Microsoft Live Meeting Helpful Hints

Before the Training

Go to http://www.energycodes.gov/training/webex/rescheck_rebroadcast.stm 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:
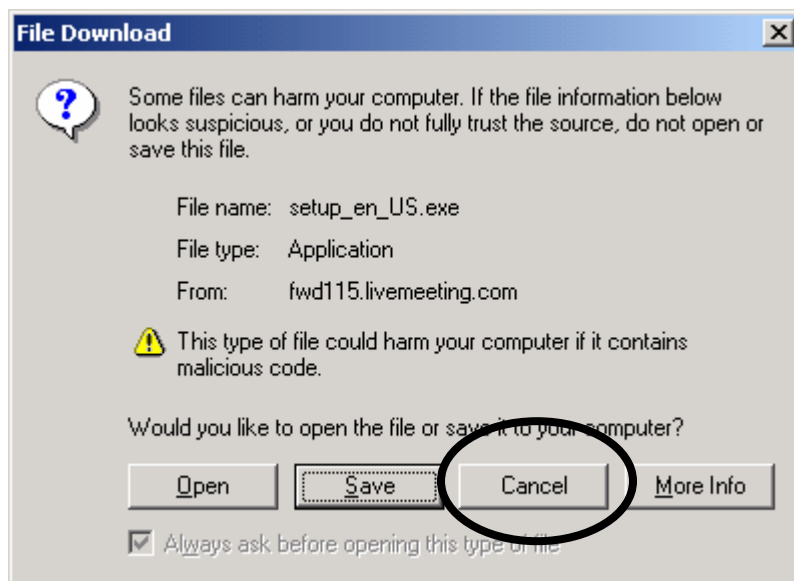
Step 1:   Call the phone number 1-866-275-1366 or 1-303-262-0519 and enter PIN 59320#.

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.
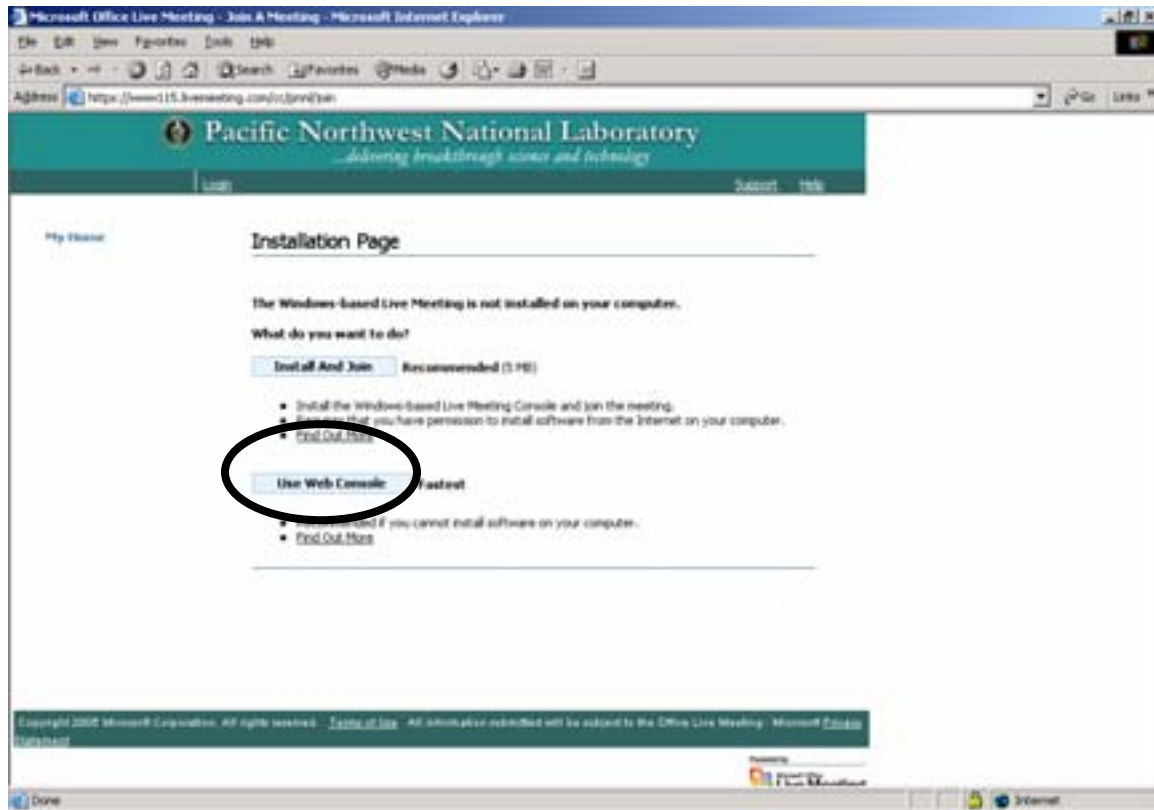
Step 3: Open the email invitation you received from Cecilia Mendoza on July 26 and click on the "Click Here to Join Live Meeting" link in the message.

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

Step 5: When the dialog window "File Download" appears with options to *Open*, *Save*, *Cancel*, *More Info*, click on **CANCEL.**

Step 6: At the "Installation Page", click the **USE WEB CONSOLE** button

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

Suggestions

If you see a blank screen for longer than a few seconds while the presenter is attempting to show the RES*check* Broadcast, 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
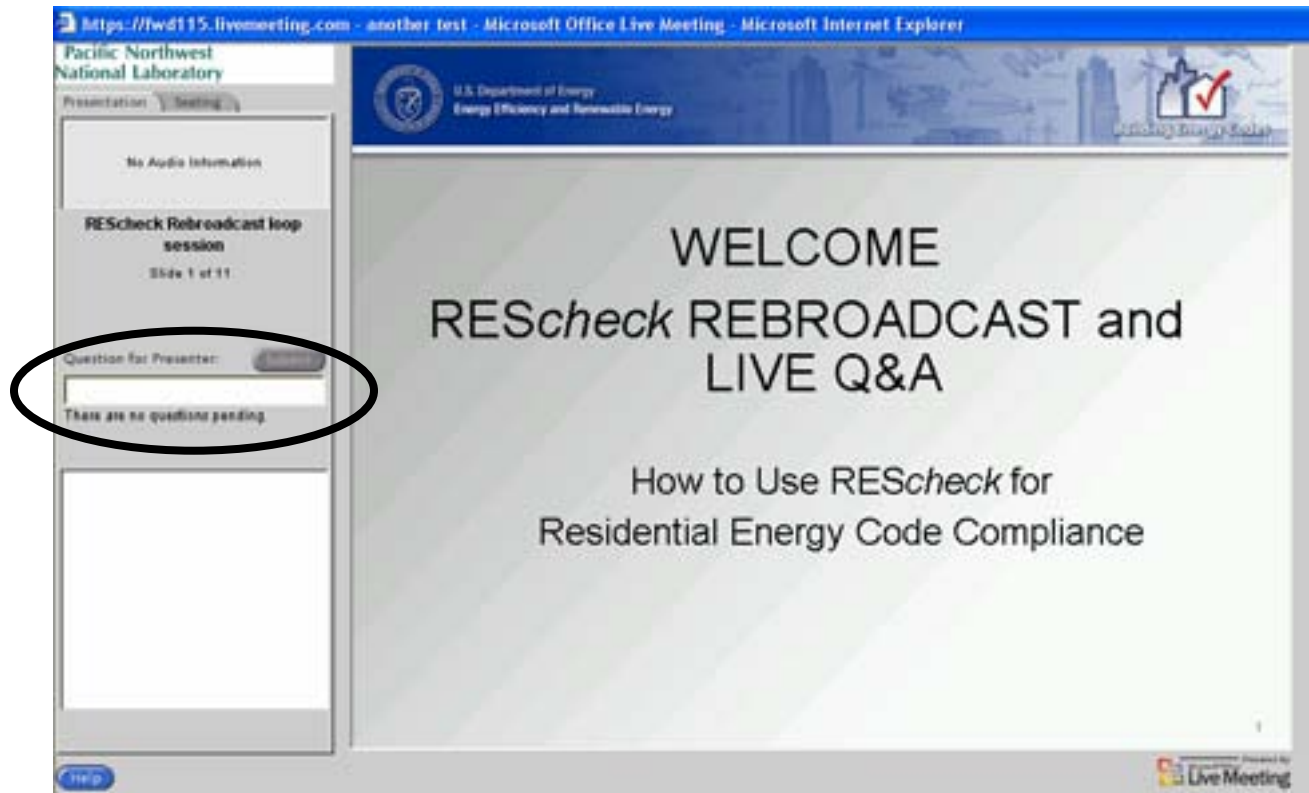3) re-enter the meeting.

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 get on, contact 1-800-664-0771 and request the REScheck Assistance 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.