Microsoft Office Live Meeting

Microsoft® Office Live Meeting, connects and engages audiences in online meetings, training and events through a reliable, enterprise class hosted service. Initiate your meeting experience from your PC to deliver a presentation, kick off a project, brainstorm ideas, edit files, collaborate on whiteboards, and negotiate deals at a fraction of the cost and without the hassle of travel.

Use Office Live Meeting to:

+ Connect with customers and partners and collaborate with employees. Receive feedback in real-time, allowing you to provide additional information or instruction.
+ Launch new products to customers and make the information available for those who are not able to attend.
+ Bring together top global executives on the latest corporate initiative without impacting your travel budget.

Live Meeting Features

+ Streamlined Console Design
  - Put the focus on your content when you simplify common tasks. With the streamlined design, you decide which elements you want to reveal on your console and eliminate distractions for your audience.

+ Rich Multimedia Options
  - Keep attendees engaged and make your presentation more memorable with multimedia options like movie clips, Flash animations and audio files.

+ Webcam
  - Live Meeting integrated video allows you to use your webcam to enhance the meeting experience, bringing you face to face with your audience. If allowed, attendees with webcams can also show their video to the audience.

+ Audio Controls
  - Manage the audio portion of your meeting without having to rely on a phone or remember telephone keypad commands. With the Audio Controls on the screen during your Live Meeting session, it takes just a click of a mouse to dial out to participants or mute their lines.

+ Schedule Meetings and Invite Participants
  - With the Outlook® Plug-In you can perform scheduling and invitation tasks directly from your Outlook interface without having to log into your Live Meeting account. Or with a single click you can 'Meet Now'. The plug in lets you set up defaults and preferences including invitation copy and audio conference dial-in information. If you do not use Outlook, you can perform these tasks from within your Live Meeting account using your own email and calendaring application.

There is also a Lotus Notes add-in to perform similar tasks.

+ Live Q&A
- Audience members can ask questions and get answers without interrupting the presenter. While one person is presenting, another can serve as co-presenter and immediately respond to questions. Answers can be provided directly to the questioner using the 'Private Reply' or shared with the entire audience by using 'Post to All.'

+ Seating Chart and Mood Indicators
- Audience members can change their seat colors to visually communicate their level of understanding or desired pace without interrupting your session. The seating chart is a part of the Attendee pane and shows the mood of audience members.

+ Safe Transfer of Handouts
- Distribute files during your meetings in their native file format, making it easy to provide relevant materials with no need to email them later. Live Meeting session files are virus-scanned during both upload and download when distributing handouts and when uploading all other files to the Live Meeting Server. Virus signatures are frequently and automatically updated.

+ Shared Notes
- The shared notes feature is an effective way to allow notes to be created during the event that are available for all attendees to download. Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.

+ Print to PDF
- Presenters and Participants can save and print the presentation content locally. There is no waiting to distribute pertinent conference content – everyone has instant access to the materials that are being discussed.

+ Powerful Reporting Tools
- See who attended your conference and for how long. View statistics on each of your recordings to measure how they are being used and by whom. Reports are exportable in standard CSV format so they can be used with other systems.

+ High Fidelity Recordings and Playback
- Record and save a copy of your session. Capture everything in your conference including the live demonstrations, annotations, notes, visuals and even live web slides. Recordings can be saved on a Live Meeting server by the presenter, or on the presenter's or attendees' local computer. High fidelity playback features, including a quick search and chapter index, enable a quick and focused review of meeting content.   Access controls allow you to choose open, limited or secure access to your recordings. You can even view reports to see recording usage trends. Please note that there is a fee to use the Recording tool, but once your web conference is recorded, you can access the playback as often as you like for no additional charge.

*Option available only on branded customer sites.

+ Virtual Breakout Rooms*
  - During a meeting, presenters can use breakout rooms to create separate meeting spaces. You can divide attendees among the rooms, either manually or automatically, and allow each group to meet separately. After the breakout sessions are over, you can bring everyone back to the main meeting.

+ Event Registration* and Training Support Tools*
  - Registration is now tightly integrated with the core Live Meeting user experience. Several enhancements have been made to the registration option, in addition to the tighter integration. One new option is to post Public Events enabling customers to browse your list of available sessions and register for those they would like to attend. Better training support is also provided, including advanced testing and grading, and pre-class handouts.

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