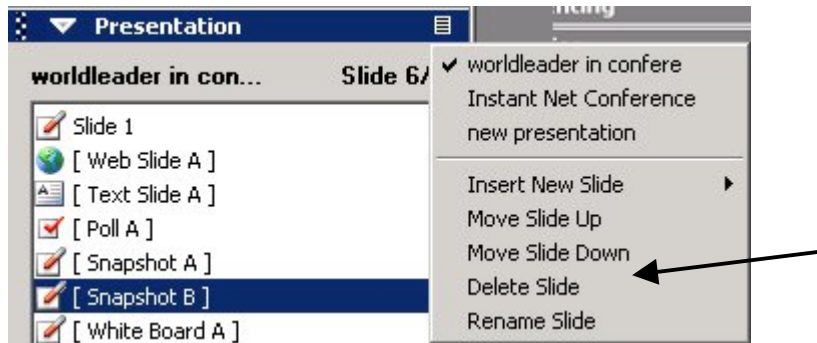
1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentation** button on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the presentation that contains the slide that you want to rename. The presentations' slides appear in the Slides area of the window. This area also contains the Slides toolbar.
3. Scroll through the slides until the one that you want to rename appears.
4. Click the slide and then click the **Rename slide** button in the Slides toolbar.
5. Enter a new name and then click **OK**.

2 F 9. Deleting Slides

To delete slides in a presentation, you can use the Presentation panel menu in the console for a loaded presentation or use the Choose Presentation window for any imported presentation with which you want to work.

To delete a slide in the console


1. In the Presentation panel, click the slide that you want to delete.
2. Click the panel menu button and then click **Delete slide**. A request asks you to confirm the deletion.
3. Click **OK**.



To delete a slide by using the Choose Presentation window

1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentation** button on the toolbar. The Choose Presentation window appears.
2. In the Presentations area, click the presentation that contains the slide that you want to delete. The presentations' slides appear in the Slides area of the window. This area also contains the Slides toolbar.




3. Scroll through the slides until the one that you want to delete appears.
4. Click the slide and then click the **Delete** button  in the Slides toolbar. A request asks you to confirm the deletion.
5. Click **OK**.

2 G. Starting a Cycling Slide Show

You must join the meeting as a presenter to use this feature. The Cycling Slides feature allows you to automatically cycle a set of slides in a meeting. This feature is often useful before a meeting starts to keep attendees entertained or provide pre-meeting information to them.

To start a cycle slide show

1. On the **File** menu, click **Choose Presentation** or click the **Choose Presentation** button  on the toolbar.
2. In the list of presentations, click the one that you want to use for the slide show.
3. On the **View** menu, click **Automatic Slide Cycling**.



4. In the **Seconds between Slides** box, indicate the number of seconds each slide should appear before advancing to the next slide. You can type a number or click the arrow buttons.
5. Click **Start**. The Start button changes to Stop and the show begins.
6. When you want to stop the show, click **Stop**.

2 H. Allowing Participants to Review Slides

If you have participants that join late or are covering complicated material that participants might want to take additional time to study, you may allow participants to review slides. Or another leader might want to review his or her slides prior to speaking without the audience viewing them.

To review slides

1. On the **View** menu, click **Review Slides**.
2. Click a slide to show it, or click the **Previous** or **Next** button.

	A	B	C	D	E	F
Jan.	2,000	2,000	3,000	5,000	10,000	15,000
Feb.	2,000	4,000	8,000	10,000	15,000	20,000
Mar.	4,000	10,000	10,000	15,000	10,000	25,000
April	10,000	10,000	12,000	20,000	15,000	30,000
May	18,000	15,000	20,000	25,000	25,000	30,000
June	10,000	15,000	20,000	25,000	30,000	35,000
July	12,000	16,000	21,000	22,000	25,000	30,000
August						
Sept						
Oct						

3

3. Sharing with Participants

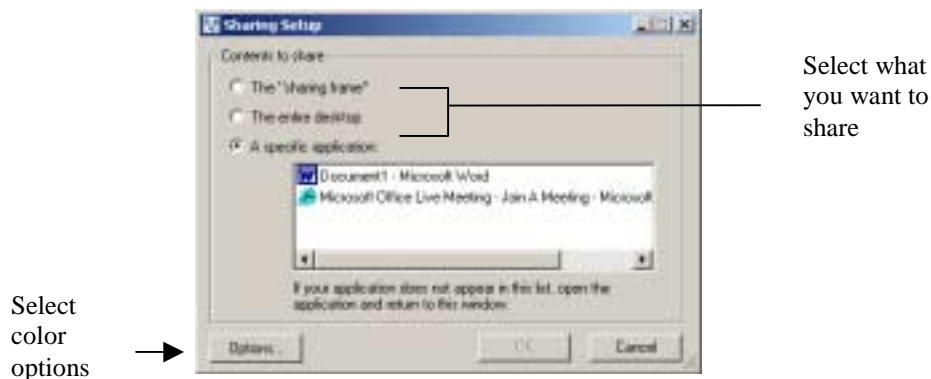
Microsoft Office Live Meeting provides a variety of features that you can use to conduct collaborative meetings. In addition to inserting slides that you show to participants, you can insert a Sharing slide to share the contents that appear within the Sharing frame, to share one application, or to share your entire desktop.

Note: *Participant* and *attendee* are synonymous in this document.

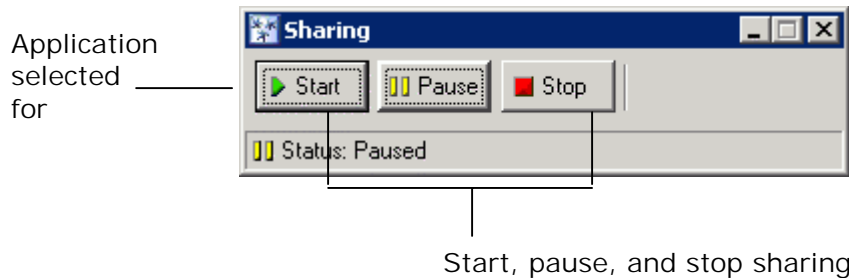
- Use the Sharing frame to project a continual view of everything that appears on your computer within the Sharing frame to the participants.
- Share an application to show the use of an application on your computer.
- Share your desktop to show everything that you see on your computer, including multiple applications and Windows controls.

If you choose to share in any of these ways, you can also give sharing control to a participant. For example, if you let a participant share an application, the participant shares the control of a specified application on your computer. If you let a participant take sharing control of your desktop, he or she shares the use of items on your desktop, including your operating system.

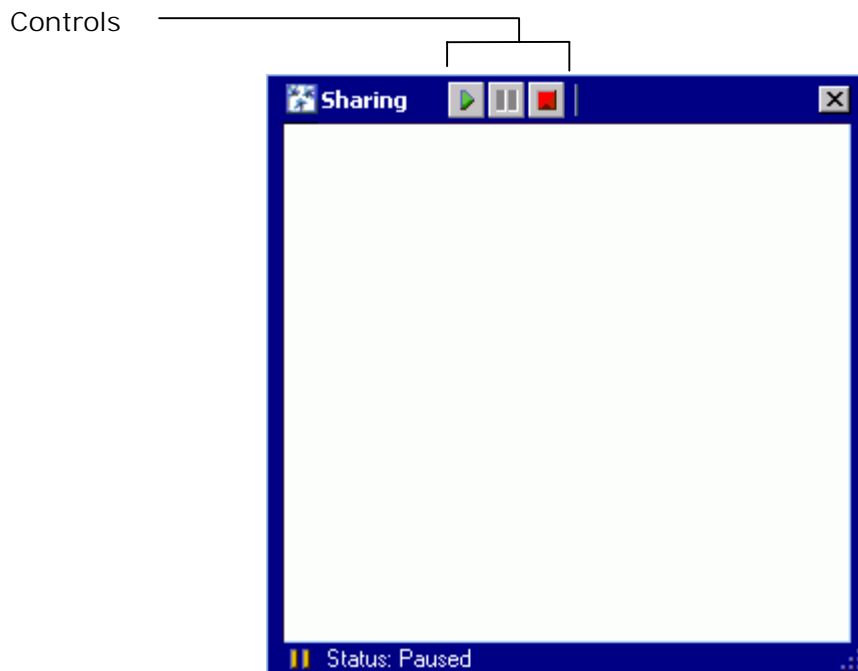
When you work with sharing slides, you use the Sharing Setup window to indicate if you want to share the contents within the Sharing frame, share an application, or share the desktop. You also use this window to select color options for sharing.



If you share an application or your desktop, the Sharing toolbar appears which you can use to start, pause, and stop sharing.



If you share information within the Sharing frame, these controls appear on the top of the frame.



To monitor the status of sharing, information appears on the status bar after you insert or select a Sharing slide. The following example shows that Glenn is the controller. The status *Sharing* indicates that the host has started sharing.



Double-click to display the Sharing set-up window.

Tip: You might want to suggest to participants that they hide all the Microsoft Office Live Meeting panels while you are sharing. This creates a larger slide display area for participants to see the information that you project. To hide panels, click Hide Panels on the View menu or press Ctrl+H. To later show all panels, click Show Panels on the View menu.

3 A. Sharing Contents Within the Sharing Frame

When you use the Sharing frame, you show everything that appears on your computer within the Sharing frame to the participants. (Or you can pause projection, navigate to different information on your computer, and then start sharing again.) If you give sharing control to a participant, he or she can use the applications that appear within the Sharing frame.

To use the Sharing frame

2. In the Presentation panel, click the slide that you want to insert the new slide after.
3. On the **Insert** menu, click **Share slide**, or click the **Insert Share slide** button on the toolbar. An entry for the Sharing slide appears in the list of slides. The first Sharing slide that you create is identified as Share A. The second is identified as Share B, and so on. (Although the content of a sharing slide is not permanent, a placeholder appears in the list of slides to indicate where in the presentation that the sharing takes place.) The Sharing Setup window appears.
4. Click **Sharing Frame** and then click **OK**. The Sharing frame appears.

Use these buttons to start, pause, and stop

	A	B	C	D	E	F
Jan.	2,000	2,000	3,000	5,000	10,000	15
Feb.	2,000	4,000	8,000	10,000	15,000	20
Mar.	4,000	10,000	10,000	15,000	10,000	25
April	10,000	10,000	12,000	20,000	15,000	30
May	18,000	15,000	20,000	25,000	25,000	30
June	10,000	15,000	20,000	25,000	30,000	35

Drag a corner to size the frame, and then drag the frame over the view that you want to show, in this example Microsoft Excel.

5. Minimize or move the console so it is out of the way of the Sharing frame. This helps prevent you from accidentally projecting a view of the console that could confuse your audience.
6. Drag the frame so that it overlays the information that you want to share and then size the frame by dragging a corner of it, so that the contents are enclosed within the frame borders. For example if you want to show the content of a spreadsheet, navigate to the spread sheet and size the frame to overlay the information that you want to show to participants.
7. To start showing the contents to participants, click the **Start** button on the frame. The participants see everything within the frame, including if you move your cursor or add new information.

To pause the sharing, click the **Pause** button on the frame. Click the **Start** button on the frame to resume sharing.

8. To stop sharing, click the **Stop** button on the frame.

3 B. Sharing an Application

When you share an application with the audience, they can see all of your movements and actions within the application.

To share an application

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the Insert menu, click **Share slide** or click the **Insert Share slide** button on the toolbar. An entry for the Sharing slide appears in the list of slides. The first Sharing slide that you create is identified as Share A. The second is identified as Share B, and so on. (Although the content of a sharing slide is not permanent, a placeholder appears in the list of slides to indicate where in the presentation that the sharing takes place.) The Sharing Setup window appears.
3. Select **A specific application** and then select the application from the list in the window. If the application doesn't appear in the list, navigate to it on your computer and open it, and then return to the Sharing Setup window and select the application. (You might need to close the Sharing Setup window and then click the Insert Sharing slide button again to see the application.)
4. Click **OK**. The Sharing toolbar appears. The following show an example where Microsoft Word is the selected application.



5. Click the minimize button on the console so that the console is out of your way.
6. To start showing the application to participants, click the **Start** button and then begin using the application. If you have other applications open on your computer, the selected application comes to the front. The participants see everything that occurs within the application, but they do not see any other items or application use on your computer. If you click off of the application, participants see a blank slide display area.

To pause the sharing, click the **Pause** button. Click the **Start** button to resume sharing.

7. To stop sharing, click the **Stop** button on the frame.

3 C. Sharing your Desktop

When you share your desktop, participants can see everything that you see on your computer.

To share your desktop

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the **Insert** menu, click **Share** slide or click the **Insert Share slide** button on the toolbar. An entry for the Sharing slide appears in the list of slides. The first Sharing slide that you create is identified as Share A. The second is identified as Share B, and so on. (Although the content of a sharing slide is not permanent, a placeholder appears in the list of slides to indicate where in the presentation that the sharing takes place.) The Sharing Setup window appears.
3. Select **Entire Desktop** and then click **OK**. The Sharing toolbar appears.

Indicates the state of sharing, such as paused.



4. Click the minimize button on the console frame so that the console is out of your way.
5. To start showing the desktop participants, click the **Start** button. The attendees see everything that you see on your computer, including the movement of your mouse.

To pause the sharing, click the **Pause** button. Click the **Start** button to resume sharing.

6. To stop sharing, click the **Stop** button.

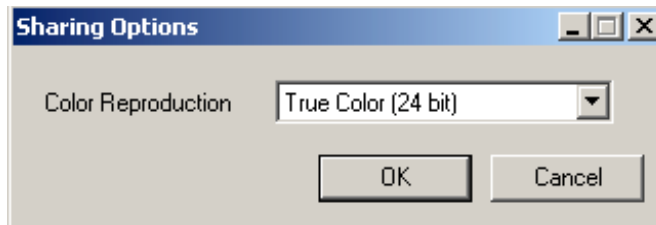
3 D. Setting Up Sharing Color Options

By default, the color information that is shared with the audience is reduced to 256 colors (8-bit), which improves application sharing performance. If you want, you can change this setting to reduce or increase the amount of color in your projected information. In general, you can assume that the more colors you project, the greater the bandwidth, and possibly the longer it takes to update the attendee view.

If you share photographs or other high color type applications, the more colors that you project the better the results for the attendee view. Typically, applications use very few colors, so in general your selection won't cause a reduction in the quality of the projection as long as you select more colors than what the application uses.

To change projected color

1. In the Presentation panel, click the slide that you want to insert the new slide after.
2. On the Insert menu, click **Share slide** or click the **Insert Share slide** button on the toolbar. The Sharing Setup window appears.
3. Click Options. The Sharing options appear.



4. Select a color option from the Color Reproduction list.
5. Click **OK**.

4

4. Interacting with Participants and Presenters

Web conferencing provides many ways for you to interact and communicate with presenters and attendees.

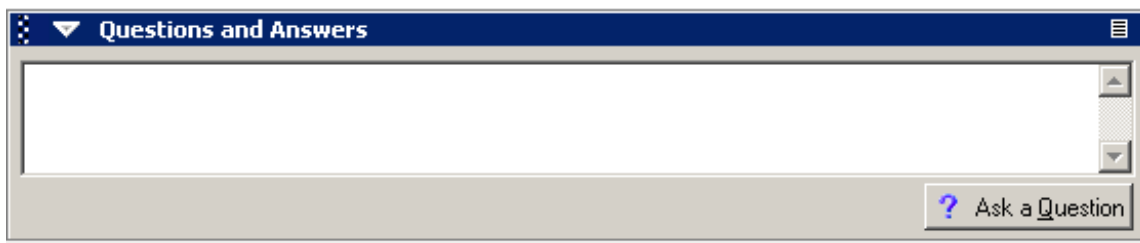
- Send questions to the presenter, and the presenter can then respond privately or with an answer that appears to all attendees.
- See who else is attending.
- Initiate a chat with a participant.
- Monitor the feedback from participants and indicate your own.

4 A. Working with Questions

Use the Questions and Answers panel to ask questions and see presenter responses.

To display the panel

If the panel does not appear in the console on the **View** menu, click **Panels**, and then **Questions and Answers**.

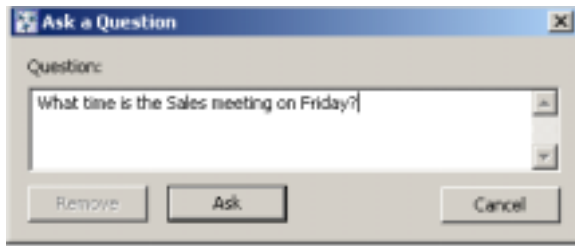


Asking questions

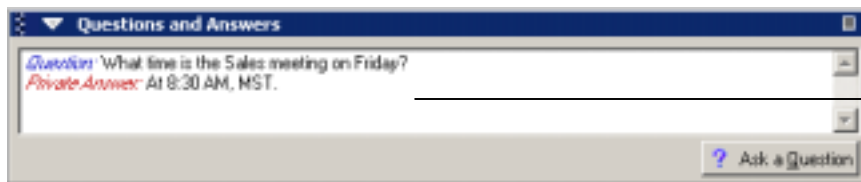
Use the Question and Answers panel to communicate with the presenter during a presentation. For example, you might want to clarify an issue in the presentation or ask if you can take the floor and address all participants.

To ask a question

9. In the Questions and Answers panel, click the **Ask a Question** button.



10. In the Question box, type your comment or question, and then click the **Ask** button. Type all the text on one line without carriage returns; the line scrolls to accommodate long sentences. After you click the Ask button, it changes to Remove. The presenter sees your question in his or her question queue and the question appears in the Questions and Answers panel.
11. To remove your question, click the **Remove** button. To change your question, click Edit Question, and then type new text in the Question text box; click the Edit button.
12. Wait to receive a response from the presenter. If the presenter responds with a text message, it appears in the Questions and Answer Panel. The response might be private, so that only you see it, or the presenter might respond with a comment that all attendees can see. If your question is dismissed, the question is removed and your button changes to Ask a question.



The original question and the presenters' response appear in the panel.

Tip: To remove all questions and answers from the panel, click the Questions and Answers panel menu button and then click Clear.

Responding to Questions

You must join the meeting as a presenter to use this feature.

Presenters review and respond to the participant questions by using the Question Manager. The Question Manager identifies each question by the person who asked it, the time it was posted, and whether the person is a presenter or a participant. In addition, the check box in the Marked column indicates if you (or another presenter) has selected and marked the question.

To respond to a question, you can:

- Answer the question by sending a text response to all of the participants, or by sending a private text message
- Initiate a 1-1 chat with the questioner to discuss the issue
- Not respond at this time
- Dismiss the question
- Allow the questioner to address the entire audience by taking the floor

To display the Question Manager

Click the Questions and Answers panel menu button and then click **Questions Manager**. The Questions Manager appears, listing all questions received from attendees. You can sort the list of questions by clicking a column head. Click the head again to toggle between an ascending and descending sort.

This icon appears next to a question if the questioner is given the floor.

This icon shows that a presenter has selected the question.

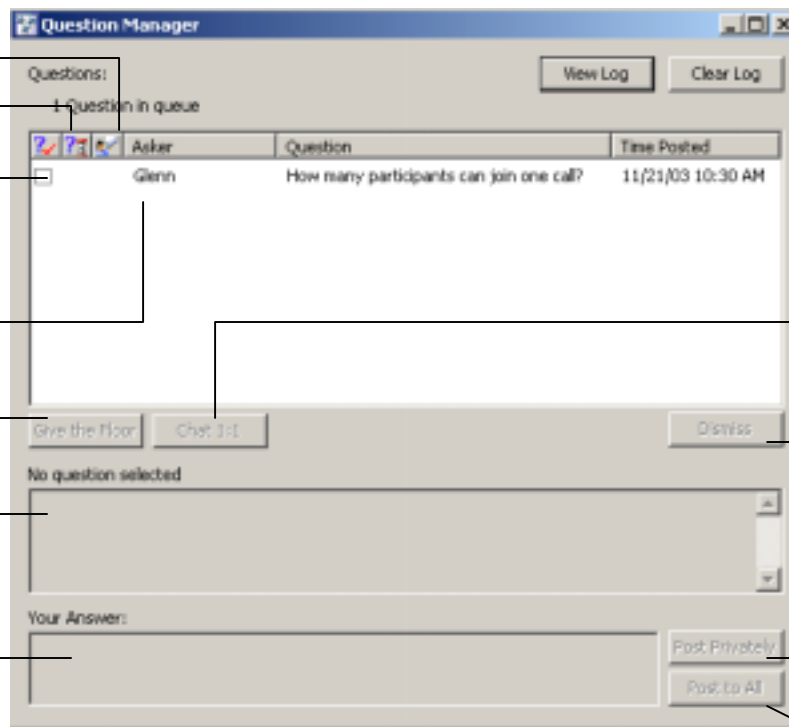
To mark a question, click the check box in the marked column.

Click the question with which you want to work.

Give questioner the floor.

Text of the selected question appears here.

Type a text response here.




Initiate a chat with the questioner.

Dismiss (delete) the question.

Click to send a private response.

Click to send a response that all attendees see.

Note: If multiple presenters are working together to monitor questions, each presenter's actions are automatically reflected in the other presenters' Question Manager. For example, if one presenter dismisses a question, it is removed from all of the other presenter Question Managers. The following icon  appears next to a question if it is currently selected for viewing by a presenter.

To answer a question for all attendees to see

1. Click the Questions and Answers panel menu button and then click **Questions Manager**.
2. Click the question that you want to answer.
3. In the Your Answer box, enter your response, and then click the **Post to All** button. The question and your answer appear in all attendees Question and Answer panels.

To answer a question privately by using text

1. Click the Questions and Answers panel menu button and then click **Questions Manager**.
2. Click the question that you want to answer.
3. In the Your Answer box, enter your response, and then click the **Post Privately** button.
4. The question and your answer appear only in the Question and Answer panel of the attendee who asked the question.


To answer privately by using chat

1. Click the Questions and Answers panel menu button and then click **Questions Manager**.
2. Click the question that you want to answer.
3. In the Post to the chat box, enter your response, and then click the **Post** button. The question and your answer appear in the Chatting box. You and the participant can continue to chat.
4. To end the chat, click a different question or close the Question Manager.

To dismiss a question

1. Click the Questions and Answers panel menu button and then click **Questions Manager**.
2. Click the question that you want to dismiss.
3. Click the **Dismiss** button.


To mark a question

Use the check box in the Marked column  to help you track questions. You might want to ask the moderator to mark only the questions that require your attention. You can choose to sort all questions by the Marked column.

Note: If you mark a question, the mark appears in the Question Managers of all of the presenters who are at the meeting.

To give the floor to a participant

Tip: If you give the floor to a participant, you allow him or her to control any impromptu text that is posted to the Questions and Answers panel. Before you give the floor to a participant, it is a good idea to first chat with him or her to clarify the reason for taking the floor. You can immediately revoke the privilege of taking the floor, by clicking Take the Floor. You can give the floor to multiple people.

1. Click the Questions and Answers panel menu button and then click the **Questions Manager**.
2. Click the question from the participant who wants to take the floor.
3. Click the **Give the Floor** button. The participant can now enter text in the Post to the floor box and then click Post to present the information to all attendees. An icon appears next to the person's question, indicating that he or she has the floor .

To retake the floor

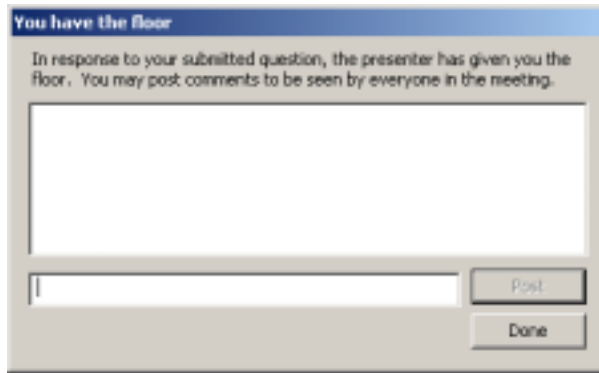
Click the **Take the Floor** button.

Taking the Floor

As a participant, the presenter can let you take the floor and address all individuals attending the meeting. The text that you enter appears in all attendees Questions and Answers panels. The presenter can immediately retake the floor from you at any time.

To take the floor

1. Ask the presenter if you can take control of the floor, by asking a question, as described in "Asking Questions" section. The presenter or moderator will most likely communicate with you to discuss what you want to say. The presenter might initiate a chat or send a private response to your question. If you are given the floor, controls appear on your computer.



2. Type your comment in the text box and click the **Post** button. Your comments appear in the Questions and Answers panel.
3. Continue to broadcast your messages until the Presenter retakes the floor or you click **Done**.

Managing the Question Log

You must join the meeting as a presenter to use the Question Log features. Use the Question Log to review a summary of all questions and answers from a meeting. You can print the log or save it to another file if you want. At any time, you can clear all questions from the log.

Viewing the Question Log

View the question log to see a summary of all questions asked and answered at the meeting.

To view the log

1. Click the Questions and Answers panel menu button and then click **Questions Manager**.
2. Click **View log**. A page appears that lists each question, who asked it, and the answer if one was given.
3. To print or save the page, click **Print** or **Save** on the browser **File** menu. You can also use the browser Edit menu commands to copy the information and then paste it into another file.

Clearing the Question Log

To remove all questions from the Question Manager you clear the log. You might want to do this at the end of a meeting, or if you plan to start another session of the meeting and want to clean out all information from a previous session.

To clear the log

1. Click the Questions and Answers panel menu button, and then click **Questions Manager**.
2. Click the **Clear Log** button. A request asks you to confirm that you want to erase all questions.
3. Click **OK**.

4B. Seeing Who Is Attending

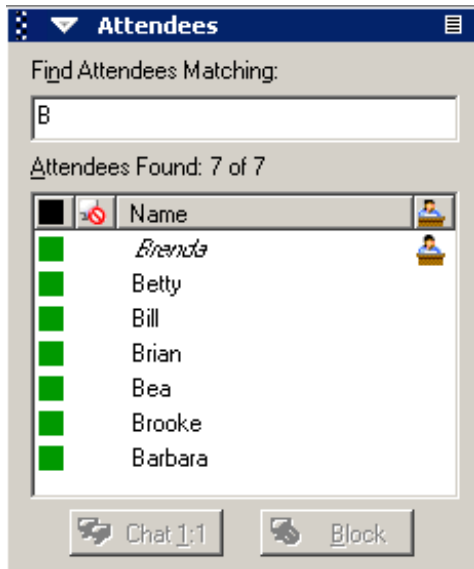
Use the Attendees panel to see who is attending a meeting. The panel lists participant names, their feedback color, if chat is blocked, and if they are presenters. You can search for a participant or sort the list of participants that appears. For more information about setting your mood, see the section on “Reviewing the seating chart and indicating feedback.”

To see the Attendees panel

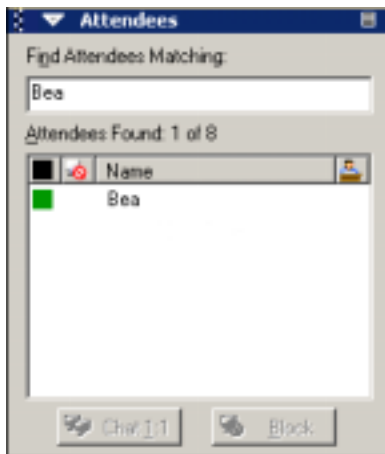
If the panel does not appear in the console, then on the **View** menu, click **Panels**, and then click **Attendees**. To sort the list of participants click a column head. Click the head again to toggle between an ascending a descending sort. For example to sort by attendees who are presenters, click the **Presenter** column head.

To find a participant

In the Attendees panel, in the Find Attendees matching box, enter the first few letters or the name of the person who you want to locate. As you type, the Attendees panel updates the list of attendees to match your criteria. The more characters of the person’s name you enter, the more precise the match. The following shows an example of names that appear after entering “B”:



The following shows an example of the names that appear after entering (Enter name here).



To eject an attendee (presenters only)

As a presenter you can eject attendees at any time if their behavior or attendance is inappropriate.

1. In the Attendees panel, click the name of the attendee who you want to eject.
2. Click the Attendees panel menu button, and then click **Eject**. A message asks you to confirm that you want to eject the participant.
3. Click **OK**. The meeting console shuts down for the participant. The participant's name is removed from the list of participants.

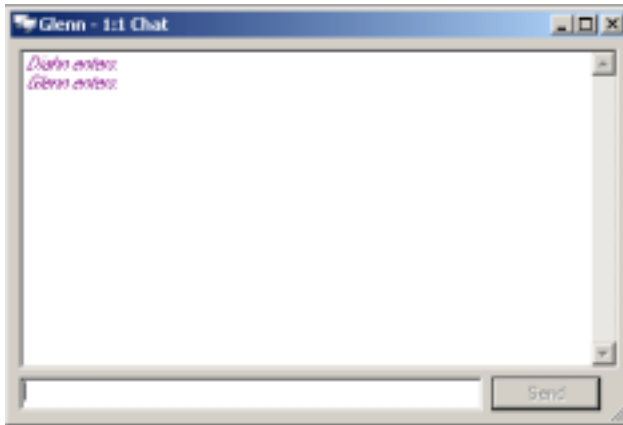
4C. Chatting

Chats are a useful way to communicate with other participants or presenters during a meeting. For example, the presenter might suggest a breakout session where you take a break from the formal presentation, and discuss a specific issue with another participant. If you are a presenter, you can block a participant and prevent him or her from chatting. (To prevent all participants from chatting, clear the option in the Meeting Options. For more information, see the "Setting meeting options" section.

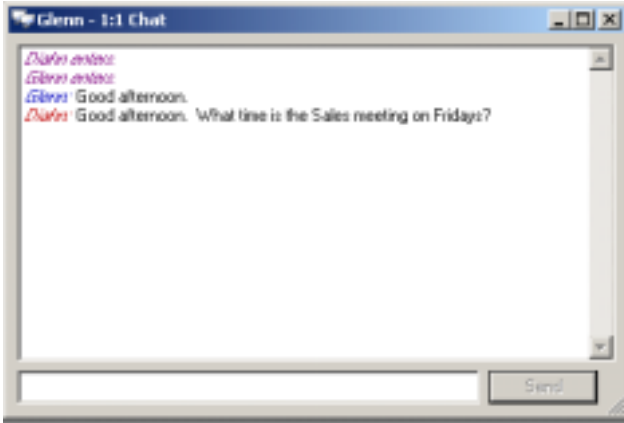
Note: If the presenter has blocked chat for you, you cannot chat.

To chat

1. In the Attendees panel, click the name of the person with whom you want to chat.
2. Click the **Chat 1:1** button. A Chat box appears on your computer and on the person's computer with whom you select to chat. The person's name appears in the title.




3. Enter your comment or question in the box and then click the **Send** button. The chat between you and the other participants appears at the top of the box, as shown in the following example



4. Close the box when you finish chatting.

To block chat (presenters only)

1. In the Attendees panel, click the name of the participant who you want to block.
2. Click the **Block** button. A block icon  appears next to the attendee's name.

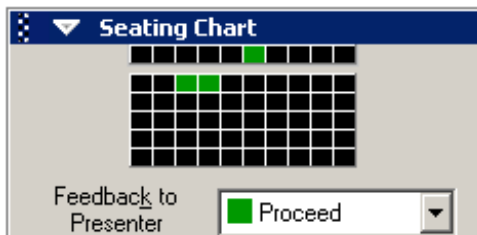
To unblock chat

1. In the Attendees panel, click the name of the participant who is blocked.
2. Click the **Unblock** button. The block icon disappears.

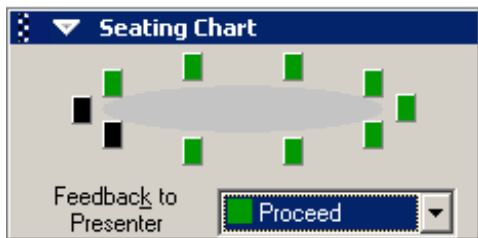
Tip: You can also click the panel menu button and then click Block or Unblock to complete the task.

4D. Reviewing the Seating Chart and Indicating Feedback

The Seating Chart panel provides a view of the number of participants and their feedback. Depending on the number of participants, the configuration of the seating chart changes. A large meeting might be represented by a row of presenters and many rows of participants.



A smaller meeting might be represented by a round table with several participants surrounding it:



Use the seating chart to indicate your feedback in response to a question that the presenter asks. In the preceding image, the presenter uses the feedback indicator to ask participants about the pace of the meeting.

To display the chart

If the Seating Chart doesn't appear in the console, on the **View** menu, click **Panels**, and then **Seating Chart**.

To indicate your feedback

In the Seating Chart panel, click the **Feedback** arrow, and then click a color that represents your response.



Keyboard Equivalents

There are many ways to navigate and complete tasks in Microsoft Office Live Meeting. As an alternative to using menu commands and buttons, you can complete many tasks by using a combination of keys on your keyboard.

Keystroke	Action
Alt+B	Block participant from chatting
Ctrl+T	Choose (toggle to) previous presentation
Ctrl+O	Choose presentation
Ctrl+C	Copy
Ctrl+Insert	Copy
Ctrl+N	Create new presentation
Ctrl+X	Cut
Shift+Delete	Cut
F1	Help
Ctrl+H	Hide panels
Ctrl+U	Import (upload) presentation
Ctrl+5	Insert Poll slide
Ctrl+1	Insert Sharing slide
Ctrl+6	Insert Snapshot slide

Ctrl+4	Insert Text slide
Ctrl+3	Insert Web slide
Ctrl+2	Insert White Board slide
F6	Next page
Ctrl+V	Paste
Shift+Insert	Paste
Alt+N	Position cursor in Find Attendees box
Shift+F6	Previous pane
Ctrl+S	Save presentation
Ctrl+A	Select all
Ctrl+Shift+S	Select Annotations tool
Ctrl+Shift+D	Select Drawing Annotation tool (cycles between draw tools)
Alt+A	Select first participant found and enable arrow keys to move up and down the list
Ctrl+Shift+H	Select Highlighter Annotation tool
Ctrl+Shift+X among stamp tools)	Select Stamp Annotation tool (cycles among stamp tools)
Ctrl+Shift+P	Select Telepointer Annotation tool
Alt+Q	Show Ask a Question box
Alt+1	Show Chat 1-1 box
Ctrl+I	Show Meeting Information panel
Ctrl+Right Arrow	Show Next slide
Ctrl+Left Arrow	Show Previous slide

Ctrl+Q	Show Question Manager
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Ctrl+R	Show Recording Control panel
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Alt+Backspace	Undo
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Ctrl+Z	Undo
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