

# MS Communicator and Live Meeting 2007 Training Guide

Communicator and Live Meeting work together to provide a robust communications platform. The programs replace Communicator 2005 and NetMeeting. This class covers both applications.

## Communicator 2007

If you are in the office, you will be signed in to Communicator automatically when you start your laptop. If you are out of the office, connect to the Internet and Cisco VPN, the open Communicator. There are two ways to launch Communicator 2007:

### Start🡪All Programs🡪MS Office Communicator 2007

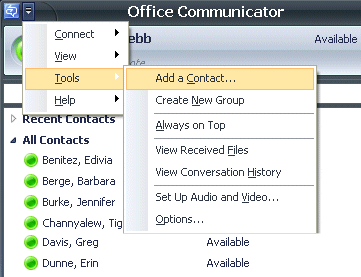
### Double-click the new icon in the system tray in the lower right



### sign-in name is your e-mail address – no password needed

If you are prompted for a password there is a problem – contact the Help Desk.

## Chat



### Chat with American Capital staff

There are two ways to chat with an American Capital person - - add them as contact, or just type an e-mail address.

#### Add contacts

Contacts are added in the same way as Communicator 2005.

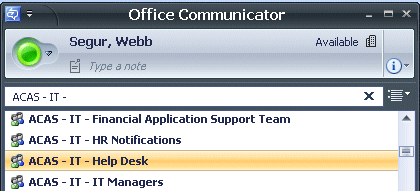
#### Type an e-mail address

You don’t have to add a person as a contact to chat with them. Just type in an e-mail address to start chatting.



#### You may send an IM to an Outlook distribution list

You may start a group chat session by typing an Outlook Distribution list name in the Communicator header box.



Type part of the list name, then choose it to start chatting with a group.

### Chat with people outside of American Capital

Yahoo Messenger and AOL messenger are supported; MSN Live is not supported yet.

#### chat_outsideOther person must use client IM software, not browser version.

For example, a person needs to install Yahoo Messenger if you want to chat with them from your Communicator program.

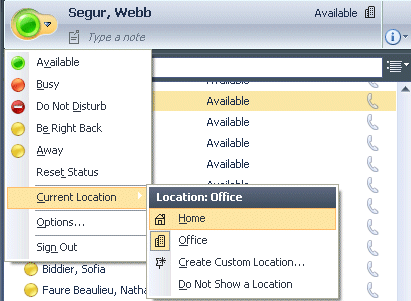
### Features

#### Add a note

Type a note under your name that others will see when they mouse over your name in their contact list.

#### Change your location

Click the list arrow by the presence button to display a different location.



New location displayed here

#### Add groups

You may add groups to organize your contacts.

##### Right-click the ‘All Contacts’ group label

##### Select Create New Group

##### Type a name for the new group

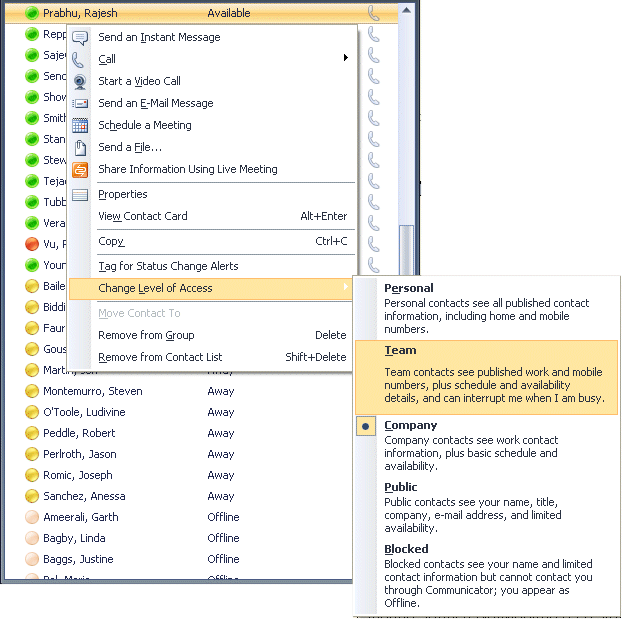
##### Drag contacts into the group



Drag contacts into new group

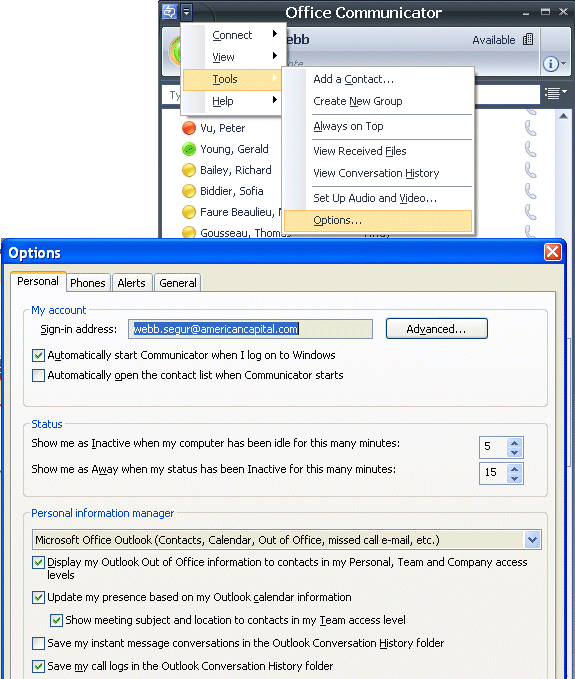
#### Set access levels

Five levels are available: Personal, Team, Company, Public and Blocked. To change a contact’s access level, right-click and select Change Level of Access.



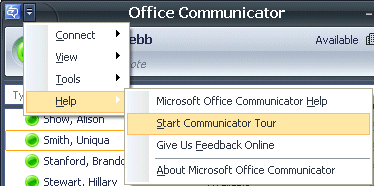
#### Set options

Click the list arrow by the title bar icon and select Tools🡪Options. Set options as desired.



### Using Help, tour, online training

A standard MS Help file is available, as is a tour of Communicator 2007. Choose them from the list arrow in the title bar.



Online training for Communicator is also available at this address:

<http://office.microsoft.com/en-us/training/CR102533351033.aspx>

## Live Meeting

Live Meeting is your new electronic meeting tool. There are three ways to launch Live Meeting:

### Start🡪All Programs🡪MS OFFice Live Meeting 2007🡪 MS OFFice Live Meeting 2007

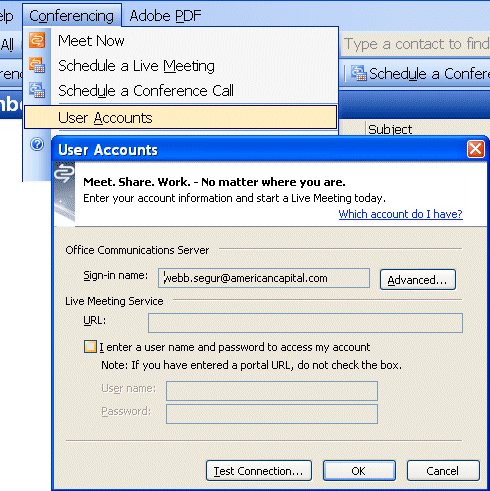
### In outlook🡪new toolbar

### In Communicator🡪right-click on the person’s name and choose ‘share information using Live Meeting’

## Start or schedule a Live Meeting

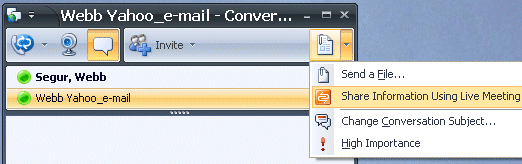
### Test your connection

Confirm your Live Meeting connection before using it. From Outlook, select Conferencing🡪User Accounts🡪Test Connection.



### start a meeting from Communicator

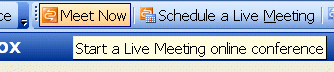
After starting chat, launch Live Meeting from the menu.



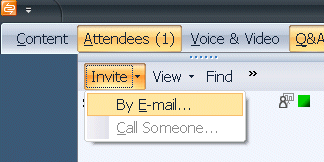
### Start a meeting from Outlook

#### Meet now

Click the Meet Now button in the Outlook toolbar.



The Live Meeting window opens. Invite others to the meeting by selecting Attendees🡪Invite🡪By E-mail.



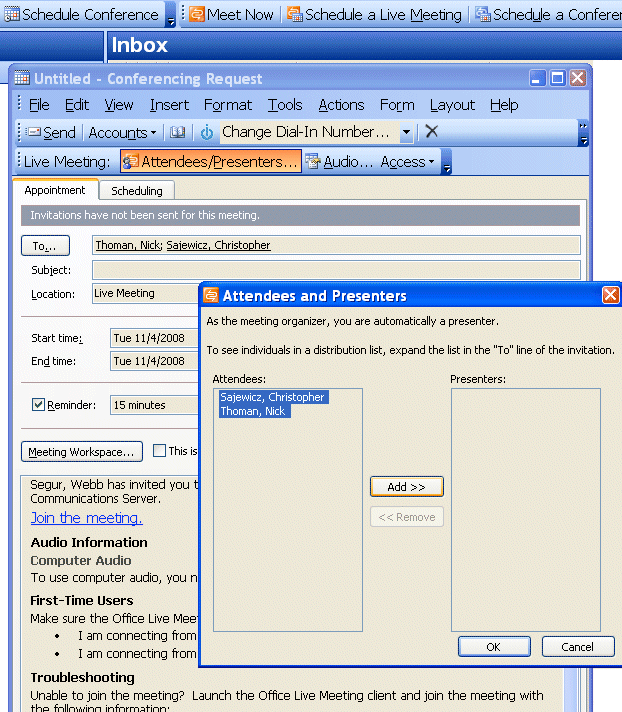
An e-mail window will open. Address and send the e-mail to the desired participants. They will click the link in the e-mail to join the meeting.

#### Schedule a meeting

Click the Schedule a Live Meeting button in the Outlook toolbar. A meeting form opens.

If desired, attendees can be designated as meeting presenters.

Send the meeting invitation. Participants will click a link to join your meeting.



### Features

Use these tools from the Live Meeting window.

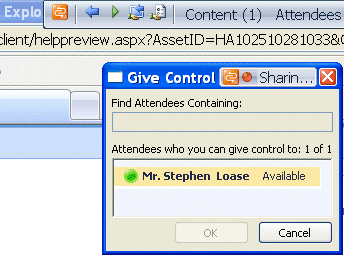
#### Share your desktop

From the Live Meeting menu, choose Content🡪Share🡪 and select Share a Program or share Your Desktop.



#### Give control to others

Click the Give Control button in the toolbar, then choose a person from the list to give him/her control of keyboard and mouse.



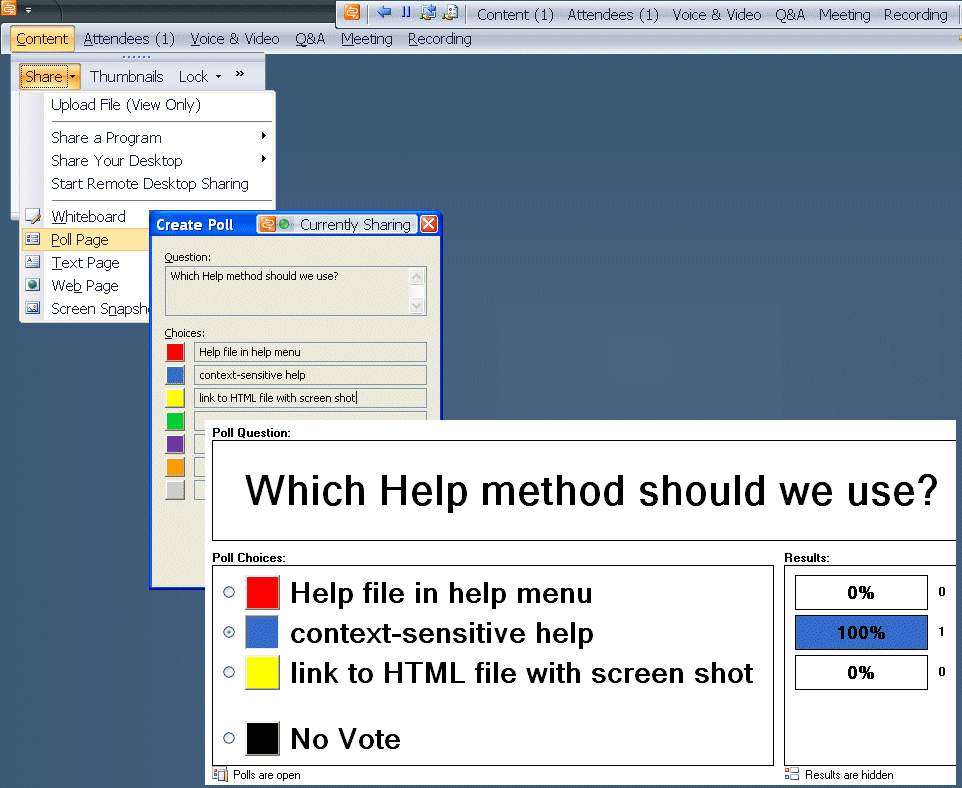
#### Set up questions and polling

To create a poll,

##### Select Content🡪Share🡪Poll page

##### Type the poll questions and answers, click OK

##### Attendees will se a poll page and cast their vote by clicking a radio button



attendees will   
see this

#### Park files as meeting handouts that can be retrieved by attendees

##### Click the Handouts icon in the toolbar.

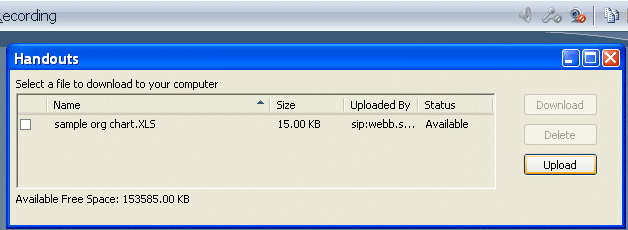
A dialog box opens.

##### Click Upload

##### Browse and select files.

##### Click Open

The files are uploaded.



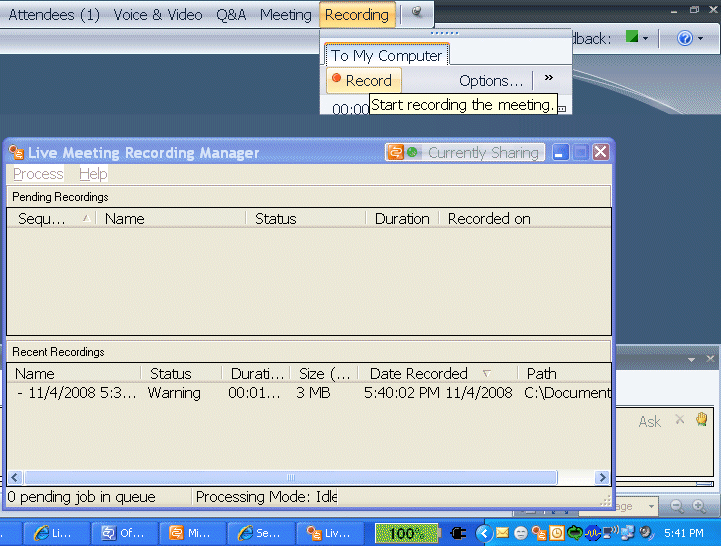
Attendees retrieve files by clicking the Handouts icon, selecting a file, then clicking the Download button.

#### Record a meeting

##### Click the Record button in the toolbar to record the meeting.

##### The Live Meeting Recording Manager icon in the tray will show an alert when the recording is ready. Double-click to open the recording manager.

##### Double-click the row in Recording Manager to play the recording.



**3**

**2**

**1**