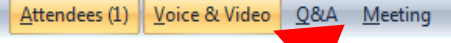



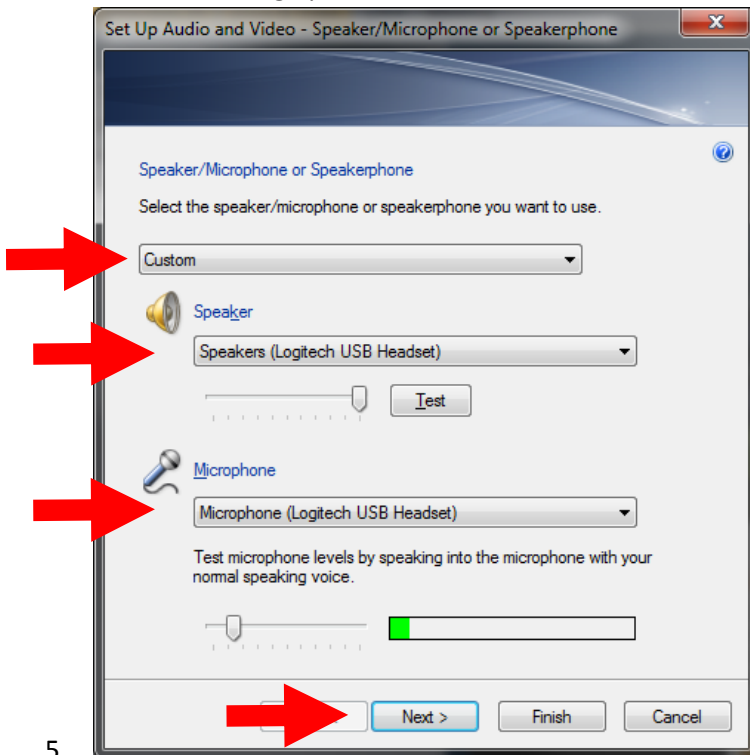
Microsoft Live Meeting 2007 How to's

Requirements:

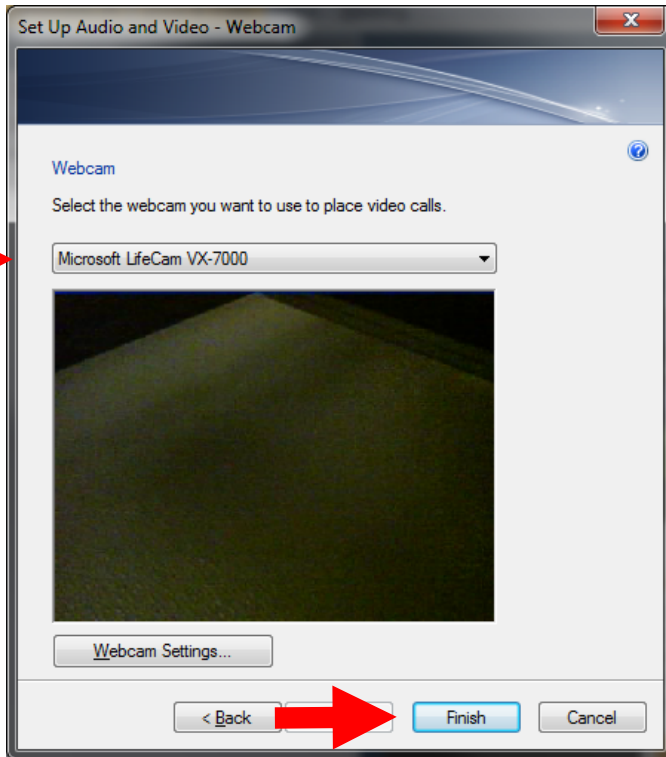
- Windows computer (not Mac)
- USB headset with microphone
- USB camera
- Live Meeting Software (found at <http://office.microsoft.com/en-us/help/HA101733831033.aspx>)

Setting up Voice & Video options:

1. Please make sure your headset and camera are plugged in prior to starting these steps!!
2. Choose Voice & Video from the top tool bar 
3. Choose the options drop down and select "Set Up Audio and Video..." 
4. You will receive a window stating all conversations will stop, this is fine, press yes. This needs to be done to continue setting up Audio and Video.



5. You will see a window like this. Choose custom. Then you can manually choose your headset and microphone from a list. I have a Logitech headset, therefore my options are Logitech USB Headset. Then, choose next.



6. On this window, you have the option to choose the video camera. Again, it's best to choose custom. Select the camera and click finish.
7. You have now successfully configured your Audio & Video settings!

Enabling sound and video:

At the top of the screen in the main tool bar, you will see a speaker icon, microphone icon, and camera icon. When the icons have a red line on top of them it means that the device is disabled or turned off. Simply click the item to enable it or turn it on. As you can see below, the speakers are enabled and the microphone and camera are not. Therefore, no one in the meeting will hear you or see you, but you can still hear anyone else who isn't on mute.

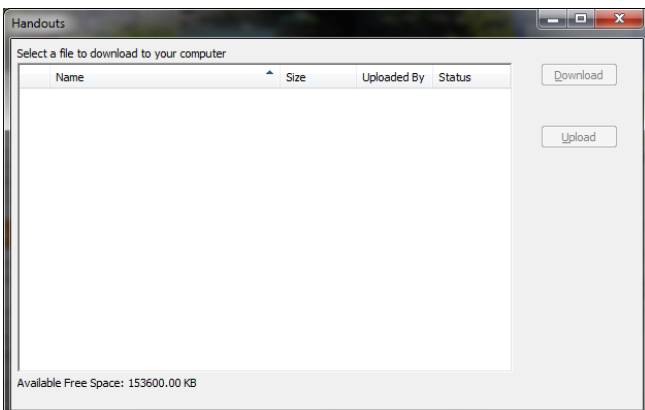


Receiving handouts:

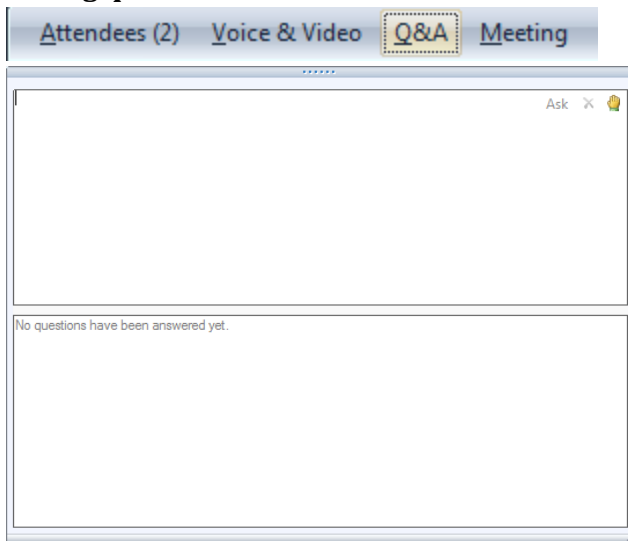
Instructors can load documents for the students to download for later use. These documents (or handouts) can be accessed from the main tool bar by clicking the white document icon next to the camera icon.



When a handout is available for download, select the file and choose Download. This will prompt you for a location to save the handout. Save the handout to your computer or USB device to work on later.



Asking questions:



To ask questions in class, choose Q&A from the top main tool bar. When you click Q&A, you will see a white box that you can type a question into. Another option is to change your status. Some of the available options are to slow down, need help, can't hear, etc. From here, your status can be changed to Question.

