



## Microsoft® Office Live Meeting Overview

### CONFERENCECALLS.COM OFFERS MICROSOFT® OFFICE LIVE MEETING EMPOWERS YOU TO COLLABORATE VIRTUALLY ANYTIME

ConferenceCalls.com now offers Microsoft® Office Live Meeting. This offers a full featured web conferencing service to fulfill your advanced meeting and training needs. It is also part of ConferenceCalling.com's extensive portfolio of web conferencing solutions integrated with our on-demand reservation-less Express® audio Conferencing service.



### BENEFITS OF MICROSOFT® OFFICE LIVE MEETING

#### COLLABORATION MADE SIMPLE

Geography is no longer an obstacle and your reach is virtually unlimited. With a rich set of tools you completely customize and manage meetings, as well as engage the audience allowing you the opportunity to accomplish your business objectives faster.

#### SEAMLESS AUDIO INTEGRATION

Microsoft® Office Live Meeting powered is tightly integrated with Ready-Access® audio conferencing to give you a single sign-on with combined audio controls, making your web conferences simple, efficient and empowering.

#### RICH, REAL TIME INTEGRATION

Share, collaborate and discuss in real time as if everyone were gathered around one table. Advanced interactive tools give you the capability to effectively communicate ideas leading to faster decision making.

#### PERFECT FOR GROUPS OF ALL SIZES

Can accommodate groups up to 1,250. It's perfect for advanced collaboration, online training and much more.

#### LESS TRAVEL

Collaborating online and in real time means you don't have to travel as often. It eliminates downtime and increases productivity, while reduces your company's carbon footprint.

#### ENHANCED SECURITY

With nine levels of security, including the ability to require user passwords and encrypt meeting notes, it allows you to protect your company confidential information.

### WITH MICROSOFT OFFICE LIVE MEETING YOU CAN

- Collaborate on documents in real time
- Use electronic whiteboard to illustrate an idea
- Receive instant feedback on a presentation
- Visit and share Web sites with attendees
- Share control of an application running on one user's desktop
- Chat with participants
- Demonstrate an application and allow co-presenters/ participants to take control
- Distribute virus-checked handouts in native file formats to download before/during meeting
- Use Webcams to show video of one or multiple presenters
- Show flash video in Web conference
- Create, share and save notes that all attendees can see
- Enable recordings, which attendees can save
- Poll, aggregate and show results; see individual responses too. Facilitate event, class registration and online exams



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## One-click controls make sharing documents and applications easy.

### Application Sharing

Allows you to show or share any application on your desktop

### Audio Status

Embedded Conference Call Controls, such as mute and eject, enable you to easily check the audio status of any meeting participant.

### Breakout Rooms

Create breakout rooms to allow subgroups of attendees to meet separately. Audio sub conferencing is not currently supported with this feature.

### Desktop Sharing

Show and share visuals, applications, web pages, files or software to participants in real time. Meeting attendees can see exactly what you are doing—including your mouse movements and keyboard inputs.

### Document Viewer

Allows you to bring any document that can be printed into your presentation — with full functionality — so participants can bring a wider variety of relevant content into their online meetings.

### Enhanced Meeting Console

Enjoy the familiar Microsoft Office® look and feel with intuitive menus and toolbars — making it easier for both presenters and attendees to navigate and participate in meetings.

### Getting Started Pane

Provides one-click access to context-sensitive how-to instructions for some of the most common tasks performed during a meeting by presenters or attendees.

### Handouts

Distribute content that attendees can download either before or during the meeting. Files automatically scanned for viruses when they are added to the meeting.

### Internet Broadcast Audio (formerly referred to as Internet Audio Broadcasting)

With just one click, audio is streamed to attendees, who listen from their desktops using Windows Media Player 9.

### Instant Polling

Receive instant feedback from meeting attendees with real-time polling.

### Integrated Audio, Video & Rich Media Supported

Share video with webcam and rich media presentations, including a variety of file formats, such as movie clips, flash animations and audio files

### Microsoft Office® Integration

An Add-in Pack provides users with the ability to initiate online meetings from the most popular business productivity applications, including Microsoft® Office Outlook®, Microsoft® Office Word, Microsoft® Office Excel, PowerPoint®, Microsoft® Office Project, and Microsoft® Office Visio.®

### Microsoft® Office Outlook®

Outlook® integration streamlines the invitation process and enables you to schedule meetings even in offline mode. Now you can easily see the availability of participants on your Outlook email server, send invitations (including audio conference information) with a few mouse clicks, and automatically track responses.

### Microsoft® Office PowerPoint® Presentation Viewer

Allows you to make a highly dynamic online presentation, complete with animations, transitions, and full-screen mode.

### One-click Content Controls

Manage a wider variety of content with ease and flexibility, making online presentations more dynamic and memorable.

### Record A Meeting

The next best thing to attending a meeting, keeps individuals informed. Expiration dates are set at 90 days for both meetings and records on standard conference centers and 365 days for professional version; once those limits have been met, recordings and meetings will be sent to storage bin; after a maximum of another 90 days, they will be deleted permanently.

### Request Control

Allows a participant to request control of the presentation during application sharing.

### Remote Sharing

Presenters can now start remote desktop sharing with other attendees

### Resources List

Adds flexibility as you can easily select and view all documents you have imported and move in one click to open files.

### Shared Notes

Create and save notes that all attendees can see.

### Sharing Slide

Showing and sharing an application is now as easy as clicking the Sharing Slide button. You can also give control of the application — and take it back — with the click of a button.

### Screen Mode

You can customize the sizing of your Viewing Area. Zoom, Fit to Window, or view in Full-Screen Mode to suit your preferences.

### Thumbnail Navigation

Makes it a snap to preview and advance through each active document during your presentation

### Whiteboard

Illustrate an idea or draw a picture for meeting attendees. All attendees can be given permission to use the whiteboard, and each attendee has a different colored set of tools to use.