Live Meeting Instructions
Updated 9/8/2011

Note: You must use the Live Meeting Client in order to receive the one-way audio portion of the program and to view any live demonstrations or shared video. No teleconference bridge is available for attendees and your computer microphone is disabled in Live Meeting.

First Time Test Connection Instructions

If you have not used Microsoft Live Meeting previously:

The following test URL will look for the Live Meeting Client on your system.
http://go.microsoft.com/fwlink/?LinkId=90703

If you are prompted to install the client, please allow, or you may download and install the Client directly from http://office.microsoft.com/en-us/help/HA101733831033.aspx and then go to the test URL above.

If the Live Meeting Client installed successfully you will be connected to a generic test meeting room that displays a slide. No audio is provided; however, you may check your audio configuration per step 4 below, once you close the notice "There is no audio or video." You can close or exit.

Connecting for the Scheduled Program

Not earlier than 30 minutes before the scheduled meeting:

1. Use the URL provided in your invitation to log into Live Meeting.

2. If you receive a window that prompts you for a Meeting ID, enter the text that follows id= in the URL, typically "DMprogram" or "IPAWS." Leave Entry Code blank. For Location, enter https://www323.livemeeting.com/cc/eiip/.

3. Enter your real first and last name, email address and company when prompted. (This information will be used for meeting follow up only.)
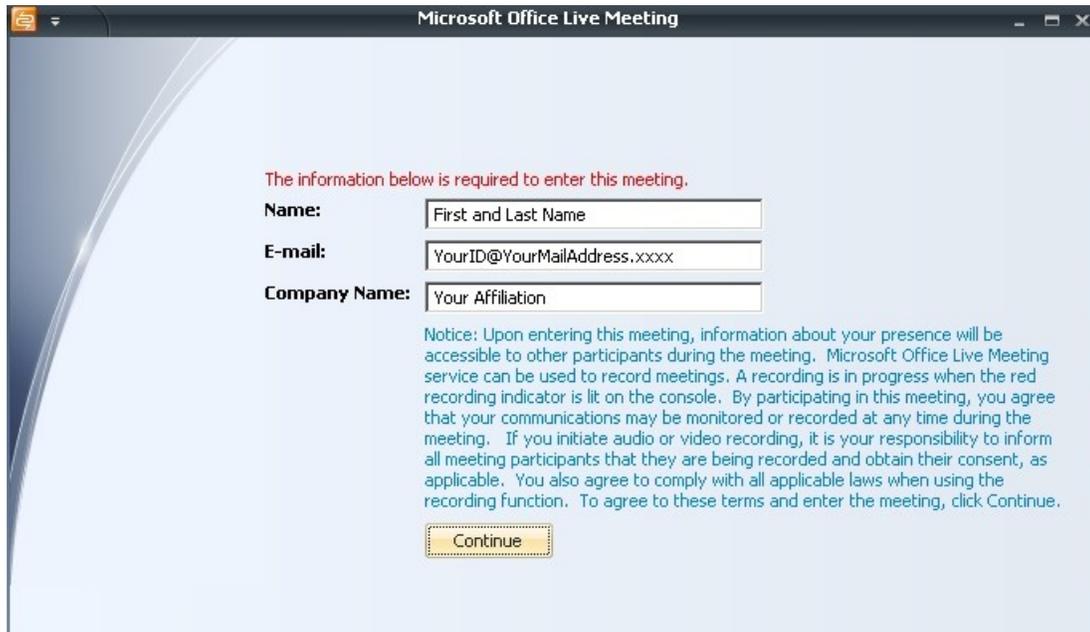
4. To check your audio settings, select Voice & Video from the top menu; select Options; select Setup Audio and Video; confirm you wish to continue at the prompt; and verify your sound card is correctly displayed. You may adjust your sound level and click on the Test button.

When settings are satisfactory, click on the Finish button.

5. Occasionally, network firewalls may block access to the audio. If your speaker settings are correct and you lose audio, please refer your System Admin to this List of Port Exceptions for Microsoft® Office Live Meeting. Ports 80 and 443 need to be enabled.

Participant Guidelines

1. Connection to Live Meeting: For first-time participants, please **check your connection** to Live Meeting at least a day in advance of the first event you plan to attend (per First Time Test Connection Instructions above). If you have difficulty and need assistance, please contact Amy Sebring, asebring@emforum.org.

2. Help During Events: If you need technical or other assistance during the event, you may so indicate using the Feedback drop down menu at the top right of the Live Meeting window (e.g. red, blue, or purple box to indicate a question about Live Meeting).
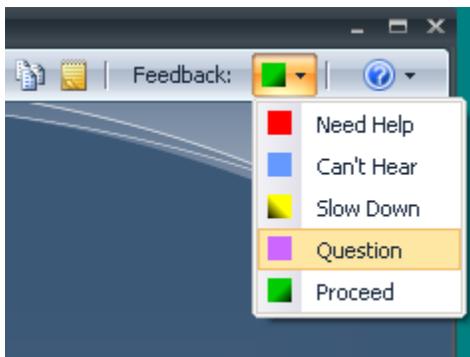
3. Q&A: The Moderator will indicate when to submit questions or comments for the speaker and provide instructions at that time. Questions are submitted via text and answered via audio.

4. Post-event: A recording will be made during online events and made available for subsequent playback. An announcement will be made via the mailing list when it is available, including the URL to access. The recording format is Windows Media Video (.wmv) and requires Windows Media Player or Windows Media Components for QuickTime, or a similar product to view.