



## Live Meeting 2007 Tutorial Links

These links are 2-5 minute “How To” tutorials for Microsoft Office Live Meeting 2007. We hope you find these tutorials helpful as you learn to use the main features of Live Meeting to lead meetings. The “Join the Meeting” tutorial (listed first) should be helpful to both presenters and attendees.

### **Join a Meeting:**

<http://www.brainshark.com/partner/vu?pi=243162837>

*Description: How to join a meeting for attendees and presenters.*

### **Schedule a Meeting:**

<http://www.brainshark.com/partner/vu?pi=367603639>

*Description: How to schedule a meeting.*

### **Meeting Options:**

<http://www.brainshark.com/partner/vu?pi=312200634>

*Description: Setting defaults to include audio conference and recording integration setup.*

### **Present and Share:**

<http://www.brainshark.com/partner/vu?pi=114052975>

*Description: How to View PPT's and documents, share application, desktop and webpage and how to provide handouts.*

### **Advanced Topics:**

<http://www.brainshark.com/partner/vu?pi=705799307>

*Description: Discusses how to use Whiteboard, Q&A, Polling and Live Video via webcam.*

### **Record a Meeting:**

<http://www.brainshark.com/partner/vu?pi=581692166>

*Description: How to use recording during a meeting.*