



**Communicator 2007**  
**with**  
**Live Meeting**



Microsoft Office

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# Get Started with Contact Management, Presence, and Instant Messaging

In this Quick Reference Card, you will find the tasks most commonly performed when managing contacts, managing your presence information, and contacting others. You will discover how to:

- Quickly determine if a person is available and willing to be contacted.
- Get additional details about a contact, such as the contact's mobile phone number, schedule, and location.
- Manually change your presence state. For example, changing to **Do Not Disturb** when you want to limit interruptions.
- Control access to your presence information, such as your mobile and home phone numbers, by setting Access Levels.
- Determine the best way to contact others based on their presence state.
- Send and receive instant messages to a single contact, to multiple contacts, or to a group.

## Where to find more information

For more detailed information, visit the following sections of Office Communicator 2007 online Help. (Click the Menu button, click **Help**, and then click **Microsoft Office Communicator Help**.)

- Managing Your Contacts and Contact List
- Presence
- Sending and Receiving Instant Messages
- How to Contact Others

## Manage Your Contacts and Contact List

Your Contact List is a list of co-workers, family, and friends with whom you communicate most often. When you first install Communicator, you must build your Contact List.

### Search for someone

Type a person's name or e-mail address in the Search box.

### Add a person or distribution group to your Contact List

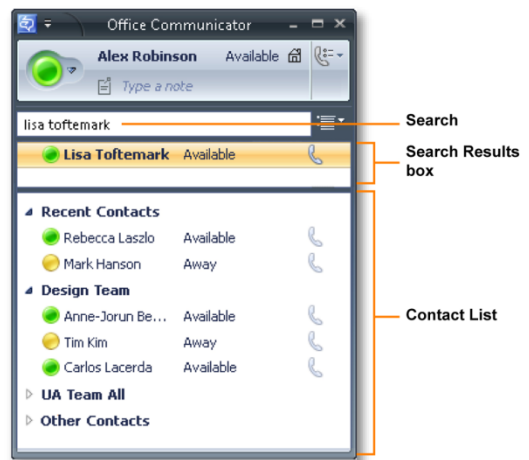
Type the person or distribution group's name in the Search box, and then drag the name from the Search Results box to the Contact List.

### View a contact's Contact Card

Click the contact's Presence button.

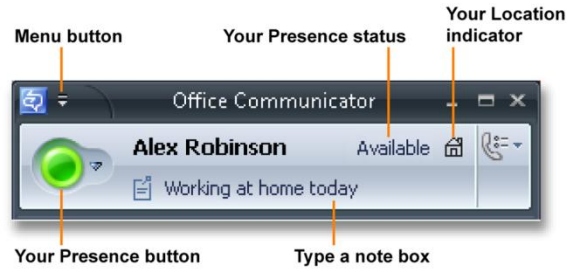
### Create a custom group

In the Contact List, right-click a group name, select **Create New Group**, type a name for the group, and then press ENTER. To add contacts to the group, drag them from an existing group or from the Search Results box.



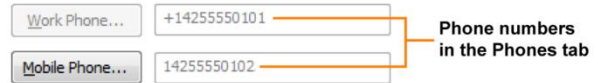
## Customize Your Presence Information

Office Communicator provides a full set of personal presence attributes that you can customize and make available to other contacts to help them communicate with you. As shown in this illustration, presence attributes include your presence status, your location, and a personal note.



### Add and publish phone numbers

In the Office Communicator Title bar, click the menu button, click **Tools**, click **Options**, and then click the **Phones** tab. Click the button for the phone number you want to add. Enter the phone number and then click **OK**. Check the **Publish this phone number** box to make the number is visible to others. After you add the phone number, you should change access levels for those contacts for which you want the numbers to be visible. See “Control Access Levels to Your Presence Information” on this card for more information.



### Manually change your presence status

Click your Presence button and then select a state.

### Set your location

Click your Presence button, point to **Current Location**, and then select a location or create a new location.

### Create a note

Click in the **Type a note** box, and then enter a personal note. Click outside the box when you are done.

## Your Presence Information and Access Levels

Each Communicator contact, including you, has a full set of presence attributes that describe availability, activity, and willingness to be contacted. Presence attributes also include contact information such as phone numbers, personal notes, and location. The amount and type of presence information that you make available to others is controlled by Access Levels. For example, when you assign a contact to the Team Access Level, that contact has access to your mobile phone number, calendar “free or busy” information, and your location, as shown in this table.

Presence Information	Access Levels				
	Block	Public	Company	Team	Personal
Offline Presence	•				
Presence		•	•	•	•
Display Name	•	•	•	•	•
Email Address	•	•	•	•	•
Title*		•	•	•	•
Work Phone*			•	•	•
Mobile Phone*				•	•
Home Phone*					•
Other Phone*					•
Company		•	•	•	•
Office*			•	•	•
Work Address*			•	•	•
SharePoint Site			•	•	•
Meeting Location				•	
Meeting Subject				•	
Free Busy			•	•	•
Working Hours			•	•	•
Endpoint Location				•	•
Notes (Out of Office Note)			•	•	•
Notes (Personal)			•	•	•
Last Active				•	•

\*If these attributes are defined in Microsoft Active Directory, they are visible to all contacts in your company, regardless of Access Level. They are also visible to federated contacts, depending on the assigned Access Level. They are not visible to public instant messaging contacts.

## Communicate with Your Contacts

Each contact in your Contact List has a Presence button and a status text string that reflects his or her availability and willingness to be contacted. You can use the status indicated by the Presence button to determine which mode of communication is best suited for connecting with the contact. Office Communicator provides a variety of communication options. For example, you can double-click the contact to start an IM session, click the Call button for one-click calling, or click the Presence button for additional contact details or communication options.

### Determine if a contact is available

View the contact's Presence button and status.

### View a contact's Contact Card

Click the contact's Presence button.

### View ways to communicate with a contact

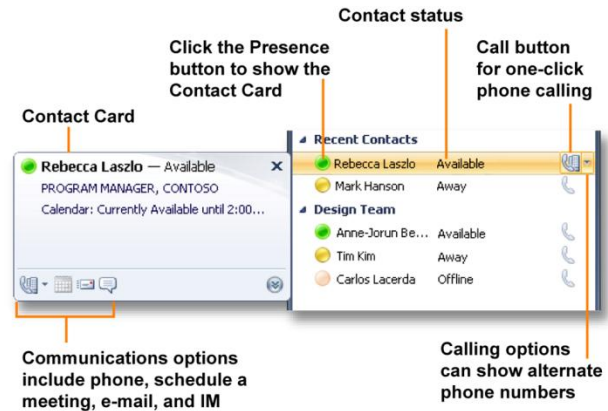
Right-click the contact in the Contact List.

### View phone calling options

Click the arrow to the right of the Call button associated with the contact.

### Get notified when a contact's availability changes

In the Contact List, right-click the contact, and then click **Tag for Status Change Alerts**. When the contact's status changes, you receive an alert on your desktop.



## Control Access to Your Presence Information

With Office Communicator, you use Access Levels to control the presence information that others see. For example, you probably have a short list of co-workers who you want to have access to your mobile phone number. To make your mobile number available to a contact, assign the contact to a **Team** or **Personal** Access Level.

### Switch to Access Levels view

Click the **Change view** button and then click **Access Levels**.

### Change a person's Access Level

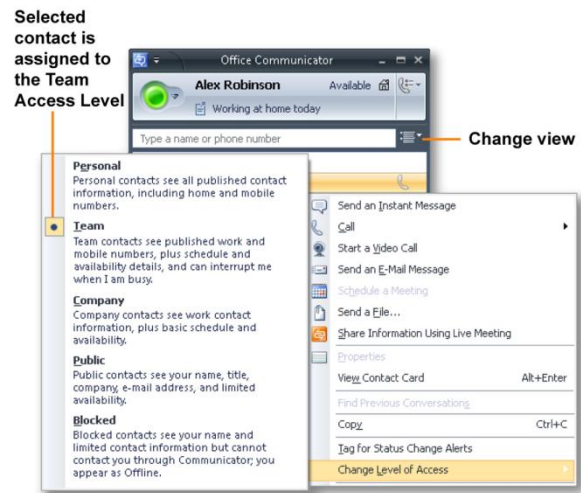
Right-click a contact's name, click **Change Level of Access**, and then select a level. You can also drag a contact into an Access Level group if you are viewing the Contact List by Access Levels.

### Block a person from contacting you

In the Contact List, right-click a contact's name, click **Change Level of Access**, and then select **Blocked**.

### Create a list of contacts who can interrupt you

Switch to the Access Levels view, and then drag the contacts who you want to be able to interrupt you while your presence



## Send and Receive Instant Messages

With Office Communicator, you can start an instant messaging session with a single contact, with multiple contacts, or with a group.

## Send an Instant Message

You typically start an instant messaging session by double-clicking a contact name in the Contact List.

### Send an instant message

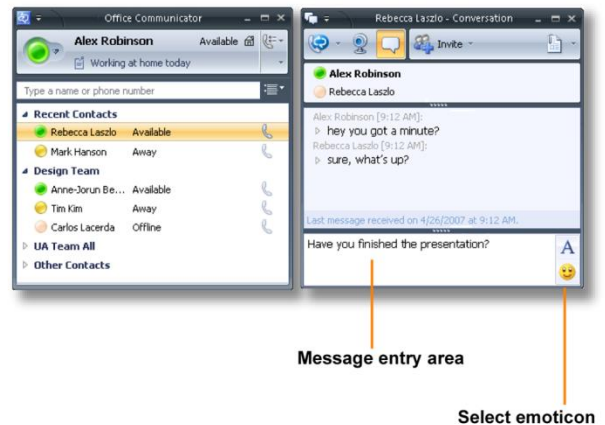
In the Contact List, double-click a contact, type a message, and then press ENTER.

### Add an emoticon

Place the mouse pointer where you want to add the emoticon, click the emoticon button, and then select the emoticon.

### Send an instant message to a group

Hold the CTRL key and select multiple contacts. Right-click the last contact, and then select **Send an Instant Message** or press ENTER. You can also right-click a group, then click **Send an Instant Message**.



## Receive an Instant Message

When a contact sends you an instant message invitation, you see an instant message invitation alert in the bottom right corner of your computer screen.

To accept an instant message invitation, click the left pane.

### Set your status to Do Not Disturb when you receive an invitation

Click the **Do Not Disturb** button, and then click **Set Status to Do Not Disturb**. You typically use this feature when your status shows you as available, but you are in an unscheduled meeting or an important conversation. The new presence status lasts until the beginning of the next hour.



## Get Started with Office Communicator 2007 Conferencing

This Quick Reference Card covers the tasks most commonly used to start, conduct, and join conferences with Microsoft® Office Communicator 2007. Before you start using Office Communicator 2007 Conferencing capabilities, make sure you have the required hardware and software installed, as discussed below.

### What you need to get started

For audio (phone) conferencing you must have a headset, or a speaker and microphone, or a USB audio device connected to your computer. For audio/video conferencing, you must have a webcam connected to your computer.

### Set up your audio and video

Before getting started with conferencing, you may want to adjust your audio and video devices: click the Menu button on the Communicator Title bar, click **Tools**, and then click **Set Up Audio and Video**.

### Installing the Live Meeting console

With Office Communicator 2007, you can escalate instant messaging (IM), audio, or audio and video (A/V) conferences into a Live Meeting. To conduct Microsoft Office Live Meeting conferences, you must install the Live Meeting console.

### Installing the Conferencing Add-In for Outlook

With the Conferencing Add-In for Microsoft Office Outlook, you can schedule phone conference calls with Office Communicator or Web conferences with Live Meeting.

## Where to find more information

For more detailed information, visit the following sections of Office Communicator 2007 online Help. (Click the Menu button, click **Help**, and then click **Microsoft Office Communicator Help**.)

- Conferencing and Collaboration
- How to Contact Others

## Start an IM Conference

You can select multiple contacts or a group in your Contact List to start an IM conference. You can also escalate a one-to-one IM session to a group conference by simply inviting other contacts to an IM session.

### Start an IM conference with multiple contacts

In the Contact List, hold the CTRL key, and then select the contacts you want to invite. Right-click the last contact, and then click **Send an Instant Message**. Type your message in the Message Entry box, and then press ENTER.

### Start an IM conference with a group

In the Contact List, right-click a group name, and then click **Send an Instant Message**. Type your message in the Message Entry box, and then press ENTER.

### Invite someone to an IM session or conference

In the **Conversation** window, click **Invite**, and then select the contacts you want to invite.

## Join an IM Conference

In the conference invitation alert, click the left pane. The alert appears in the bottom right of your computer screen.

## Start an Audio/Video Conference

You can start an audio/video (AV) conference with multiple users or a group that you select in the Contact List.

### Start an audio/video conference with multiple contacts

In the Contact List, hold the CTRL key, and then select the contacts you want to invite. Right-click the last contact, and then click **Start a Video Call**.

### Start an audio/video conference with a group

In the Contact List, right-click a group name, and then click **Start a Video Call**.

## Join an Audio/Video Conference

In the conference invitation alert, click the left pane.

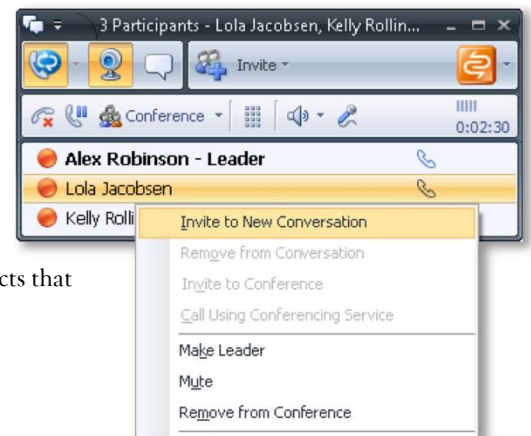
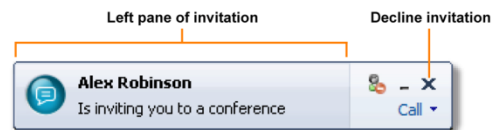
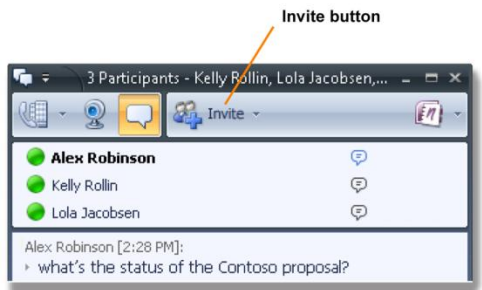
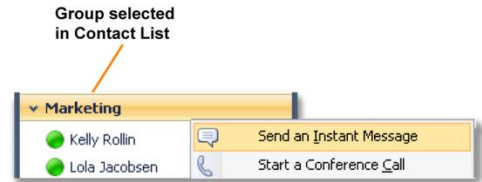
You can join an audio/video conference even if you do not have a webcam. While you will not transmit a video stream, you can view the video stream of others.

## Conduct Conference Calls

During a conference, you can use the Conference call controls to invite others, make a participant a leader, eject a participant, mute a participant, or invite a participant to a new conversation.

### Invite others to a conference call

In the Conversation window, click the **Invite** button, and then select the contacts that you want to invite.



## Make a participant a conference leader

In the conference roster, right-click a participant, and then click **Make Leader**. This action is only available if you initiated the conference and are the conference leader.

## Eject a participant

In the conference roster, right-click the person you want to eject, and then click **Remove from Conversation**.

## Mute a participant

In the conference roster, right-click the person you want to mute, and then click **Mute**. This action is only available if you initiated the conference and are the conference leader.

## Invite a participant to a new conversation

In the conference roster, right-click the participant, click **Invite to New Conversation**, type a message in the message entry area, and then press ENTER.

## Escalate Conferencing Communication Modes

With Office Communicator 2007, you can seamlessly add communication modes to your conferencing session. For example, you can start an IM conversation with a single contact, add additional contacts for an IM conference, and then add audio and video to the conference. If you need to share data, applications, or slides, you can escalate to a Live Meeting session—without having to re-invite participants.

### Turn an IM conversation into a conference

During an IM session, click **Invite**, and then select the contacts you want to invite to the conference.

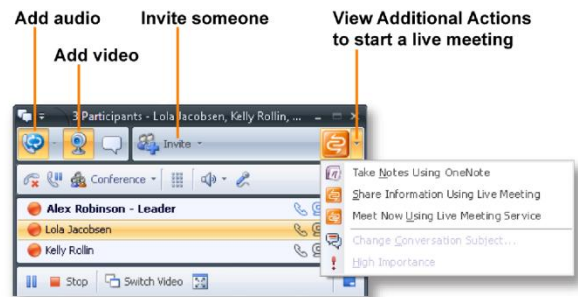
### Turn an IM conference into an AV conference

During an IM conference, click **Add Audio** to add audio to the conference, or click **Add Video** to add video to the conference.

### Turn an AV conference into a Live Meeting

During a conference call, click the arrow to the right of the **Additional Actions** button, and then click **Share Information Using Live Meeting** or **Meet Now Using Live Meeting Service**. (These options are only available if Live Meeting is installed.)

You typically use **Share Information Using Live Meeting** if all of your conference participants are internal, such as peer employees and federated partners. Common scenarios include conferences with team members and strategy meetings with partners. Use **Meet Now Using Live Meeting Service** if your conference includes external users, such as clients and personal contacts, as in sales calls and customer training sessions.



## Schedule a Conference Call or Live Meeting

You can use the Conferencing Add-In for Microsoft Office Outlook to schedule Office Communicator conference calls or Office Live Meeting Web conferences.

Schedule Live Meeting Web conferences when you need to show slides, share an application or your desktop, or collaborate on a whiteboard.

### Schedule a Conference Call

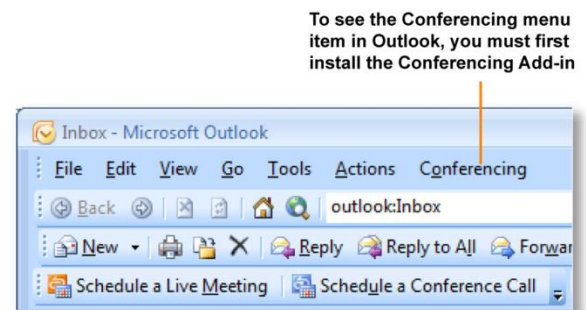
Open Microsoft Outlook, click **Conferencing**, and then click **Schedule a Conference Call**. This schedules a call exclusively in Communicator; you do not need Live Meeting installed.

### Schedule a Live Meeting

Open Microsoft Outlook, click **Conferencing**, and then click **Schedule a Live Meeting**.

### Add the Microsoft Office Live Meeting toolbar

Open Microsoft Outlook, click **View**, point to **Toolbars**, and then select **Microsoft Office Live Meeting**.





# Microsoft Office Live Meeting

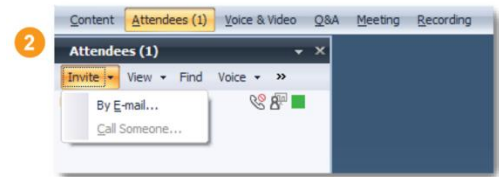
## Start an Unscheduled Meeting Now

To start an unscheduled Meet Now meeting

1. Click **Start**.
2. Click All Programs, point to Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting 2007.
3. On the **Welcome to Microsoft Office Live Meeting** page, click **Meet Now** to start your unscheduled meeting.

To invite participants to your Meet Now meeting from the Microsoft Office Live Meeting client

1. To open the **Attendee** pane, click the **Attendees** menu.
2. In the **Attendees** pane, point to **Invite**, and then click **By E-mail**.
3. In the **To** box of the e-mail invitation, type the e-mail addresses for your participants, separating each address by a semi-colon.
4. To send the invitation, click **Send**.



## Join a Meeting, Connect to Computer Audio and Video

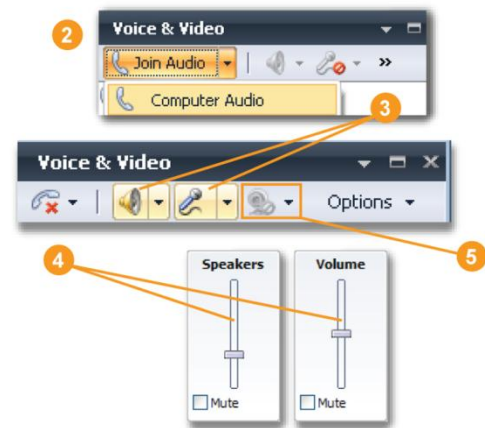
1. From your calendar, open the meeting invitation, and then to join the meeting, click the **Join the Meeting** link.
2. When you are connected to the meeting, computer audio is on by default. If it is not on, in the **Voice & Video** pane, click **Join Audio**.
3. To mute the speakers or microphone, in the **Voice & Video** pane, click the **Mute Microphone** or **Mute Speakers** icon.
4. To modify the speaker or microphone volume, in the **Voice & Video** pane, click the **Microphone** or **Speaker** drop-down and move the volume slider up or down.
5. To show your video, in the upper right of the meeting client, click the webcam icon.

### Join the meeting.

#### Audio Information

##### Computer Audio

To use computer audio, you need speakers and microphone, or a headset.



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**Tip:** Run the **Set Up Audio and Video** feature to help set up your audio and video devices. To run the feature, you must first disconnect from all voice and video conversations. To launch **Set Up Audio and Video**, in the **Voice & Video** pane, click **Options**, and then click **Set Up Audio and Video**.

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## Import Content

Meeting presenters can import multiple file types into Live Meeting (for example, Microsoft PowerPoint®, Word, Excel, Visio™, Project, and video presentations).

To import content into the meeting as a presenter

1. In the meeting client, click the **Content** pane, click **Share**, and then click **Upload File (View Only)**.
2. In the **Choose a document to share** dialog box, select a file to import, then click **Open** to import the file.
3. To present the file, from the **Content** pane, select the file you want to present.
4. To go through the slides, click the **Previous** or **Next** icon located in the lower left of the meeting client.

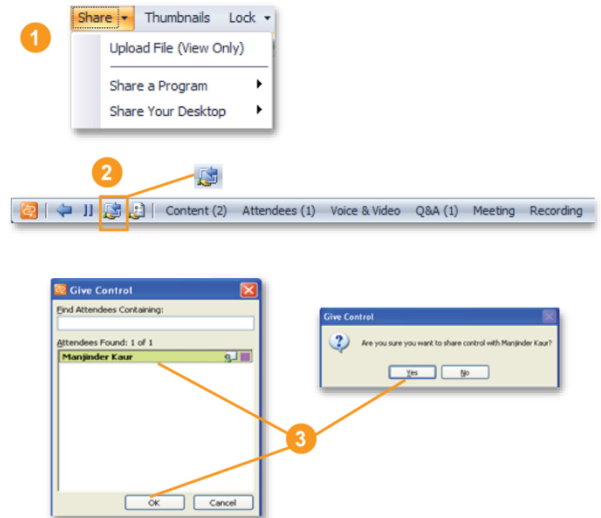
## Show and Share Applications

Live Meeting provides several ways to share applications. When sharing the **Desktop** or **Selected Area**, the applications to be shared must be open.

To share and exchange control of an application with a meeting participant

1. To share an application in the meeting client, click the **Content** pane, click **Share**, click **Share a Program**, and then select a program to share.
2. To give control of the application to a participant, click the **Share Control** icon.
3. In the **Give Control** dialog box, select a participant's name, click **OK**, and then, in the **Give Control** dialog box, click **Yes**.
4. To take control, the attendee clicks **OK** in the **Microsoft Office Live Meeting** dialog box.
5. Click the **Share Control** icon to continue sharing and take control back from the participant, or choose another participant with whom to share control.
6. Click the **End sharing and return to Live Meeting** icon to finish sharing and return to the presenter meeting client.

**Tip:** To share your entire desktop or a selected area on your computer, in the **Content** pane, click **Share**, click **Share Your Desktop**, and then select **All** to share your entire desktop, or select **Selected Area** to share a selected area on your computer.



## Ask and Answer Questions

### To ask a question

1. In the meeting client, click the **Q&A** menu.
2. Type your question in the **Q&A** text box.
3. Click **Ask**.

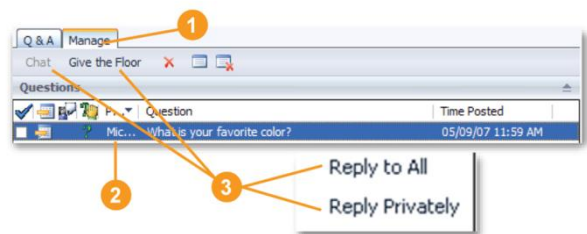


**Tips:** The presenter can enable questions and answers by clicking the More icon in the Attendees pane, clicking Permissions, and then in the Attendee Permission dialog box, selecting Ask questions.

Attendees can ask only one question at a time. When the presenter has answered your question, you can then type another question. You can also edit the question you asked by clicking Edit. Or, you can delete your question by clicking the Retract Your Question icon.

### To answer questions

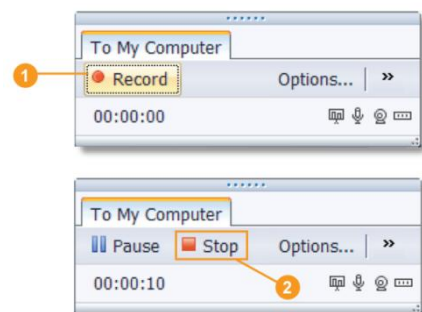
1. Click the **Q&A** menu, and then click the **Manage** tab.
2. On the **Manage** tab, a list of all questions received from attendees is displayed. Click the question that you want to answer.
3. In the answer text box, type your response, and then click **Reply to All** or **Reply Privately**. Or you can **Chat** or **Give the Floor** to the person who asked the question.



## Record Your Meeting

Before recording your meeting, in the click **Options** to access **Personal Recording Options** dialog box, choose where you want to save your recording and what you want to record.

1. To record your meeting, in the **Recording** pane, click **Record**.
2. To save your recording, click the **Stop** icon, and choose **Save Recording**.



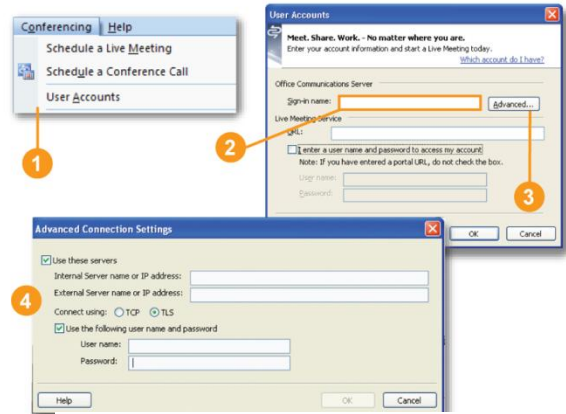
- To check the status of your recording, click **Start**, click **All Programs**, click **Microsoft Office Live Meeting**, and then click **Microsoft Office Live Meeting Recording Manager**.

## Configure the Conferencing Add-in for Outlook

- In your calendar, click **Conferencing**, and then click **User Accounts**.
- In the **User Accounts** dialog box, under **Office Communications Server**, in the **Sign-in name** text box, type your sign-in name.

**Note:** Steps 3 and 4 are optional.

- To set Advanced Connection Settings, click **Advanced**.
- In the **Advanced Connection Settings** dialog box, select **Use these servers**. In the **Internal Server name or IP address** or the **External Server name or IP address** text box, type the server name or the IP address of the Office Communications 2007 Server to which you will connect.
- To verify your login information, click **Test Connection**. In the confirmation dialog box, click **OK**.



## Schedule a Meeting

To schedule a meeting using the Conferencing Add-in for Outlook

- In your calendar, click **Schedule a Live Meeting**.
- On the **Appointment** tab, in the **Subject** text box, type a description of your meeting. In the **To** text box, enter the e-mail addresses for your invitees, separating each address with a semi-colon.
- To designate presenters on the **Live Meeting Request** form, click **Attendees/Presenters**. In the **Attendees** list, click a name, and then click **Add**. Click **OK**.
- To choose the type of audio for you meeting, click **Audio**.
- To enable participants to connect using a computer with a headset or microphone and speakers, click **Connect to the meeting using computer audio**.

