

# Microsoft Live Meeting Helpful Hints

## Before the Training

Go to the resources link provided in the instructional email to download and print the training presentation so you can take notes if you like and prepare questions in advance.

## Day of Training

**10 minutes** before the start time of your scheduled training session, follow these steps:

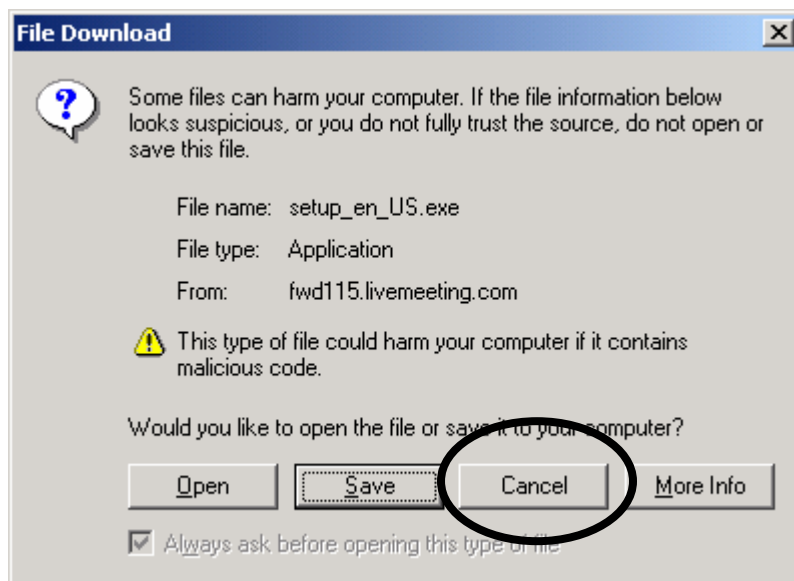
**Step 1:** Call the phone number **1-866-275-1366** or **1-303-262-0519** and enter **PIN 59320#**.

**Step 2:** Make sure you have Pop-Up blocker turned off in the browser (Internet Explorer, Netscape, etc.) you will be using to view the training.

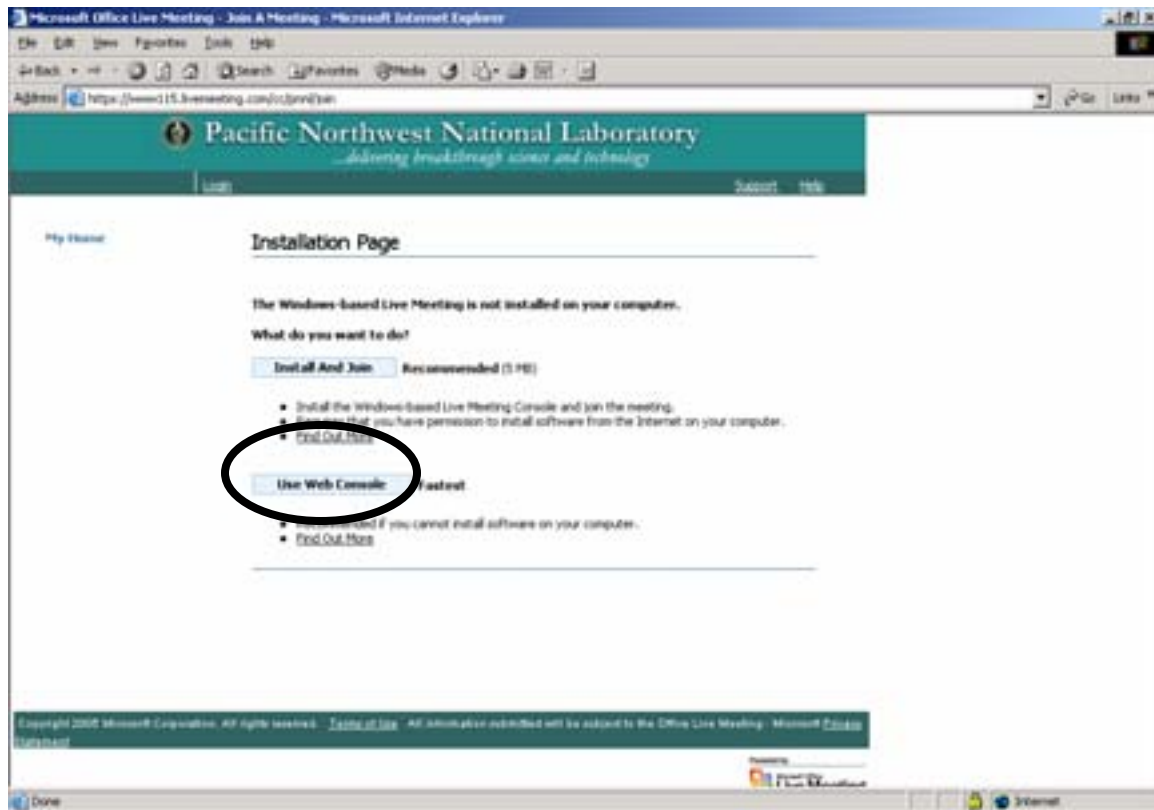
**Step 3:** Open the email invitation you received from **Terry Shoemaker** and click on the “Click Here to Join Live Meeting” link provided in Step 3 in the message.

**Step 4:** Enter any requested information, including first and last names.

**Step 5:** When the dialog window “File Download” appears (shown below) with options to *Open*, *Save*, *Cancel*, *More Info*, click on **CANCEL**.



**Step 6:** At the “Installation Page” (shown below), click the **USE WEB CONSOLE** button



**Note:** It may take a minute or two before you see the opening slides. The presenter will announce the beginning of the Training and when the session opens for the Live Q & A.

## Suggestions

Once the training begins, if you see a blank screen at any time for longer than a few seconds, you may have Pop-Up blocker on. If this is true, you will need to:

- 1) turn off the blocker,
- 2) exit the meeting, and
- 3) re-enter the meeting.

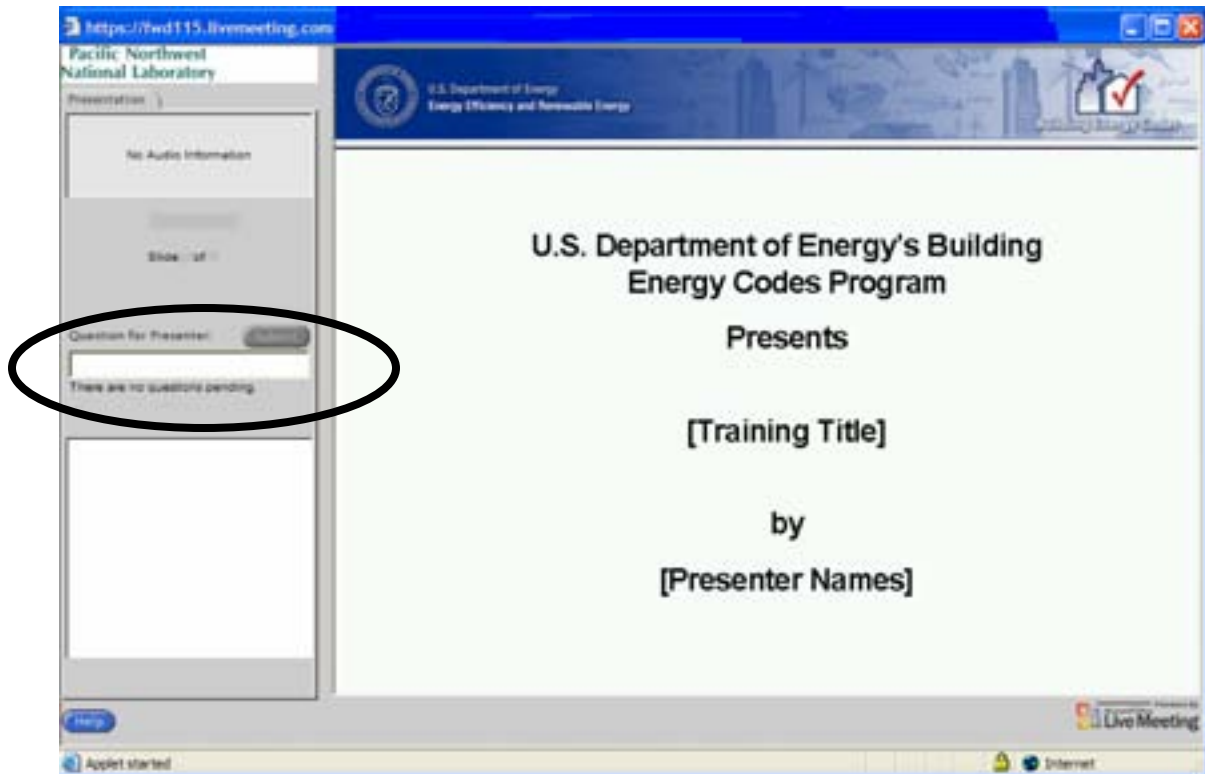
If you do not see the entire Live Meeting display window, change your screen resolution to 1152 x 864. You can do this during the meeting without impact.

**If you are unable to log into the training, contact 1-800-664-0771, dial 0 at the prompt, and request the Webcast Help line call. We will have staff available to assist you.**

## Two Ways to Ask a Question

Option 1: Click in the **Question for Presenter** cell on the left side of the Live Meeting console, type your question, and click the Submit button.

**NOTE:** You must wait for a response from the presenter electronically before Live Meeting will allow you to ask another question. If you do not wait for an answer before typing in this cell again, you will be **CHANGING** your existing question, **NOT** asking a new one.



Option 2: Wait for the specified Q&A portion of this session and ask your question via the phone (the availability of this option depends on the size of the audience).